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I. *Policy: 500*

II. *Procedure*

A. *The following considerations will be used as guidelines in making decisions relative to requests to distribute materials to students:*

1. *content or purpose of the flyers, brochures, booklets or merchandise must be of direct educational benefit to the students;*
2. *the organization making the request must be a non-profit, non-partisan organization active in the school community;*
3. *collection of applications, responses, and survey forms must be made by members of the organization and not by school personnel;*
4. *members of the organization will arrange to count and separate such materials into standard or class-sized groups as recommended by the principal to simplify distribution to classes; and*
5. *the material covered by such flyers, brochures, booklets, etc., must be of such a nature that the principal will be able to honor similar requests from other organizations.*

B. *Any of the above limitations may be waived if the service requested is approved by the Superintendent or his designee after consultation with advisory groups such as PTA, similar parent-based organizations, Citizen Advisory Committee (CAC), and/or faculty council.*

C. *Requests may be rejected even if all the above limitations are satisfied, if the request is considered to be contrary to the best interests of the school or community.*

D. *In lieu of distributing prepared materials, principals may incorporate condensed notices or announcements in school, PTA or similar parent-based organization newspapers or bulletins.*

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State Law:  
State Reg.:  
Federal Law:

Adm. Reg.  
Neg. Agr.:  
Other Citation:

- E. *Principals who desire assistance in making decisions in these situations may consult such advisory groups as the PTA or similar parent-based organization executive committees, faculty councils, or citizen advisory committees.*
  
- F. *Blanket approval on requests involving complete coverage of all county schools must be considered and approved by the Assistant Superintendent for Instruction.*