

2017 -2018 Flyer Approval Schedule

The following are the dates flyers will be approved. Also listed are the valid dates for distribution and website showing. Flyers not received by the due date will be dated for the next specified valid period.

Flyer Due Date for Approval	Valid “for” Dates
August 22	August 29 – September 12* (<i>extended distribution date</i>)
September 6	September 14 – September 25
September 20	September 27 – October 10
October 4	October 12 – October 23
October 18	October 26 – November 6
November 2	November 7 – November 17
November 28	Nov 28 – Dec 14*(<i>extended distribution date</i>)
NO FLYERS	December 15- January 8
January 8	January 16- January 26
January 22	Feb 1 - February 14
February 5	February 20 – March 6
February 20	February 28 - March 9
March 2	March 5 - March 9 (Short Distribution)
NO FLYERS	March 12 – March 16
March 20	March 28 – April 5
April 10	April 18 - April 30
April 24	April 25 - May 5 (May 2 – May 4 ELEMENTARY ONLY)
May 5	May 8 - May 23 (NO DISTRIBUTION MAY 8 – MAY 12)

- All requests **must** be accompanied by an up-to-date (**dated within the last 3 years**) 501 (c) (3) from the Internal Revenue Service.
- A copy of the material to be accessed /distributed must be submitted along with the District’s *Request for Flyer Distribution Approval* form.
- If you would like to submit to distribute multiple dates at one time, a separate *Request for Flyer Distribution Approval* form must be submitted for each distribution period.
- Flyers must adhere to all District guidelines.
- Flyers will be placed on the District’s website for the specified period.
- Only 25 copies of the flyer may be given to the school for placement at a site designated by the campus Principal.
- A copy of the Approval Letter must accompany the flyers placed on campuses.