

2016-2017 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 19	August 22-September 12*(extended distribution date)
September 6	September 14-September 25
September 20	September 28-October 9
October 4	October 12-October 23
October 18	October 26-November 6
November 2	November 7-November 18
November 18	November 28-December 9
December 2	December 5-December 16 (short distribution)
NO FLYERS	December 16-January 9
January 6	January 11-January 22
January 20	January 25-February 5
February 3	February 8-February 19
February 17	February 22-March 10*(extended distribution date)
NO FLYERS	March 10-21
March 24	March 28-April 5
April 7	April 10-21
April 21	April 24-May 5 (May 1-May 5 ELEMENTARY ONLY)
May 4	May 9-May 31 (NO DISTRIBUTION MAY 9-MAY 13)

- All requests **must** be accompanied by an up-to-date (dated within the last 3 years) 501©(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.