



Guidelines for Approval of and Access to Flyers and Other Non-school Printed Materials

The Communication Department will be responsible for reviewing and approving flyers and printed material for external non-school groups or organizations that provide evidence of **nonprofit status**.

If at any time it is determined that previous flyers or written materials presented for approval contained false information or did not accurately represent the intent of the program, the approval of future flyers submitted by the requesting organization will be jeopardized.

The nonprofit organization must adhere to the District's guidelines for requesting approval for public or student access of materials as follows:

- The sponsoring organization must provide documentation of their official 501(c)(3) nonprofit status **each year**. A copy will be kept on file at the Communications Department. **Note: Association with a nonprofit organization is NOT sufficient to qualify groups/individuals as a nonprofit organization; therefore flyers for these groups/individuals will not be approved.**
- A **copy of the flyer/printed material AND a Request for Flyer Distribution Approval** form must be submitted to the Communications Department for consideration of approval.
- Flyer Copies must be **emailed** to: **CommunityFlyers@katyisd.org**
- **The Request for Flyer Distribution form and a copy of the actual flyer must be received by 3:00PM on the flyer due date and will posted only for the dates on the schedule chart.**
- Up to four pages will be accepted for posting. The front and back of a flyer is considered two pages.
- All flyers/printed material **MUST** have the following disclaimer statement printed at the **BOTTOM** of the flyer/printed material in **BOLD, CAPITAL** letters. This disclaimer should be in a font of 12 pt. or larger.

THIS ORGANIZATION AND ITS ACTIVITIES ARE NOT RELATED TO OR SPONSORED BY THE KATY INDEPENDENT SCHOOL DISTRICT.
- The flyer/printed material should not contain advertising logos or promotions for any business/organization other than the approved nonprofit submitting the flyer.
- **All athletic/Sport Team flyers are subject to approval by the Katy ISD Athletic Department.** Allow enough time for this approval to occur.

Approval and Access/Distribution

- Flyers/printed material should be submitted according to the *Flyer Approval Schedule chart* found on the Katy ISD website. Flyers will only be approved with a Monday date and valid for the specified valid period. Flyers not received by the DUE date will be dated for the next specified valid period.
- A copy of the flyer/printed material will be placed on the Katy ISD website for the specified valid period stated on the approval schedule. At the end of the specified valid period, the flyer/printed material will be removed from the website and campus.
- **ONLY 25 PAPER COPIES WILL BE ALLOWED TO BE PLACED ON A CAMPUS.** Campus Principals will place the approved flyers in a central location for students and patrons who are interested.
- **A copy of the Approval Letter must accompany the 25 paper copies.**
- It is the responsibility of the nonprofit organization's contact person to print and deliver the 25 copies for each campus they desire to reach. **Campuses will not print additional copies.**
- The posted approval schedule will be strictly adhered to.

The direct distribution of non-school related materials to students is strictly prohibited.