



Brazosport Independent School District

Administrative Services • P O Drawer Z • Freeport, TX 77542

August 1, 2009

Dear Community/Business Leaders and School Sponsors:

Distributing community flyers via district campuses is time consuming for our office staff and teachers. Due to the increasingly large amount of flyers requested to be distributed throughout our schools every year, we have established the following guidelines.

- All flyers **MUST** be approved by our office prior to distribution.
- Flyers will **not** be distributed during the following time periods:
 - The first 3-weeks (prior to September 14, 2009) and the last 3-weeks of the school year (after May 14, 2010)
 - During the weeks of final exams or state testing
 - The week before and after Christmas break
- Flyer requests must be **submitted** no less than 1 week before date of distribution to students (No last minute requests will be accepted.)
- No more than 2 flyer requests per organization per school year (1 per semester)
- **Only** one flyer per event (No “reminder” flyers.)
- **Only** non-profit organizations can submit flyers
- Flyers must be in stacks of 25 for middle, intermediate and high school campuses
- Flyers must be in stacks of 22 for elementary campuses
- Flyers will be dropped off to the campuses by the organization submitting the flyer
- Inter-school mail **cannot** be used to distribute the flyers to campuses
- Special permission from the Deputy Superintendent is needed for flyer distribution through district email

Distributing community flyers through our school district is a service we offer to our community. We have established these guidelines in order to continue offering this service to all non-profit organizations that contact us.

Sincerely,

Dr. Dennis McNaughten
Deputy Superintendent