



BRYANT

PUBLIC SCHOOLS

Guidelines to Distribute Flyers and Other Printed Materials

We understand the importance of sharing relevant information from the community with our students and families. The Bryant School District will consider requests to distribute information to students from local government, non-profit, civic, and cultural organizations which provide youth-oriented activities and/or programs. Flyers to be distributed to students must be approved by the Director of Communications.

Prior to submitting a flyer request, please read the following information.

General Requirements:

- A sample of the flyer, as well as the Community Flyer Request form, should be submitted to the Director of Communication at least two weeks prior to the time the external organization desires it to be distributed.
- Political materials will not be distributed.
- The organization requesting flyer distribution must be within Saline County or directly benefiting the residents of Saline County.
- In most cases, the information/event is sponsored by a non-profit organization. Promotional materials of a commercial nature will not be approved for distribution.
- Flyers will not be distributed during the first two weeks and last two weeks of the academic year.
- Flyer distribution requests are for a one-time distribution approval only and will be approved for distribution only one time per semester.
- Direct distribution to individual students or parents during the school day or at school-sponsored events including Open House will not be permitted.
- Flyers must contain the Bryant Public Schools Disclaimer Statement exactly as written in the text below:

Disclaimer: This information is being distributed as a community service. Bryant Public Schools is not a sponsoring organization for this activity.

- Approved materials will be distributed as part of the elementary weekly backpack folders. Flyers for secondary school students should be left in the front office for student pick-up ONLY. Flyers will also be posted on the District's parent information page located [HERE](#).
- Once approved, organizations will receive notification and an approval sheet including student count at each school site along with the bundling instructions. The cost of printing flyers is the responsibility of the group or organization.
- Exceptions will only be allowed with the approval of the Superintendent.

Please contact the Director of Communications with any questions regarding these guidelines at dsherrill@bryantschools or at (501) 653-5120. We thank all our partners for their continued support and for bringing various educational and learning opportunities to our students.



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Community Flyer Distribution Request

Date of Request _____

Organization _____

Type of Organization Non-Profit Private or Business Government Other

Address _____ City _____

Contact Person _____

Email _____

Primary phone _____ FAX _____

How would you like approval returned? Email Phone Fax Pick Up

Description of Material

Requested Date for Distribution _____

Name of Flyer (attach copy) _____

Campuses for Distribution Elementary Secondary Web Posting

Send completed form (include flyer) to: Devin Sherrill, Director of Communications
dsherrill@bryantschools.org
Bryant Public Schools, 200 NW 4th Street, Bryant AR 72022

Distribution Approved *Office Use Only*
Special Instructions _____

Approved for distribution Elementary Schools Approved for distribution Middle/High Schools Approved for posting District website

Distribution Denied
Reason _____

Signature

Date