

SAN GABRIEL UNIFIED SCHOOL DISTRICT
Superintendent's Office

2017-18 ADVERTISEMENT DISTRIBUTION NOTICE

TO: Advertisement Remitter

From: Superintendent's Office **Tel:** (626) 451-5403
Fax: (626) 451-5498

RE: Requirements: Flyer and/or Card Distribution through Student Folders or
Posting of Signs and Banners

USE OF FACILITIES APPLICATION:

Organizations requesting use of SGUSD facilities and/or District properties will be required to complete a Use of Facilities application submitted through our Maintenance Department for review and approval. For questions please contact Celia Rosales at (626) 451-5450, email to rosales_c@sgusd.k12.ca.us.

ADVERTISEMENT MATERIALS:

Organizations requesting the distribution of flyers/cards via student folders to families AND/OR the posting of signs/banners on a school campus will require an approval via the Superintendent's Office. Please submit your flyers/cards/signs/banners (or for questions) to the Superintendent's Office at (626) 451-5403, email to Ayala_z@sgusd.k12.ca.us or fax to (626) 451-5498.

***NOTE: The approval of both the Use of Facilities application and
flyers/cards/signs/banners go hand-in-hand.
Approvals for each will be received from separate Departments.***

FLYER/CARD REQUIREMENTS:

- Flyers/cards must be a **maximum of 1 page** (1- or 2-sided) and (full or half page).
- All flyers/cards **must include the following:**
 - Organization name and Telephone number (Fax number and Address are optional)
 - Program/event dates, hours and location
 - Fee schedule (if applicable)
 - Website and Email (are optional, if available)
- Flyers/cards must include organization's non-profit number.
- Flyers/cards may **NOT** include a permission slip/form. All flyers including a permission slip/form will be denied.
- Flyers/cards must include **San Gabriel USD specific Disclaimer:**
"This document is distributed by an outside organization pursuant to San Gabriel Unified School District Board Policy No. 1325. The District neither endorses nor sponsors the organization or activity represented in this document. Distribution of this material is provided as a community service. Our non-profit number is _____."

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SIGN/BANNER REQUIREMENTS:

- All signs/banners must be presented to the Superintendent's Office for review and approval.
- All signs **must include the following:**
 - Organization name and Telephone number (Fax number and Address are optional)
 - Program/event dates, hours and location
 - Fee schedule (if applicable)
 - Website and Email (are optional, if available)
- Banners **must include the following:**
 - Organization name
 - Program/event dates, hours and location
 - Website/email (are optional, if available)
- Signs/banners must include **San Gabriel USD specific disclaimer.**
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PROCESSING:

Materials submitted for review will take between 3-5 business days or longer if requirements are not met with 1st draft submitted.

NOTIFICATION TO SCHOOLS:

San Gabriel USD schools are notified internally of all flyer/card/banner/sign approvals and denials by the Superintendent's Office. Any materials delivered to schools without proper approval from the Superintendent's Office will be returned to the remitter or discarded.

NOTIFICATION TO REMITTER OF APPROVAL/DENIAL:

The Superintendent's Office will contact the remitter to advise the approval or denial. If the materials are approved, a list of bundle counts will be provided to the remitter. An approval/denial cover sheet is not provided.

DELIVERY TO SCHOOLS:

SGUSD *expects* all organizations to directly deliver pre-bundled flyers/cards (as per bundle counts) to each school for distribution. No District employees will be allowed or responsible for making copies or bundle flyers for any outside organization.

Submit flyers/cards/banners/signs to the Superintendent's Office for review via email (preferred) at Ayala_z@sgusd.k12.ca.us, or drop off a printed copy as a last option (*prior to running bulk copies*) at the below address and be sure to include your contact information. If you have any questions, please feel free to contact me directly at (626) 451-5403.