How to Submit an E-Flyer (for Internal Groups)

**BISD schools, district programs/departments, PTAs, student clubs, booster clubs**

With limited exception, paper flyers are not permitted for district or campus distribution, which includes flyers in take-home folders and general distribution to students or in campus hallways or other school events. The Bastrop ISD Communications & Community Services Department is responsible for reviewing and approving flyers for distribution through our service provider, [Peachjar](https://peachjar.com). Please refer to Bastrop ISD’s [Guidelines for E-Flyer Distribution](https://www.bastropisd.org/). At the campus principal’s discretion, a limited number of approved e-flyer paper copies may be kept at the front office.

Through the Peachjar system, the Communications & Community Services Department manages flyer distribution for internal flyer uploads, using electronic communications technology. Once an approved “e-flyer” is approved, parents can view the e-flyer through the Peachjar logo on the school’s website. Additionally, e-flyers will be delivered to all parents’ emails as an embedded image, not a link. This means parents will immediately see the e-flyer and be able to “click through” to a website to sign up or view additional information.

BISD campus administrators, district program directors, approved student clubs/booster clubs, PTA/PTOs, and other district approved/sponsored programs are exempt from Peachjar service fees. To post an e-flyer AT NO CHARGE through the Peachjar system, please follow these instructions:

- All submitted e-flyers that are fundraisers must receive appropriate approvals prior to submission. An approved, signed “[Fundraising and/or Incoming Funds Report](https://www.bastropisd.org/)” must be uploaded along with the e-flyer demonstrating the fundraiser has been approved through proper channels.
- All e-flyers must have a clear and visible disclaimer that includes WHO is sponsoring the event, language if the organization is not part of the school (like PTA or booster), and that the e-flyer has been approved.
- Please note in your email which BISD campuses you are seeking approval for distribution with. We reserve the right to limit district-wide distribution if appropriate.
- Submission of e-flyers in both English and Spanish is strongly encouraged and may be required depending upon the content or the campuses selected for distribution.

Once approved, the e-flyer will be posted online and delivered to parents in a “one-time” direct email. Flyers will be considered for approval on Tuesdays and Thursdays each week (unless there is a holiday or other district office closure). Flyers received after 8:00 a.m. on those days are not guaranteed consideration until the next approval day. E-flyer posting to email can take up to 24-48 hours. Please take this into consideration when submitting your e-flyer.