

## COMMUNICATION WITH THE PUBLIC

### Guidelines for Information Distribution

Any non-profit agency, club, or organization that wishes to distribute information to students or families of students in the Lucia Mar Unified School District must adhere to the following guidelines:

1. Document information is **limited** to:
  - Name of Non-profit Group, Agency, Organization, or Club
  - Contact person's name and number and/or email
  - Age/grade level requirements of student participants, if applicable
  - Location
  - Hours of operation or schedule (if applicable)
  - Information regarding registration, including fees
  - Scholarship information (if applicable)
  
2. Provide an original copy of document(s) for approval to the Lucia Mar Unified School District Curriculum and Instruction Department:

602-E Orchard Street, Arroyo Grande, CA 93420  
(805) 474-3000, Ext. 1090  
Fax: (805) 473-4397
  
3. Documents must be submitted for approval at least ten (10) school days prior to date of requested distribution.
  
4. Once approved, the non-profit agency, club, or organization is responsible to deliver final copies to the school site(s) for distribution.

These guidelines do not apply to district-sponsored activities/events or events that raise funds for district-approved programs.