



**REDONDO BEACH UNIFIED SCHOOL DISTRICT**  
 Office of Educational Services  
**GUIDELINES FOR FLYER APPROVAL**

**All flyers distributed by schools within the Redondo Beach Unified School District must first be approved by the District Office. Flyers are approved for non-profit organizations only after review by the district. In our effort to be environmentally conscious, all flyers approved by the RBUSD will be available electronically to our parent/guardian community through the District or school website only.**

**\*\*PLEASE DO NOT SUBMIT PAPER COPIES AS THEY WILL NOT BE DISTRIBUTED\*\***

In order to receive district approval, please fill out the information on the form below and attached your flyer and email to Karina Vint, Facilities Coordinator, Business Office, at: [kvint@rbusd.org](mailto:kvint@rbusd.org). Please allow up to seven (7) business days for approval.

**\*\*\* IMPORTANT DISCLAIMER: The following disclaimer must appear on the flyer:**

*This program is not sponsored by the Redondo Beach Unified School District. Promotion does not imply endorsement but is a community service. Este programa no esta patrocinado por el Distrito Escolar Unificado de Redondo Beach. Promoción no implica reconocimiento alguno sino que es un servicio a la comunidad.*

**TO PROCESS WE MUST RECEIVE: Completed flyer application form along with an electronic (pdf) copy of your flyer.**

Name of Organization:					
Contact name, phone, email:					
General title(s) of event, program or activity (list all for the school year):					
Flyer for ALL SCHOOLS or SPECIFIC SCHOOL SITE (Name of school):					
Non-profit 501(c)(3) IRS Tax ID#:					
For Office Use Only					
Date Application Received:	Exempt Status: <input type="checkbox"/> IRS non-profit 501(c)(3) approval form on file <input type="checkbox"/> RBUSD internal flyer		Flyer Criteria: <input type="checkbox"/> Flyer includes disclaimer statement <input type="checkbox"/> Flyer meets all other RBUSD guidelines		
Facilities Request: SID number(s)	<input type="checkbox"/> Approved _____ <input type="checkbox"/> Rejected _____	<input type="checkbox"/> Pending _____ <input type="checkbox"/> Not Applicable _____	<input type="checkbox"/> Sent for internal district approval _____	<input type="checkbox"/> Sent to school sites for posting _____	<input type="checkbox"/> Sent confirmation to organization _____
<input type="checkbox"/> Approved for distribution Approved by: _____		<input type="checkbox"/> Not approved for distribution			
_____ Authorized Signature, Administrative Services / Educational Services			_____ Date		