

124 Digital Backpack-Criteria for Flyer Approval and Posting



As part of the new “Digital Backpack” Evergreen Park Elementary School District 124 will limit the number of flyers sent home to students and will instead post flyers on the District website.

The following criteria will apply to materials submitted for posting on the District 124 website:

1. The organization requesting posting must be a non-profit group (501c3) based in the Evergreen Park Elementary District 124 community or its contiguous communities.
2. **The request must be made at least 5 (five) business days prior to posting.**
3. A copy of the exact material to be posted must be presented with the completed **Flyer Approval Form**.
4. The District retains the right to determine the date material is posted and removed. New materials will not be posted during Winter, Spring or Summer breaks.
5. The materials **may not** contain any of the following:
 - a. Any direct solicitation of money or other items of value except for dues for membership or fees for an activity announced in the materials;
 - b. Anything that would cause substantial disruptions of the orderly operation District, any of its schools or its activities;
 - c. Personal information about persons other than those seeking distribution;
 - d. Material which is defamatory or insulting to any group or individual;
 - e. Material which is vulgar or otherwise socially inappropriate;
 - f. Material dealing with issues of human sexuality;
 - g. Material which is commercial in nature, except as related to approved school fundraising; activities or services supportive of school-sponsored activities;
 - h. Material that would be violative of any law or Board policy;
 - i. Material which is political in nature, or in conflict with tax-supported efforts in effect;
 - j. Material which is religious, or includes solicitation of alcohol.
6. Material is limited to two 8.5X11 pages.
7. **Materials must contain the following statement in 12-point font contained within a text box:**

**This activity is not sponsored by Evergreen Park Elementary School District 124,
any of its schools, or groups officially associated with the District.**

8. The district reserves the right to further limit the number of requests for posting, permit exceptions to the criteria noted above, deny posting rights to individuals or organizations which have demonstrated irresponsibility, and permit limited paper copy distribution to students.
9. Materials are posted for informational purposes only. This posting does not imply Evergreen Park Elementary School District 124’s endorsement of them.

To submit a flyer for posting:

1. Please ensure that both the flyer and organization are in compliance with all criteria as noted above.
2. Download, print and complete the Flyer Approval Form found on the District 124 website.
3. Email the Approval Form, a Tax Exempt form showing your non-profit status, and an exact copy of the material to be posted to Julie Schofield at jschofield@d124.org
4. **Deadline for submitting the Flyer Approval Form is 5 (five) business days prior to the Thursday posting.**
5. If your material is approved for posting, Julie will contact you via email. You will be asked to email a PDF of the flyer to Julie Schofield at jschofield@d124.org. **Each flyer must be sent separately and titled.**
6. **Submission deadline for approved flyers is the end of the school day on Tuesday of each week.**

Julie Schofield Office: 708-423-0950 ext. 2150 jschofield@d124.org

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