



## Electronic Flyer Approval Guidelines

We appreciate your interest in submitting an electronic flyer for our families. Due to the number of requests, we have established guidelines to ensure responsible distribution.

1. Please plan ahead, due to the number of requests, we allow up to **10 business days** for flyer approval.
2. The flyer must be educational in nature, hold civic/cultural value, benefit DSUSD students/families in a positive manner, and must be in alignment with the district's mission, vision, core values, and goals. *Advertising of "free" consulting/support services, memberships, webinars, etc. prompting families to provide their student/parent data (emails/addresses/phone) will be denied.*
3. The organization must qualify as a non-profit or civic organization benefiting the public. Proof of **non-profit status** and **tax ID number** must be provided to Peachjar on their online registration.
4. If a fee is involved, **scholarships must be available** for less fortunate students who want to take part in events (sports, music, trips, etc.). Please note scholarship info on the flyer. The district reserves the right to request the names of students receiving scholarships.
5. Once the flyer is reviewed, **and if** approved, it will be emailed to families and posted via Peachjar in the district and/or school websites ([www.dsusd.us/peachjar-eflyers](http://www.dsusd.us/peachjar-eflyers)). If not approved, notification is sent by Peachjar.
6. To provide **all** parents/guardians and community members access to information, we require flyers are submitted in **English/Spanish**, in **one (1) PDF document**, English as the first page, followed by Spanish.
7. Only flyers serving families in the DSUSD school district boundaries will be approved.
8. Flyers with promotional material - **political or controversial information will not be approved**.
9. School principals reserve the right to deny flyer distribution at their school sites.
10. Flyers will not be approved unless they meet the above-mentioned criteria.

**NOTE:** If a function or event is taking place at a school (room, gym, MPR, etc. of a DSUSD facility), **prior approval must be obtained from the school principal, administrator, and Risk Management**. Each event must have an approved "Use of Facilities" from the district's Risk Management office at (760) 771-8511. The approved form must be emailed to [adriana.fernandez@desertsands.us](mailto:adriana.fernandez@desertsands.us) in addition to uploading the flyer to Peachjar. Failure to complete these steps may result in flyer denial. For additional questions, call (760) 771-8504. Thank you.