



VAN ISD E-FLYER POLICY & PROCEDURES

PROCEDURES FOR SENDING FLYERS TO PARENTS

Our district cooperates with community groups and organizations that sponsor activities of an educational/enrichment nature for students by distributing materials by email via Peachjar to Van ISD teachers or parents.

To use Peachjar, you must create an account for your organization at www.peachjar.com.

To request flyer approval, follow the steps below.

- **IMPORTANT:** Read the Van ISD Flyer Approval Policies in the next section below.
- Create your flyer and save in PDF format (see more instructions under Flyer Policies section below).
- Visit www.peachjar.com
- Register as a Program Provider (account type)
- Upload your PDF flyer for approval (file size must be smaller than 6 MB)

Your flyer will automatically be submitted to the district office. District staff will review the material and approve or deny based on the standards described below. Once approved, your flyer will be emailed to all parents and posted on the Peachjar account on the homepage of the selected school(s). Paper flyers from outside organizations will not be distributed to Van ISD parents or students. Peachjar charges outside organizations a fee for this service that is typically less than the cost to copy and deliver paper flyers to each school.

PROCEDURES FOR SENDING FLYERS TO TEACHERS ONLY

If you would like to send information to Van ISD teachers, you can select "for District Staff" during your flyer uploading process. Material sent to teachers should be information about possible student workshop or field trip opportunities, or availability of inexpensive or free quality classroom materials. Flyers for teachers only are not required to include a Spanish translation.

VAN ISD FLYER POLICIES FOR OUTSIDE ORGANIZATIONS

All flyers to be distributed must:

- Support the basic educational mission of the district, directly benefit the students, or be of intrinsic value to the students or their parents/guardians.
- Be sized vertically as 8.5 in x 11 in, be in PDF format, and smaller than 6 MB.
- Contain font sizes not less than size 12.
- Contain the name and contact information of the sponsoring entity.

- Be submitted in both English and Spanish in the same document. Flyers can have multiple pages, and you will only be charged for one flyer. Please provide an accurate translation—be advised that Google Translate is not always accurate.

Peachjar will automatically add the following disclaimer in English and Spanish:

"**DISCLAIMER:** The activities, products, or services advertised in this flyer are not sponsored or endorsed by Van ISD or its schools."

"**DESCARGO DE RESPONSABILIDAD:** Las actividades, productos o servicios publicitados en este folleto no están patrocinados ni respaldados por el Van ISD ni sus escuelas."

Flyers will NOT be approved that:

- Are lewd, obscene, libelous, or slanderous.
- Incite students to commit unlawful acts, violate school rules, or disrupt the orderly operation of the schools.
- Promote any particular political interest, candidate, party, or ballot measure, unless the candidates or advocates from all sides are provided the opportunity to present their views to the students during school hours or during events scheduled pursuant to the Civic Center Act.
- Convert or attempt to convert someone from one religion, belief, or opinion to another.
- Position the district on any side of a controversial issue.
- Discriminate against, attack or denigrate any group on account of gender, race, age, color, religion, ancestry, national origin, disability or other unlawful consideration.
- Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for children.
- Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy.

FEE WAIVER POLICY

Peachjar will waive its service fee for local community organizations posting to schools in our district when the organization is promoting a FREE event or activity that does not entice participants to join a fee-based program, or purchase products or services. To post a flyer that qualifies for posting without charge, please email support@peachjar.com.