



COMMUNITY FLYER GUIDELINES

Community flyers* connect families with opportunities for students in our schools and community. The Community Flyers page on the CSD website includes flyers for events, afterschool classes and activities, sports/recreation events, and other learning opportunities. School bulletin boards are also available for posting approved flyers.

Lawn signs **are not allowed** on Corvallis School District grounds. School campus stewards **will remove** lawn signs placed on school grounds.

**Flyer includes but is not limited to poster, announcement, pamphlet, brochure, or catalog.*

In addition to being published on the Community Flyer page and accessible 24/7, all newly published flyers will be individually highlighted in school e-newsletters each week as a reminder to families to learn about community opportunities.

General Guidelines for Outside Organizations

1. A PDF of the flyer must be submitted for approval.
2. Flyer **MUST** include the required disclaimer statement, shown on page 2.
3. Flyers will be accepted from September 1 through June 1. Communications from public agencies or other organizations that include information of educational concern or interest or benefit to youth and family, such as community events, classes, sports and recreation, and opportunities may be allowed.
4. Material must be appropriately based on the age, grade level, or maturity of the reading audience and contain information that is factual.
5. Material may not be defamatory; must be free of racial, ethnic, religious, or sexual bias; and not contain advertising that violates public school laws, rules, or policy.
6. Material **must** contain contact name and telephone number.
7. There is no cost to submit a flyer to the district.
8. Flyers for walk-a-thons, job-a-thons, circus tickets, or fundraising of any kind by an outside organization will not be distributed.

Required Disclaimer Statement (no smaller than 8 pt. font)

The Corvallis School District does not necessarily sponsor or endorse this organization or its activities. The District assumes no liability for its contents or events arising out of this distribution.

El Distrito Escolar de Corvallis no necesariamente patrocina a esta organización o sus actividades. El Distrito no asume responsabilidad alguna por sus contenidos o eventos que resulten de esta distribución.

How to Submit a Flyer for Approval

1. If your flyer meets the guidelines, add the disclaimer statement to your flyer and save as a PDF. (English and Spanish versions are preferred)
2. Submit your request through the online request form at the following link:
<https://www.csd509j.net/departments/communications/flyer-distribution-request-form/>
3. Please allow 5-7 days for approval and confirmation
 - a. Approved flyers are posted on the district's Community Flyer web page each week and shared with schools each Thursday
 - b. You will be contacted via e-mail with instructions for delivering paper copies

How to Distribute a Flyer for School Bulletin Boards

1. Follow the instructions for Flyer Approval (above)
1. Once you have been contacted with approval confirmation, determine how many flyers you will need for bulletin board posting:
 - a. Elementary schools 8 flyers + 2 in Spanish (Garfield & Lincoln)
 - b. Middle schools 3 flyers + 1 in Spanish (Linus Pauling)
 - c. High Schools 3 flyers + 1 in Spanish (Corvallis High)

Deliver paper copies to the Corvallis School District Administration building at 1555 SW 35th Street, and we will distribute via the school courier.

Questions? Call 541-757-5811

Board Policy reference: [KJA](#) and [KJA-AR](#)