



Corvallis

SCHOOL DISTRICT

The Electronic Friday Folder is designed to connect families with opportunities for students in our schools and community. The E-Friday Folder page on the CSD website will include postings for events, afterschool classes and activities, informational flyers, sports/recreation events, and other opportunities. School bulletin boards are also available for posting information for students and their families.

The digital format of the E-Friday Folder replaces paper flyers and may be accessed by all families with internet access. A supply of paper flyers is still needed at the following schools for families that do not have internet access:

Garfield Elementary: 75 English & 75 Spanish paper copies

Lincoln Elementary: 75 English & 75 Spanish paper copies

Mountain View Elementary: 50 English paper copies

General Guidelines for Outside Organizations

1. All flyers, brochures, announcements or posters from outside organizations require approval.
2. 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.
3. There is no cost to submit a flyer for distribution through the E-Friday Folder.
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. Flyers for walk-a-thons, job-a-thons, circus tickets, or fundraising of any kind by an outside organization will not be distributed.
8. Your flyer or announcement must include the following disclaimer (no smaller than 8 pt. font):

The Corvallis School District does not necessarily sponsor 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 Distribute an Announcement or Flyer on the E-Friday Folder webpage

1. Determine if your flyer meets the guidelines.
2. Add the disclaimer statement to your flyer and save as a PDF. (ENGLISH and SPANISH)
3. Submit your request through the online request form at the following link:

<https://www.csd509j.net/departments/communications/flyer-distribution-request-form/>

4. Please allow 5-7 days for confirmation and approval.
 - a. Approved flyers and announcements are posted on the district E-Friday Folder web page each week and shared with schools each Friday.
 - b. You will be contacted via e-mail with instructions for delivering paper copies

How to Distribute a Flyer to be posted on school bulletin boards

1. Determine if your flyer meets the guidelines.
2. Add the disclaimer statement to your flyer and save as a PDF.
3. Submit your request through the online request form at the following link:

<https://www.csd509j.net/departments/communications/flyer-distribution-request-form/>

4. Please allow 3-5 days for confirmation and approval.
 - a. If your flyer is approved, you will receive a confirmation e-mail with instructions for delivery of the paper copies.
5. Determine how many flyers you will need for bulletin board posting.
 - i. Elementary schools 8 flyers + 2 in Spanish (Garfield & Lincoln)
 - ii. Middle schools 3 flyers + 1 in Spanish (Linus Pauling)
 - iii. 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 they will be distributed for you.

Questions? Call 541-757-5811

Board Policy reference: KJA and KJA-AR