



11603 Donner Pass Road ♦ Truckee CA 96161 ♦ Phone 530.582.2500 ♦ Fax 530.582.7606 ♦ Email info@ttusd.org

APPLICATION FOR FLYER APPROVAL

TIMELINE: OCTOBER 1, 2018 – MAY 31, 2019

Thank you for seeking approval *prior* to distributing your organization’s poster, flyer or brochure to the schools or staff in our District. All offerings must be approved by the Superintendent Chief Learning Officer.

- We receive many requests and strive to ensure that requests are related to direct programs, activities or services for children. The Superintendent Chief Learning Officer or designee also may consider the educational value of the materials or advertisements, the age or maturity of students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students or are of intrinsic value to the students or their parents/guardians.
- Please carefully read and complete the request form below and return your request by fax or email listed above. Flyer must be included and contain TTUSD’s Disclaimer (below). You will be notified via email of your approval and distribution instructions.
- Please allow 5 business days for approval process – Last minute or untimely requests will not be approved.

► PLEASE SELECT GRADE LEVEL & REQUEST SITE(S): ELEMENTARY FLYER POST FLYER DISTRIBUTION (ENGLISH/SPANISH)

Donner Trail Elementary Glenshire Elementary Truckee Elementary Kings Beach Elementary Tahoe Lake Elementary

(Sierra Expeditionary Learning School (SELS) requests for posting/distribution are approved by SELS staff info@truckeecharterschool.org)

ELEMENTARY SCHOOLS GRADES K-5

Distribution approval may be requested to elementary schools. Your application must be presented along with your English/Spanish flyer when requesting student distribution (English/Spanish flyer must be identical). Translation is not required when requesting approval for “posting” only. You are personally responsible for translating your document correctly as this is an announcement from you. Posted flyers will be discarded after (1) week’s posting and/or expiration date of your event (Flyers/posters will not be returned to you). Last minute requests will not be approved.

► Flyers must include the following Disclaimer:

“This event is not sponsored or approved by the Tahoe Truckee Unified School District or any schools of the District.”

Flyers displaying alcohol or tobacco related images or verbiage will not be approved. Commercial offerings and fundraising events (Non-Profit Included) will not be approved for distribution but “may” be approved for posting at schools sites provided they are related to direct programs, activities or services for children. Once distribution approval is granted you will be notified via email of your approval and provided with enrollment numbers and distribution instructions. You are personally responsible for copying, bundling and distributing your flyers to the approved school sites (Please do not deliver flyers to the district office for routing). Exact amounts must be delivered or your flyers will not be distributed. Please do not deliver your flyers until you have received an email approval. Once approved, flyers must be delivered to the school sites no later than Wednesday for Friday folders.

► PLEASE SELECT GRADE LEVEL & SITE(S) MIDDLE SCHOOL HIGH SCHOOL

Alder Creek MS North Tahoe School Truckee HS North Tahoe HS Sierra HS/Coldstream Alternative

(Sierra Expeditionary Learning School (SELS) requests for posting/distribution are approved by SELS staff info@truckeecharterschool.org)

MIDDLE & HIGH SCHOOLS GRADES 6-12 - PLEASE ALLOW 5 DAYS FOR APPROVAL PROCESS (LAST MINUTE REQUESTS WILL NOT BE APPROVED): *Flyer distribution is not approved to middle/high school students. Posting only approval may be requested at these levels.* Once approved, you will be notified via email and may deliver 2-4 flyers to the approved school sites. Posted flyers will be discarded after (1) week’s posting and/or expiration date of your event (Flyers/posters will not be returned to you).

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► PLEASE SELECT: TEACHER & STAFF ANNOUNCEMENTS (We will notify your approval via email):

► Educational or Flyer Announcement to School Site Staff (Approved for Posting in Staff Lounge Only)

► Contact Information:

NAME	ORGANIZATION	EMAIL	TELEPHONE