



## Distribution and Posting of Promotional Materials

*Except as specifically provided for in Policy 3600 - Distribution and Posting of Promotional Materials; companies, organizations, and individuals (to include employees) with outside of the school/district interests may not use the schools or other district facilities for the posting or distribution of "promotional materials" to include fliers, advertisements, bulletins, newspapers, posters, signs, banners, coupons, or any other materials.*

**All non-governmental fliers, for profit advertisements, and business promotional materials, to include businesses or financial interests must review and follow the District policy procedures below:**  
*(Reference Policy 3600 - Distribution and Posting of Promotional Materials)*

- All requests to distribute advertising fliers or promotional materials for non-governmental entities must be reviewed and approved by the Washington County School District Foundation Director. A flier distribution fee will be charged. Interested individuals must email or fax a copy of the advertisement to the Washington County School District Foundation (WCSD Foundation) office for approval BEFORE printing.

**Email: [pgraf@admin.washk12.org](mailto:pgraf@admin.washk12.org) or FAX 435-652-4720**

After approval, businesses or vendors must deliver fliers and payment to:

**Washington County School District Foundation  
121 W Tabernacle Street  
St. George, Utah 84770**

- Flier distribution fee payable to the WCSD Foundation:
  - \$100 per school; or
  - \$500 per cone-site; or
  - \$1000 district-wide
- The following disclaimer must be printed in at least a 10 point font size, and displayed clearly at the bottom of the flier:

**“These materials are neither sponsored nor endorsed by Washington County School District. Washington County School District Foundation has received direct financial benefit for distribution of this flier.”**
- The fliers must be bundled in the following manner:
  - Approved fliers must be divided into groups of 30 and packaged per school according to the official distribution list.
  - Label each school bundle with the school name in the upper right corner.
- Fliers will be distributed to elementary students and placed in the office at secondary schools. The final decision concerning flier distribution and the manner in which fliers are distributed is at the principal’s discretion.
- The Foundation Director will approve no more than two requests per month.

## **All governmental, city, college or university information, fliers, and event materials**

should be sent to Janet O’Riley, Director of Community Education and Recreation located at:  
*(Reference Policy 3600 - Distribution and Posting of Promotional Materials)*

**Community Education  
46 S. 1000 E., Room 145,  
St. George, Utah  
Phone #: 435-652-7651**

Agencies must be a not for-profit agency. The Director of Community Education will require proof of background check for those working directly with youth. Proof of insurance may also be required. After required information is submitted and checked, Community Education will submit flier/promotional material to the Washington County School District Superintendent for approval. The flier/material **MUST NOT** include advertisements or promotional materials for third parties. If the information or material contains or is supplemented with commercial advertising or other non-governmental information or material it will not be approved for distribution.

***No fliers or advertisements will be approved for distribution during the first two weeks of school and the last two weeks of school.***