

## TULOSO-MIDWAY ISD

### Guidelines for Distribution of Printed Material to Students

1. The Superintendent will be responsible for reviewing and approving flyers for external groups or organizations that provide evidence of **non-profit** status.
2. The non-profit organization must file appropriate state or federal information with the Superintendent proving that it has **non-profit** status.
3. The **non-profit** organization will follow school district guidelines for requesting approval and distribution of materials.
  - **A copy of the material** must accompany the request for approval to the Superintendent of Schools.
  - **A signed approval letter** from either the Superintendent or Assistant Superintendent must accompany the material for distribution.
  - **The material** distributed to each campus will be placed in a central location accessible to students.
  - **The Principal** will determine the length of time for making the flyers available.
  - **The material will be Bundles as appropriate. Total campus enrollment figures are attached.**
  - No material will be approved for distribution the **first week** of school, the week **prior to the winter holidays**, or the **last week** of school.
4. If at any time it is determined that previous flyers or written materials presented for approval contained false information or did not accurately represent the intent of the program, the approval of future flyers submitted by the requesting organization may be jeopardized.
5. The following statement is required to be printed on all flyers:

***“This organization and its activities are not related to or sponsored by the  
Tuloso-Midway Independent School District.”***

**Note:** Refer to GKA; GKD and FMA