

Distribution Guidelines

Updated March 24, 2017

As of March 24, 2017, flyer distribution will be at the determination of specific sites using the following **Distribution Guidelines** below. This will allow for faster decision-making and will give more authority to specific schools. Superintendent's approval is not needed for flyer distribution. Schools have the authority to say *No* if a flyer is not appropriate.

As always, if there are cases that are unclear and do not fit well into the below categories, please contact Erik Wells (contact info above) for further guidance.

In cases where a **Disclaimer** is needed, please use this disclaimer:

The dissemination of this material is intended to be of community service. Burlington School District does not endorse nor sponsor this organization.

Dissemination Chart

Organization	Examples of Events, Services	Profit/ Non-Profit	Disclaimer?	Method of Distribution	Other Considerations
City Depts.	<i>Camps, Library Programs, Lead Information</i>	<i>Non-profit</i>	<i>NO</i>	<i>Sent home, posted in schools, newsletters, PTOs</i>	<i>Examples of Cit Depts.- Parks & Rec., Library</i>
Partners (Programs)	<i>After School/out of school care, camps</i>	<i>Non-profit</i>	<i>YES</i>	<i>Sent home, posted in schools, newsletters, PTOs</i>	<i>Examples of Programmatic Partners: YMCA, Boys + Girls, Sara Holbrook, King Street</i>
Partners (Educational)	<i>Events, Camps</i>	<i>Non-profit</i>	<i>YES</i>	<i>Sent home, posted in schools, newsletters, PTOs</i>	<i>Examples of Educational Partners: Flynn Center, Shelburne Farms, Burlington City Arts, Intervale, ECHO</i>

Public Service	<i>Health Connect, Comcast Lower Internet Services</i>	<i>Non-profit or Profit</i>	YES	<i>Newsletters, PTOs</i>	
Colleges	<i>Clinics, camps [Any Data related projects (surveys, etc.) must be submitted to the District Central Office</i>	<i>Profit</i>	YES	<i>Newsletters, Posted, PTOs</i>	Must have benefit to students/families
Charitable Fundraisers	<i>YMCA Events</i>	<i>Non-profit or Profit</i>	Yes	<i>Newsletters, Posted, PTOs</i>	
Family Entertainment/ Education/ Service	<i>Champlain Housing Trust, Family Event</i>	<i>Non-profit or profit</i>	Yes	<i>Newsletters, Posted, PTOs</i>	
Clubs/ Leagues/ Camps/ Conferences	<i>Girl Scouts, Private Sports Leagues</i>	<i>Non-profit or profit</i>	Yes	<i>Newsletters, Posted, PTOs</i>	
Businesses	<i>FPF, City on Ice</i>	<i>Profit</i>	Yes	<i>PTOs</i>	Must have benefit to students/families