



Leander
ISD

204 W. South Street
P.O. Box 218
Leander, TX 78646-0218
Phone: 512-570-0000
Fax: 570-0035
www.leanderisd.org



Guidelines for approval of fliers

The Leander Independent School District's Community Services Department will be responsible for reviewing and approving fliers and printed material for external non-school groups or organizations that provide evidence of nonprofit status.

If at any time it is determined that previous fliers or written material presented for approval contained false information or did not accurately represent the intent of the program, the approval of future fliers submitted by the requesting organization may be jeopardized.

The non-profit organization must adhere to the district's guidelines for requesting approval for public or student access of materials as follows:

- The sponsoring organization must provide documentation of their official **501(c)(3)** non-profit status each year. A copy will be kept on file in the Community Services Department. ***Please note: Association with a non-profit organization is NOT sufficient to qualify groups/individuals as a non-profit organization; therefore fliers for these groups/individuals will not be approved.***
- A PDF **copy of the flier** AND a **request for flier posting** form must be e-mailed to the Community Services Department for consideration of approval. E-mail as a PDF to: jo.blome@leanderisd.org.
- The flier should be no more than **ONE** page.
- All fliers **MUST** have the following disclaimer statement printed at the **BOTTOM** of the flier/printed material in **BOLD CAPITAL** letters. This disclaimer should be in a font of 10pt. or larger.

APPROVAL OF THIS ORGANIZATION AND ITS ACTIVITIES ARE IN NO WAY AN ENDORSEMENT OF OR SPONSORED BY LEANDER INDEPENDENT SCHOOL DISTRICT.

- The flier/printed material may not contain advertising logos or promotions for any business/organization other than the approved non-profit organization submitting the flier.
- Fliers will be posted until the expiration date of the event.
- All fliers posted on the LISD Web site must be of an educational value for students.

NOTE:

Only information from the campus, teachers, principals, PTA/PTO's, district administration or LEEF (The Leander Educational Excellence Foundation) will be sent home with student in take-home folders. Please do not contact the campus to request a flier or poster to be distributed.