



Communications Department Approval Process for Non-profit, Non-School flyers to be posted Online

With the ability to make non-profit, non-school flyers available to a more general audience and relieve costs associated with distribution of paper flyers, the Burleson ISD Communications Department will make such flyers available on the district website rather than distribute them in student take-home folders. If approved, flyers from non-profit, non-school organizations will be uploaded to the district's online Community Flyers page. A link to the Community Flyers page is available under the "Our District" tab on the home page of www.burlesonisd.net.

To submit a flyer to post to the Community Flyers page, please email an electronic copy to bisdcommunications@bisdmail.net. The Communications Department shall approve or reject the flyer for uploading within five school days.

Exceptions to the non-profit groups or organizations will include enrichment activities for BISD Fine Arts and/ or Athletic Programs, including clinics, following approval from the Communications Department.

Teacher Break Areas

Organizations requesting to communicate with teachers may submit notices to be posted in teacher break areas. Announcements/flyers will not be allowed in teacher boxes. These requests are also subject to approval by the campus principal.

Appropriate material may include information from professional organizations, notices from banks, apartment communities and other vendors announcing special opportunities or rates exclusive for BISD employees.

For-profit Businesses:

Flyers that include business advertisements or endorsements from for-profit businesses may not be distributed by any campus. Flyers may be made available in a designated location at campuses with the Principal's approval.

Flyers or coupons with special free awards for good behavior, good grades, attendance etc. may be distributed to students at the discretion of the campus principal. Free with Purchase or Buy one, Get one Free flyers are not approved for distribution to students.

All flyers must include the following disclaimer: **"Burleson ISD does not sponsor, endorse, or recommend any of the organizations, services, or activities described in these**