

## Procedure for posting of “Online” flyers on the New Berlin Website

1. Flyers must meet criteria specified by BOE Policy 1323
  - a. Flyers must be sponsored by an organization that is noncommercial, non-profit, non-sectarian, and non-political
  - b. Flyers must be appropriate for the age level of children attending New Berlin Public Schools and not conflict with the instructional day
2. Flyers must be submitted to David Coty in the district office in one of two ways:
  - a. Hard copy (must be clear so it can be scanned)
  - b. Electronically via email to [David.Cotey@nbexcellence.org](mailto:David.Cotey@nbexcellence.org) (preferred method)
3. All submissions must include the following:
  - a. Copy of flyer (either hardcopy or electronic)
  - b. Contact information
    - i. Organization’s name
    - ii. Contact person
    - iii. Contact phone
    - iv. Contact email
  - c. Date it should start appearing on our website (only needed if it should **not** appear as soon as we are able to post it)
  - d. Date it should **stop** appearing on our website (ie. Event date, end of registration period, etc.)
  - e. The posting period should not exceed 1 month
4. Approved submissions will be posted to our website once a week (usually Thursday or Friday). Submissions must be received no later than Wednesday of a given week in order to allow time for their approval before they are posted, so make sure to allow ample time before your event.