

**Procedure for posting of "Online" flyers
in the New Berlin District Friday Folder**

1. Flyers must meet criteria specified by BOE Policy 9700.02:
 - a. Non-school/non-district sponsored organizations may distribute or post literature on district property either during or after school hours only with advance permission of the Superintendent.
 - b. Any material from a non-school/non-district sponsored organization that is distributed by the district or posted on district property must be clearly marked with the following disclaimer in not less than **12-point, bold, red-colored font and located at the top and front** of any multi-page literature:
 - i. **"[NAME OF ORGANIZATION] is not sponsored by the School District of New Berlin. The School District of New Berlin does not endorse or supervise the event(s)/activities identified in this communication."**
 - c. Staff or students may be permitted to distribute/post literature regarding or on behalf of non-school/non-district sponsored organizations or activities, in such a manner as described in this policy and in a manner that does not disrupt or interfere with educational activities and is not done in a manner that conveys the message of endorsement or approval of the school or district of the group or message.
2. Flyers must be submitted to David Cotey 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 (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 (i.e., 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.