

CVUSD

Administrative Regulation

AR 1325

Community Relations

Advertising and Promotion

In order to distribute fliers to students, the following guidelines are to be followed:

1. All requests must receive approval from the Assistant Superintendent, Instructional Services Division.
2. The requesting organization must be a non-profit organization and the non-profit number shall be listed on the flier.
3. The activity must be held within the boundaries of the school district.
4. The activity must be of educational or recreational benefit to children, or of educational benefit to parents. Fliers will only be distributed for the following District organizations and affiliates:
 - CVUSD schools, child care, and school booster organizations
 - Neighborhood for Learning
 - Conejo Council PTA , Parent Faculty Associations, and Parent, Teacher, Student Associations
 - Conejo Schools Foundation
 - Boy Scouts of America
 - Girl Scouts of America
 - Conejo Boys and Girls Club
 - Community Sports Leagues
 - City of Thousand Oaks
 - Arts Council of the Conejo Valley
 - Conejo Park and Recreation District
 - Conejo Open Space Conservation
 - Teen Center
 - Thousand Oaks Library and Newbury Park Library
 - Ronald Reagan Library
 - Rotary International
 - Ventura County Sheriff
 - YMCA
5. Requests from political organizations, i.e., those that endorse/support candidates for elective office, will not be approved.
6. Fliers promoting child care programs in the community will be permitted after receiving approval from the Administrator of Child Development.

7. A copy of the flier permission slip must be provided to each school.
8. Even though fliers are approved by the Assistant Superintendent, Instructional Services Division, individual school principals have discretion on which fliers will be distributed **or posted online.**
9. For approved After School Enrichment programs at the elementary level, flier distribution for non-profit/profit vendors must be approved by the principal at the site where the After School Enrichment program will be held. These fliers must be limited to information pertaining to the scheduled After School Enrichment programs at that site only.

CVUSD Global Adoption: October 7, 2008

Reference CVUSD R831.3.1. (11/00, 9/03)

CVUSD: 11/10