## **Wilson School District Flyer Approval Guidelines**

In an effort to reduce paper usage and waste, Wilson School District's preferred method of flyer distribution is through the service Peachjar. This service gives organizations the option to select their target audience from all eight Wilson School buildings.

District-sanctioned organizations (music groups, PTOs, athletic teams, boosters, etc.) may distribute flyers via Peachjar free of charge by submitting a flyer to the <u>Public Relations Department</u>. Flyers should be submitted via email as a PDF.

Outside organizations wishing to distribute flyers to students or staff are urged to register for a Peachjar <u>account</u> and submit flyers through the online service. Flyers submitted through Peachjar are subject to approval by the Wilson School District Public Relations.

Flyers submitted through Peachjar will be distributed via HTML emails to families subscribed to the service and will be accessible on the appropriate school(s)'s webpage via the Peachjar button.

Please note that all flyers are subject to the following criteria:

- The flyer must be educational in nature, supporting the basic educational mission of the Wilson School District and/or benefiting the population of WSD in a positive manner.
- o All flyers to be distributed shall bear the name and contact information of the sponsoring entity.
- Approval of your flyer does not imply District endorsement of any identified product and/or of services.
- Flyers will not be approved unless they have met the above-mentioned criteria

All questions should be directed to the Public Relations Department at trokar@wilsonsd.org.