



SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Community Relations Department

GUIDELINES FOR APPROVAL OF NON-DISTRICT FLYERS

All written materials distributed by schools within the San Ramon Valley Unified School District must first be approved by the District Office. Flyers are approved only for non-profit organizations after review by the district. No exceptions will be made. In addition, flyers are not approved that are in conflict with district-sponsored programs such as summer school. In order to receive district approval, please provide the following information in the form below (and attach to your flyer):

- Name of the group seeking approval
Contact name and phone number/fax/email
Copy of the flyer
Non-profit 501(c)3 tax ID number (from the IRS)

IMPORTANT DISCLAIMER: The requester must print the following disclaimer on each copy of the flyer:
'Disclaimer: This event, activity or program is not sponsored by the San Ramon Valley Unified School District. Approval for flyer distribution does not imply endorsement, but is a courtesy service to the community.'

Flyers may be submitted via email (dehlers@srvusd.net) or by fax at 925-838-3147. Please allow at least 5 business days for approval. For a list and map of our schools, visit: www.srvusd.net

\*\*\*If your flyer is approved, you must provide and deliver copies to the individual school sites. A copy of the flyer approval form must also be included. The district does not distribute these flyers for you. Individual principals may determine how the flyer will be displayed or distributed to students/staff.

If you have questions, please contact Dianne Ehlers at 925-552-2945 or via email at dehlers@srvusd.net. During the summer break, email Ginny at ghaddad@srvusd.net or phone 925-552-2933.

Table with 2 columns and 3 rows: Name and address of organization, Contact name, phone number, fax, and email address, Non-profit 501(c)3 tax ID number (from the IRS)

This flyer has been approved and may be placed/distributed at the principal's discretion.
[ ] Elementary Schools [ ] Middle Schools [ ] High Schools
Dianne G. Ehlers Date
Community Relations
[ ] District disclaimer appears on printed materials.