



Dothan City School Flyer Distribution Procedures

Dothan City Schools (DCS) welcomes the community's assistance and the opportunities they provide to our schools. Please remember flyer distribution via DCS is a courtesy and requests should always be to enhance the educational enrichment of each student. For this purpose, the following guidelines have been established:

- We limit flyers to school-sponsored clubs/organizations, and events being promoted by our community partners, such as the City's leisure services department, public library, chamber of commerce, and other non-profit community organizations.
- We will distribute flyers on behalf of non-profit groups that are not directly affiliated with the schools, as long as they are providing a service to students/families; for example, a summer camp.
- We do NOT distribute flyers on behalf of any religious organizations since we cannot use our public platform to endorse any religion or faith movement.
- We do NOT distribute flyers on behalf of any for-profit individual or company; it is our viewpoint that we cannot use our public platform to promote/market any business.
- Flyers will be approved within two weeks of request.
- Always remembering that students and teachers come first, due to the busy schedule at certain times of the school year the following request schedule will be adhered to:

Requests may be made:

September 5, 2019 through November 1, 2019

January 9, 2020 through May 15, 2020

No flyer requests will be accepted outside the above dates.

- Requests will only be taken via email by Amy Reed at amreed@dothan.k12.al.us
 - The vendor or individual making the request should state in the email which school or schools should receive the flyer.
 - The vendor or individual making the request should attach a copy of the flyer to the email.
- Flyers should be submitted no later than two weeks prior to the date of the activity/function.
- Flyers should NOT be delivered to any school and will not be accepted by any school until it has been approved by the Public Information staff.
- If the request is denied, the vendor or individual making the request and the school(s) will be notified by email of the decision.
- If the request is approved, the vendor or individual making the request and the school(s) will be notified by email of the decision and the following will occur:

Kindergarten through Third Grade:

- The flyers can be delivered to the school(s) bundled in stacks of 25.
- Schools will not accept the delivery if the flyers have not been bundled.
- Schools will not make copies of any flyer; they must be provided.

Fourth through Twelfth Grade: Flyer will be emailed to the students.



Flyer Distribution Request Form

Name of Organization:

Contact Person:

Contact Number:

Contact Email:

Type of Flyer:

Date(s) of Event:

Purpose of Flyer:

Distribution Area:

COMPLETED BY DOTHAN CITY SCHOOL CENTRAL OFFICE STAFF ONLY

DATE RECEIVED:

BY WHOM:

DATE SUBMITTED TO PIO:

APPROVED

DENIED

PRINCIPALS DISCRETION

FOLLOW UP CALL:

COMPLETED BY:

DATE: