

Advertising and Fund Raising**GKB-R**

In accordance with Board Policy GKB (Local) pertaining to advertising in school facilities, the following guidelines shall be followed:

1. All non-school related advertisements, distribution of materials or posting of information must be approved by the superintendent or designee by obtaining a “red sheet” from the superintendent’s office.
2. Each facility shall designate one or more locations for the posting of approved information. Items may be posted a maximum of two (2) weeks.
3. Secondary campuses only: Each facility shall make available a table near the area designated for posting of materials for placement of items for distribution. Materials for distribution will be made available for a maximum of two (2) weeks.
4. Elementary and Intermediate campuses only: Brochures and/or information sheets pertaining to upcoming scheduled community or organizational events will be distributed by campus “homeroom” teachers each Friday. The brochures/information sheets shall be bundled by the requesting entity into “homeroom” packets and delivered to the respective campus along with a “Red Sheet” approval form no later than Thursday of each week. Homeroom teachers will distribute the brochures/information sheets prior to dismissal of class each Friday.
5. “Thursday Folders” are reserved for use by teachers and/or school officials. Non-school related items will not be included in “Thursday Folders” unless so directed by the superintendent or designee.
6. Announcements of upcoming community events shall be made at the request of a community member, with the number of announcements limited to a maximum of five (5), provided approval is granted by Superintendent or designee.
7. Approved advertisements, sales brochures, catalogs, etc. may be placed in the employee’s mailboxes or the teacher’s lounge at each campus in an area designated by the principal for a period as indicated on the “red sheet”.
8. Vendors shall not be allowed to display merchandise on school property.
9. School or school approved organizations, such as PTA, PTO, Booster Clubs, etc. shall be allowed to display merchandise when associated with a fundraising event.
10. Hand distribution of community event flyers or other types of non-school advertisements by non-school personnel shall not be allowed on school property at any time prior to, during, or at the conclusion of the school day.