



## Schertz-Cibolo-Universal City ISD

### FLYER DISTRIBUTION GUIDELINES & INSTRUCTIONS

Please allow 2 school days from date received for processing flyer request.

### **\*FLYERS WILL NOT BE PLACED INSIDE TEACHER MAILBOXES NOR STUDENT BACKPACKS.\***

**READ PRIOR TO SUBMISSION:** A copy of the **printed** flyer or material (**current**) to be distributed **MUST** be attached in order to be considered. **NO** changes are permitted on approved flyers. You will need to re-submit your request if ANY changes are made. All non-district events and/or outside organizations acknowledge the following disclaimer upon submission: THIS ACTIVITY OR ORGANIZATION IS NOT SPONSORED OR ENDORSED BY SCUC ISD. Upon approval, it is the RESPONSIBILITY OF THE ORGANIZATION to initiate distribution. The organization is required to present its approval to each selected campus office. The campus will direct the organization to the designated table where ALL approved flyers are **left** for display/distribution to the **general public**. SCUC ISD will NOT provide copy materials or services for distribution. Furthermore, SCUC ISD will NOT disrupt class instruction for the purpose of distribution or solicitation.