



## Electronic Flyer Distribution for Companies Renting Facilities

Indian Prairie School District 204 has established the following guidelines for processing requests to promote for-profit educational programs and activities to parents and students. All electronic materials must be approved prior to being posted online. The flyer will be posted in a designated area on a school's website and the district's website. A link to the webpage with the flyer will be sent out once a week, for 4 weeks, on the school's and district's listserv. No information will be distributed when school is not in session. These will be the only channels for distributing program information for qualifying companies.

### 1. Who qualifies to participate?

Companies or organizations may participate if they meet the following:

- Have an approved building rental application to hold an educational program or activity for students at a designated district facility on file with the Building Operations Department.
- They do not qualify for inclusion in the district's e-Folder. 501(c)(3) organizations should continue to use the district's e-Folder to promote their non-profit programs and activities.

### 2. Posting fee

The posting fee is \$200 per school, per flyer. The flyer will remain on the district's and school's website for 4 consecutive weeks. Checks should be made payable to Indian Prairie Educational Foundation. *No refunds will be made for classes cancelled due to low attendance.*

### 3. Rules and guidelines

**Disclaimer** All materials must contain a disclaimer on the flyer with the following language *"Distribution of this material is in no way an endorsement of programs, services, activities or products by Indian Prairie School District 204."* Class registration forms and payments are to be mailed directly to the company, and not returned to the school.

**Identifying information** Flyers must contain information clearly identifying the sponsoring company, including contact information, class dates and times, and registration and payment information.

**Applicability to intended audience** Approval will only be given for programs or activities appropriate for and directed toward the age of students attending the school and are presented by for-profit companies that have rented facility space at the designated school.

**Your application is complete** only when your check has been received, a pdf of your flyer, the application form, and a copy of the approved building rental confirmation has been emailed to [204-Flyer@ipsd.org](mailto:204-Flyer@ipsd.org). Flyer(s) will be posted approximately 10 days after your application is complete.



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### **Prohibited materials**

#### ***Materials cannot:***

- Interfere with the District's educational objectives;
- Compete with District programs;
- Be obscene or libelous in nature;
- Be contrary to the curriculum adopted by the District;
- Advertise products or services not permitted to minors by law;
- Advertise for a political purpose or to influence a ballot position;
- Advertise fundraising activities or contests for non-school organizations;
- Advertise or solicit volunteers, internships, or employment opportunities;
- Advertise activities or services to students that occur during the regularly scheduled school day.



## Application for Electronic Flyer Distribution for Companies Renting Facilities

1. Return this completed application with your check payable to Indian Prairie Educational Foundation to: Indian Prairie Educational Foundation, 780 Shoreline Dr., Aurora, IL 60504.
2. Email a direct link to the flyer if it is already online (preferred), or send a PDF of the flyer to 204-flyer@ipsd.org.
3. Email a copy of the confirmed District 204 Building Rental Contract to 204-flyer@ipsd.org. Your company must have an approved Building Rental Contract on file and be in good standing with District 204 and the Building Operations Department.
4. Allow 10 business days for your flyer to be posted AFTER your application and payment are received.
5. The district reserves the right to reject electronic flyer submissions.

PLEASE PRINT:

Date application submitted: \_\_\_\_\_

Date requested for flyer to appear online (must include 10 days for processing time): \_\_\_\_\_

School where program takes place: \_\_\_\_\_

Name of organization renting building: \_\_\_\_\_

Name of person submitting application: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

**For office use only:** Date check received: \_\_\_\_\_ Check number: \_\_\_\_\_ Rental agreement Y / N