

## **Guidelines for including an announcement of a local non-profit event on the *T/e-Bulletin Board***

Beginning in September 2008, the T/E School District will begin posting approved fliers from non-profit organizations on a special page on the T/E School District web site called the *T/e-Bulletin Board*. Per School Board Policy, the District will only post announcements of non-profit organizations with an event or service of interest to students and/or parents.

The *T/e-Bulletin Board* will replace paper fliers previously included school newsletters or sent home with students. To help with the transition from paper fliers to electronic fliers, the T/E School District will continue including approved fliers in school newsletters through December 31, 2008. As of January 1, 2009, all approved fliers will be posted on the *T/e-Bulletin Board* instead of in school newsletters. Abbreviated announcements from the *T/e-Bulletin Board* may be included in school newsletters at the discretion of individual school newsletter editors and/or school principals.

The *T/e-Bulletin Board* will be actively advertised by the School District through newsletters, PTO meetings, email blasts and the District's television station beginning in August 2008. Parents will receive information about the *T/e-Bulletin Board* at Open House nights in the fall. In addition, a reference to the *T/e-Bulletin Board* will be permanently included in all school newsletters.

### **What is an Approved Flier?**

The non-profit event should be within or in close proximity to the T/E School District and should be open to all students of the District.

School Board [Policy 1124](#) is the criteria for approval of information provided to students:

The school day shall be devoted exclusively to the purposes, procedures, and efforts conceived, conducted, and directed by the school staff toward the goal of education of the students.

Only information about the school system or a particular program that is parallel in nature, function and purpose to the philosophy and curricular program of the School District may be distributed to or through students and staff members.

District schools shall not be used to publish or distribute information or survey forms of partisan, sectarian or political organizations of any type.

### **How to Submit a Flier for the *T/e-Bulletin Board***

Not-for-profit organizations that wish to have an announcement posted on the *T/e-Bulletin Board* should e-mail a request with a PDF or Word document of the flier, or a link to information on the organization's web site, to Public Information Specialist Chris Connolly Bakker, [connollic@tesd.net](mailto:connollic@tesd.net). The request should include a suggested length of time for the information to be posted. The announcement must indicate the non-profit status of the organization in order to receive approval. Submission of a flier does not guarantee inclusion on the *T/e-Bulletin Board* or in school newsletters. The electronic bulletin board is updated twice a month on or around the 10<sup>th</sup> and 25<sup>th</sup>.

For more information on how to create a PDF, please visit [www.adobe.com](http://www.adobe.com). Free software to create a PDF is currently available from the site: <http://www.pdf995.com/>. Note: These web sites are provided for informational use only. The T/E School District does not endorse or promote either of these web sites or companies.

Questions? Please email Chris at [connollic@tesd.net](mailto:connollic@tesd.net).

Thank you for your cooperation in our goal to advertise more effectively and to preserve our natural resources for future generations.