

# WICHITA PUBLIC SCHOOLS

## FLYER DISTRIBUTION FREQUENTLY ASKED QUESTIONS

### ***How do I submit a flyer for approval?***

Flyers must be submitted via email to [distribution@usd259.net](mailto:distribution@usd259.net) a minimum of THREE WEEKS prior to the desired distribution date. Once submitted, flyers will be reviewed weekly and you will be advised of approval status via email.

### ***How can I make sure my flyer is approved?***

Be sure your flyer meets all of our distribution guidelines outlined on our website: [www.usd259.org/distribution](http://www.usd259.org/distribution).

It is important to note that all flyers must contain the following disclaimer:

**NOTICE: USD 259 neither sponsors nor endorses the organization or activity represented in this document and the content or views expressed herein are solely that of the organization shown. USD 259 permits the distribution of material such as this on a nondiscriminatory basis regarding matters of potential interest to students and parents.**

### ***My flyer is approved - so the District prints and sends the flyer out for me, right?***

No. Distribution of all printed materials is the responsibility of the requesting party. Information regarding building enrollment counts, packaging instructions and school lists are included in the approval letter.

### ***Does the District offer online or email distribution?***

Not at this time. Paper flyers are the only approved distribution process in the Wichita Public Schools.

### ***How long does the approval process take?***

We require that flyers are submitted no less than **THREE WEEKS** prior to the desired distribution date. This ensures that the team has time to review the flyer, inform you of any changes that may be required, issue an approval letter and allow you time for distribution to schools.

### ***How often are flyers reviewed?***

Flyers are reviewed by a member of the Strategic Communications team weekly – typically on Fridays.

### ***Does approval by Strategic Communications guarantee distribution?***

No. Approval by Strategic Communications means that the *content* meets the District guidelines for distribution. However, the principal at each building can exercise discretion based on their own building's distribution policy (i.e. not all buildings permit distribution of flyers, or may have non-content based procedures regarding distribution).

### ***It's Tuesday – my event is Saturday. Is there any way I can still get my flyer approved and distributed?***

Unfortunately, it's not likely. We request a minimum of three weeks lead time for distribution requests, because even if the flyer is *approved* in time, it doesn't necessarily mean that you'll have time to get the flyer printed and to the desired schools **and** that the schools would be able to distribute the materials to students in that short of time frame.

### ***Still have questions?***

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