

# Screening Committee Guidelines

**Request Type: Requests from Cities and Parks and Recreation Programs**

**The School Board of Broward County has reciprocal agreements with many local municipalities for the purpose of sharing facilities. However, Cities and Parks and Recreation programs must submit requests to the Screening Committee for the distribution of information and/or flyers about individual activities and programs. The following guidelines apply:**

1. Requests must come from the city and the city name and logo/seal must appear on the material. All city-sponsored or contracted events, activities and programs (i.e. sports registration, various classes, Town Hall meetings, etc.) **MUST** include the following statement to be printed at the top of each flyer or page in 12 point type, all caps:

**DISTRIBUTION DOES NOT IMPLY ENDORSEMENT OR RECOMMENDATION BY BROWARD COUNTY PUBLIC SCHOOLS.**

2. The date, time, and location of the program must be stated.
3. A copy of each flyer to be considered for distributed must accompany each request. Each flyer will be considered as a separate request. For flyers announcing annual events, where only the date/time and location are changing, a copy of the previous year's flyer may be submitted.
4. The request to distribute material must come from the City, even if it is for a contracted service.
5. Fees, if appropriate, should be stated.
6. A non-discrimination clause should be included in the notice/flyer/brochure.
7. If a corporate sponsor is providing support for the program (e.g., Prizes provided by...), their name/logo can be included as long it is tastefully displayed (not the dominant item on the page).
8. References to religious holidays should be replaced with seasonal references (e.g., Passover or Easter should be replaced with Spring).
9. "Cute" spelling for activities/events should be set apart visually (through some graphic/design element) so that the reader can recognize that this spelling is meant to be different.
10. Enough flyers should be provided so that schools do not have to make copies to distribute.

**Please send your request to:**

**Superintendent's Screening Committee  
Community Involvement Department 7<sup>th</sup> Floor  
600 Southeast Third Avenue  
Ft. Lauderdale, FL 33301**