

# Screening Committee Guidelines

**Request Type: Outside organizations, companies, agencies and individuals wanting to distribute or display flyers about non-school related after school activities.**

Many businesses/organizations want to let parents know about their programs and services for kids. Parents may be interested in learning about these services as they are often looking for after school activities for their children. Since these materials may be of interest to parents, if they meet the guidelines below, they may be placed in a designated area of the school's front office for parents to pick up as desired.

Displaying a flyer at a school is NOT an opportunity for any business to simply advertise their product or service within the schools. **Flyers that are not related to after-school activities for students will not be approved.** Also, this information will NOT be approved for distribution directly to students. Parents, teachers and principals have expressed the need to reduce the amount of flyers going home with students and passing out this information directly to students is not the best use of class time.

**As of May 25, 2006 all requests must be received at least 4 weeks prior to delivery at the schools. Requests to display or distribute material less than 4 weeks before the delivery date will automatically be denied. You will receive a response in writing within 4 weeks.**

1. The business/organization MUST have appropriate licensure and be insured.
2. The flyer to be displayed MUST state that the business/organization is licensed and insured.
3. Approval to place flyers in the front office of a school, in no way reflects an endorsement of that program by The School Board of Broward County, Florida. Consequently, the following statement MUST 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.**

4. The flyer MUST include a phone number of the business/organization.
5. Any fees for services MUST be stated on the flyer.
6. References to religious holidays should be replaced with seasonal references (e.g., Passover or Easter should be replaced with Spring).
7. NOTE: A school is NOT required to have a designated area to display these materials. The decision to have a display area as well as the decision to display ANY material is at the discretion of each individual principal.
8. NOTE: Schools may choose to sell advertisements in their school newsletter. They may use this option instead of having a material display area. The decision to underwrite the school newsletter with advertisement is at the discretion of each individual school principal.
9. NOTE: Schools WILL NOT make copies or bear any expense, including staff time to collate or prepare material. The business/organization is responsible for providing enough flyers in the manner requested by each school.
10. NOTE: Activities such as Field Trips (Policy 6303: Field Trips) and Fund Raising (Policy 6206: Money Raising Activities) are governed by School Board Policy. Please refer to these policies for more information. You can locate these and all other School Board policies at <http://www.broward.k12.fl.us/sbbcpolicies/>

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

**Or fax to 754-321-2711**