

# Screening Committee Guidelines

**Request Type: Outside organizations, companies, agencies and individuals wanting to provide a free program or curriculum related material for use during the school day.**

The Screening Committee governs program decisions based on the answers to the following questions or statements. **Please note: Program and/or curriculum material will be referred to the Core Curriculum Department as a part of the reviewing process. Therefore, 30 days minimum will be required to process these requests. Contests and/or competitions require 3 months lead-time to allow the Curriculum department to make a determination and provide schools/teachers with the information if approved.**

1.     A. Does the requested activity or program fit in with the established curriculum?  
      B. Is the program in conflict with, or a duplication of, existing curriculum practices and programs?
2.     Does the activity promote the instruction of students, or will it impede the instruction of students?
3.     Will the activity exploit students in any way?
4.     What are the legal implications of the activity?
5.     Does the activity comply with the standards of non-discrimination?
6.     How does the activity affect the time of the students and teachers?
7.     Will parental approval be needed?
8.     Will this activity set a precedent for other organizations to present similar requests?
9.     What is the rationale of the organization for requesting this activity?
10.    Is there any commercial venture or advertising in connection with the activity?
11.    Is the request from a public entity?
12.    Does the proposed activity comply with federal, state and local guidelines, School Board policies and procedures?

The Screening Committee will approve those programs and activities approved or supported by the Broward County School System by action of the School Board.

**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**