

# Screening Committee Guidelines

<b>Request Type: Reward/Incentive Program Material</b>
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As of May 25, 2006 all requests to the Superintendent's Screening Committee must be received at least 4 weeks prior to delivery of material at the schools. Requests to display or distribute material less than 4 weeks before the delivery date will automatically be denied. All requests will receive a response in writing from the Superintendent's Screening Committee.

1. Reward/incentive coupons may be provided to schools where an active partnership exists supporting the school's Improvement Plan. Contact the School's Partnership Liaison for information about establishing partnerships. **Please note: Providing reward/incentive coupons does not, in and of itself, constitute a partnership. Contact the school's Partnership Liaison for more information on partnerships.**
2. Rewards/Incentives provided through a partnership must be equally accessible to all students regardless of their ability to pay. Therefore, ALL reward/incentive coupons provided to students must be for **100% FREE products or services with NO CONDITION of purchase.**
3. The Broward County Public School notice needs to appear on each incentive coupon if distributed individually **OR** needs to be printed on the front page of flyers, booklets or brochures that contain multiple rewards/coupons. The notice must be printed in all caps, 12-point font.

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

4. All reward/incentive coupons must be provided to the school Partnership Liaison or principal's designee for distribution. Businesses and Individuals are NOT permitted to distribute any material on school grounds.
5. Businesses are responsible for delivery of their material to schools. All **third-party organizations are prohibited from using the Broward County Public School's pony system.**
6. Schools will not make copies or bear any expense for delivery of material. The business/organization is responsible for providing enough material to schools.
7. Distribution of any material and participation in any program is at the discretion of the principal.

Reward/incentive coupons and material that are offered to schools but do not meet the criteria above will follow the standard guidelines for requests from outside organizations and will not be distributed directly to students.

**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**