



Distribution of all materials must be approved through:

Columbia Public Schools
Community Relations
1818 W. Worley Street
Columbia, MO 65203
cpscomm@cpsk12.org
(573) 214-3960

DISTRIBUTION OF ALL MATERIALS IS AT THE SOLE DISCRETION OF DISTRICT ADMINISTRATION

The following criteria will act as guidelines for consideration of all materials submitted for online distribution:

1. All activities or information should be educational in focus and support Columbia Public Schools' goals and mission. Activities which have a parent education focus will be considered if directly contributing to the educational needs of the students. It is preferred that activities included in the virtual backpack have a community-wide appeal and serve the patrons within the boundaries of Columbia Public Schools and/or the Columbia community.
2. A request will be considered if the following apply to your organization. It is: a Columbia civic or intergovernmental agency; a Boone County civic or intergovernmental agency, a non-profit higher education institution; a non-profit organization/agency located within Columbia Public Schools' boundaries; a national non-profit with a registered local branch within Columbia Public Schools' boundaries; an official school-business partner; a district-sponsored group or organization (*Ref. Board Policy KI*) and/or the event/activity will be held on Columbia Public Schools-owned properties.
3. Distribution of materials for commercial organizations other than official school-business partners or district-sponsored groups will not be permitted. School-business partners and district-sponsored groups may only promote those events that meet an educational focus for our students, parents or families.
4. If available, scholarship opportunities are prominently displayed and offered for students who cannot afford the services, and scholarship information is clearly explained on the document.
5. An organization may be asked to submit a rationale seeking permission to distribute materials.
6. Activities should not conflict with public tax-supported efforts already in effect.
7. School names are included only as part of the location information for those events which are held in district schools. Flyer information and layout should not imply that because an event is held at a school that the event is endorsed by the school or District.
8. The following disclaimer **MUST** be included on each flyer: "The distribution of this information and materials through the school district does not imply endorsement by Columbia Public Schools."
9. The district will not approve anything that requires solicitation for local service organizations. The district will not participate in the collection of money or pledges.
10. Materials must meet the requirements within the district's solicitation policy (policy KI). The policy is available here: <https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=KI&Sch=42&S=42&C=&RevNo=1.01&T=A&Z=P>

A violation of these guidelines will result in a loss of posting privileges.