



Mukilteo School District

GUIDELINES FOR MATERIALS DISTRIBUTION

The Mukilteo School District may distribute youth-related materials announcing programs and services offered by local, regional and national nonprofit organizations.

Materials submitted by outside organizations will not be distributed unless authorization has been received by the Manager of Communications and Public Relations, the Superintendent or designee. The social, recreational or educational value for students, the benefit of the activity to students, and the potential interruption the distribution may cause to daily school operations will be considered in granting approval. For material to be considered for distribution to students, it must meet the following criteria:

- The organization distributing the material must be a nonprofit agency, charitable organization or municipal/government agency.
- Participation in the activity being promoted must be open to all students who apply and cannot be restricted by a process of tryouts or audition.
- The District disclaimer must be printed on all hard copy flyers: *The Mukilteo School District has neither reviewed nor approved the program, personnel, activities, or organizations announced in this flyer. Permission to distribute this flyer should not be considered a recommendation or endorsement of the program by the school district.*

The Mukilteo School District will NOT distribute any solicitation for funds, direct sales information by outside vendors, surveys, questionnaires and requests for information by non-school organizations, or any solicitation for religious or political membership.

To request approval for the distribution of materials, please do the following:

The Mukilteo School District uses [Peachjar](#), an online flyer distribution service, for approving and distributing youth-related material.

To obtain flyer approval, the outside organization should upload a flyer to [Peachjar](#), along with the official nonprofit confirmation letter issued by the IRS. When the flyer is approved by the school district, it will be distributed by Peachjar to parents/guardians via email at schools requested by the outside organization. **Note:** There is a fee to organizations for using Peachjar unless the organization is not collecting a fee for the activity. The flyer will remain online for one month or upon length of time requested by the outside organization.

Up to 50 printed flyers will be allowed at requested schools for parents/guardians who don't have email.

Thank you for your cooperation with these procedures. We are pleased to work with community organizations that serve our students. If you have any questions, please email [Communications and Public Relations](#) or call 425-356-1215.