



# CENTENNIAL SCHOOL DISTRICT

*Office of the Assistant Superintendent*

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**Jennifer A. Polinchock, Ed.D.**

**To:** All CSD Faculty & Staff, Home & School Associations, P.T.O Associations, Outside Individuals, Agencies, Groups and Organizations  
**Cc:** Dr. David Baugh  
**Date:** May 22, 2018  
**Re:** **Display/Distribution/Posting of Flyers to Benefit the Centennial School District.**

Every year, more and more people are turning to our District to help get the message out about various activities, events, fundraisers and more. The intent of this memo is to support student achievement and to provide mutual assistance and benefit through shared information. Our District spends a great deal of time collecting, reviewing and posting flyers to the District eFolder, Facebook Page, District cable channel and communicating back and forth to the requestor. Please follow these important procedures and guidelines to help the process go smoothly. Please refer to Policy 913.

1. Internal and external agencies, organizations, and groups promoting events that support the education and well-being of our students and their families may submit flyers for approval and distribution via the District eFolder, the District Facebook Page, District cable channel and/or print copies.
2. Centennial School District reserves the right not to approve flyers. Some examples of flyers that will not be approved are:
  - advertisements for promotion of a business.
  - flyers that include words, references or photos of tobacco, alcohol, drugs, gambling, violence or other references deemed inappropriate for our students.
  - District-wide distribution for specific students or other children or adults with illnesses for donations or fundraising efforts. These flyers may be considered for school building approval only, and will require Principal approval.
  - Not all flyers will be featured on our District Facebook Page or Cable Channel.

Please submit all flyers (electronically) to Michelle Bisacquino at [bisami@centennialsd.org](mailto:bisami@centennialsd.org), Executive Assistant. All flyers will be reviewed by Dr. Jennifer Polinchock, Assistant Superintendent. An email will be sent notifying you of approval or denial. Please allow at least Five (5) business days for consideration.

All flyers must be in Word, Publisher, or Adobe Acrobat (PDF) format. All flyers must include the following disclaimer at the bottom of the flyer:

### **DISCLAIMER**

NOTICE: THIS IS NOT A PUBLICATION OF THE CENTENNIAL SCHOOL DISTRICT. THE DISTRICT NEITHER APPROVES NOR DISAPPROVES THE CONTENTS THEREOF. IF YOU HAVE A CONCERN, WRITE OR TELEPHONE THE SPONSOR OR MANAGING EDITOR (insert the editor's name of the written material plus a telephone number and email address).

### **Quick Reference**

- ✓ Flyer with Disclaimer
- ✓ Email Communication Details
- ✓ Send Electronically to Michelle Bisacquino

Include the following information and attach the flyer to the email for consideration:

1. Name of person, group, organization or agency.
2. Requested distribution date (please submit at least five (5) business days in advance).
3. Grade levels and specific schools to be included in the distribution.
4. Purpose of material to be distributed.
5. Description of how the distribution of this material will benefit the Centennial School District and/or its students.
6. Include specific details about the distribution method (district efolder, Facebook, Cable Channel and/or print copies).

### **REQUEST FOR PRINTED COPIES:**

- A. The organization or group representative must submit the flyer for approval to the Assistant Superintendent's Office prior to distribution.
- B. Upon approval, the organization or group representative must notify the building that they will be delivering the printed flyers to the front office two (2) days prior to distribution.
- C. Printed copies will not be made for outside agencies, groups or organizations by the school district or school staff.
  1. The organization or group representative will provide printed flyers for each student.
  2. Copies of printed flyers will be collated for each class with 30 copies.
  3. The copies need to be bundled in groups of 30 prior to delivering.
  4. Elementary school distribution will take place on each Wednesday.
  5. Secondary schools do not distribute paper copies. Several paper copies may be approved to be hand delivered to the front office. The office may keep some copies in the office and faculty lounge area.