



**PROCESS FOR APPROVAL AND DISTRIBUTION OF OUTSIDE MATERIALS**

The Superintendent has designated the Assistant Superintendent of School and Community Relations to handle all requests for the distribution of outside materials to Arlington Public Schools (APS) students. The procedures and rules to be followed to secure permission for a distribution of fliers, brochures, or other printed materials produced outside the school system are as follows:

1. Backpack mail is available for distribution of printed materials, surveys, and questionnaires to students, parents, and staff created by or on behalf of the schools, the Arlington County government, and parent teacher organizations of APS.
2. Backpack mail is only available to outside nonprofit organizations\* for distribution in elementary and middle schools.
3. Requests, including a copy of the flier, should be sent by mail, FAX or email to [cmercado@arlington.k12.va.us](mailto:cmercado@arlington.k12.va.us). Requests should indicate the official name of the organization requesting distribution, which school(s) and/or grades levels are being requested to receive the material.
4. No outside nonprofit organization's materials will be distributed more than five (5) times per academic year.
5. No items from outside nonprofit organizations will be distributed in the First Day Packets, which are given to students on the first day of school, or during the first week of the school year. Backpack mail is available beginning the second week of the school year. Additionally, no items from outside nonprofit organizations will be distributed after the first Friday in June.
6. Backpack mail is unavailable to outside nonprofit organizations during summer school.
7. Youth sports groups that are affiliated with the Arlington County Department of Parks, Recreation and Cultural Resources (PRCR), Sports Division are asked to indicate their affiliation on their flier or request. (Affiliation or the lack thereof will not be a basis for a decision not to distribute material.)
8. Any material from outside nonprofit organizations must contain, in letters that are at least thirty percent (30%) as large as the largest print on the notice or flier, the following statement: *Arlington Public Schools does not sponsor or endorse the individual or group providing this material, or any message contained herein. [Las Escuelas Públicas de Arlington no patrocinan o respaldan al individuo o grupo que provee este material, ni asumen responsabilidad por su contenido.]*
9. Fundraising materials from outside nonprofit organizations may not be distributed through backpack mail. \*\* Backpack mail also may not be used to distribute materials that advocate the passage or defeat of any referendum question or advocate the passage or defeat of any matter pending before a local school board, a local governing body, the General Assembly of Virginia, or the Congress of the United States.
10. The School and Community Relations Department will inform applicants of the decision by telephone, email or FAX. A memo of approval from the Assistant Superintendent of School and Community Relations will be sent to the applicant. The applicant must provide a copy of their approval memo to each school when the fliers are delivered to the school.
11. The organization is responsible for delivering the fliers to the schools.
12. Neither students nor school staff may be used to count, fold, or perform other tasks associated with the distribution of materials for outside nonprofit organizations. Therefore, the fliers should be bundled in batches of 25. The School & Community Relations Department can provide a list of the number of classroom bundles required for each school.

The complete Printed Materials Policy is available online at [www.apsva.us/schoolboard/sbp/Administrative/30-3.2-printedmaterials.pdf](http://www.apsva.us/schoolboard/sbp/Administrative/30-3.2-printedmaterials.pdf). Please call the Department of School and Community Relations if you have any additional questions or need further assistance.

\* "Nonprofit organizations" are defined as entities that have provided evidence of their nonprofit status, for federal tax purposes, to the Superintendent or designee. "Outside nonprofit organizations" are those nonprofits that do not meet the description of those groups listed in number one above.

\*\* The prohibition against fundraising does not apply to nonprofit organizations whose sole purpose is to support the educational or extracurricular activities of the Arlington Public Schools, specifically the Arlington Outdoor Education Association and booster clubs that are sponsored by the Arlington Public Schools.