



## BELTON INDEPENDENT SCHOOL DISTRICT

### Request to Distribute Fliers or Printed Material

The Belton Independent School District, under policy GKDA (LOCAL), will consider requests to distribute nonschool literature and/or information intended for multiple recipients on District premises.

#### 1. **Entities or Organizations Approved to Distribute Materials**

Printed material from entities or organizations will be distributed to students by school staff or sent to parent/guardians through student folders. Entities or organizations are limited to the following:

- **Organizations affiliated with the District. These are limited to the following: PTO/PTA, booster clubs, Belton Educational Enrichment Foundation, and teacher organizations; and**
- **Entities under contractual agreements\* with the District, such as portrait photographers, suppliers of graduation materials; and**
- **Local, state or federal governments or governmental agencies; and**
- **The U.S. Armed Forces Recruiters (to be made available to students only);**
- **Exception: See “Contest Information” below.**

\*Contractual agreements do not include facility rental agreements.

#### 2. **All fliers distributed in Belton ISD must include the following disclaimer printed at the bottom:**

*“Information provided in this flier is the private expression of <insert name of organization or person providing the information> and does not reflect the endorsement, sponsorship, position, or expression of the Belton Independent School District.”*

3. The flier should **not** contain advertising logos or promotions for any business/organization other than the approved organization submitting the flier. No fundraising/event announcements are allowed from groups outside the school unless there is a direct educational value to students and/or school.
4. Flier distribution requests are for a **one-time** distribution approval only and will be approved for **distribution only one time per semester**. *Flier must be distributed no later than two weeks after approval date.*
5. Fliers must reflect activities or programs that would interest students or be for their well-being. Fliers with little or no educational value will not be approved.
6. If at any time it is determined that previous fliers or written materials presented for approval contained false information or did not accurately represent the intent of the program, the approval of future fliers submitted by the requesting organization will be jeopardized.
7. Fliers will not be approved until two weeks after the start date of school. Fliers will not be approved for distribution during the last two weeks of school.

8. The “Request to Distribute Fliers” form and a copy of the flier should either be faxed to: 254-215-2001 or emailed to: [communications@bisd.net](mailto:communications@bisd.net), with Flier Distribution Request in the Subject Line.
9. **Fliers for Belton ISD staff will be posted in the campus workroom ONLY.** No fliers/materials will be placed in staff boxes.
10. Once approved for individual student distribution: Bundle the fliers into groups of 25 and provide the appropriate number of bundles for the total number of students on each campus at least one day in advance of the date to be distributed (Note: Some campuses may choose to distribute only one day per week). Campus names can be found at our website: [www.bisd.net](http://www.bisd.net). Campus enrollment numbers will be provided upon flier approval.
11. Please note that the final decision concerning flier distribution and the manner in which fliers are distributed is at the principal’s discretion.
12. Organization whose fliers do not meet distribution guidelines may request directory information through the Director of Communications, 215-2082.

13. **Contest Information**

Before printed information about a contest can be made available to students, the contest must:

- Support District curriculum, and
- Be free to participants, and
- Be approved by the Director of Public Relations.

14. **Coupons**

**Free or Non-Conditional Coupons:** Campus administrators may accept coupons appropriate for students that offer a completely free item (no conditions of purchase) to use as academic rewards or incentives for students. Example: Students who read 20 books during the school year will receive a coupon for a free ice cream sundae at a local restaurant.

**Discount or Conditional Coupons:** The District does not allow the distribution of discount or conditional coupons to students. Examples: 25% off admission; Save \$1 on the purchase of an ice cream sundae.

*Note: This exclusion also applies to coupons that offer a free item or discount with the purchase of another item. (One free kid’s meal with the purchase of one adult meal; Free drink with the purchase of a sandwich.)*



**Request to Distribute Fliers or Printed Material**  
Belton Independent School District

**Please attach a copy of your flier to this form to be considered for approval** and submit via fax, email or hand delivered to the Communications Department for the approval process. **Fax: 254-215-2001, Email: [communications@bisd.net](mailto:communications@bisd.net) and Physical Address: 400 North Wall Street, Belton, TX. Please allow five (5) working days for processing from date of receipt of request. If you have any questions, please email or call 254-215-2082.**

Name of Organization/Business: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Please check applicable distinction below:**

- \_\_\_\_\_ Affiliated w/District (e.g. PTA, BEEF, Teacher organization, etc.)  
\_\_\_\_\_ Entity under contractual agreement w/District  
\_\_\_\_\_ Local, state or federal government or governmental agency  
\_\_\_\_\_ U.S. Armed Forces

**Campus Distribution\* – Check all campuses for which you are requesting permission.**

***\*Elementary School***

\_\_\_\_\_ All Elementary

- |                                     |                      |
|-------------------------------------|----------------------|
| _____ Belton Early Childhood School | _____ Miller Heights |
| _____ Chisholm Trail                | _____ Pirtle         |
| _____ High Point                    | _____ Southwest      |
| _____ Lakewood                      | _____ Sparta         |
| _____ Leon Heights                  | _____ Tarver         |

***\*Middle Schools***

\_\_\_\_\_ All Middle Schools

- \_\_\_\_\_ Lake Belton Middle  
\_\_\_\_\_ North Belton Middle  
\_\_\_\_\_ South Belton Middle

***\*High Schools***

\_\_\_\_\_ All High Schools

- \_\_\_\_\_ Belton High  
\_\_\_\_\_ Belton New Tech

***\*BISD Staff***

\_\_\_\_\_ BISD Staff

**BISD Office Use Only**

- |  |   |
|--|---|
| _____ Approved for Individual Student Distribution | _____ Approved for Posting in Campus Workroom     |
| _____ Approved to be Made Available to Students    | _____ Not Approved for Posting in Campus Workroom |
| _____ Not Approved for Student Distribution        |   |

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**400 North Wall Street, Belton, Texas 76513 (P) 254-215-2082 (F) 254-215-2001**  
**[www.bisd.net](http://www.bisd.net)**