



Distribution of Community Announcements through the Howard County Public School System *Information for Schools*

Policy 10010, [Distribution and Display of Materials and Announcements](#), provides information about the distribution of flyers, announcements and other materials by non-profit organizations through Howard County public schools and students. Content may be distributed in print or posted electronically.

Note: the following information does not apply to distribution by school PTAs, booster clubs, etc. or by students. Please refer to Policy 10010 for distribution information for these groups, or contact the Public Information Office with any questions.

APPROVALS:

All requests for distribution by organizations must be referred to and approved by the HCPSS Public Information Office (PIO). Each flyer, notice or other document must be pre-approved by the PIO before it is provided to the school for distribution.

Schools should refer organizations requesting this service to the PIO at 410-313-6682 or publicinfo@hcpss.org. Information is also provided at <http://www.hcpss.org/parents/distributing-information/>.

- [List of organizations](#) with approved non-profit letters on file with the PIO.

Please note:

- Organizations may choose either option, to 1) distribute full-page flyers/announcements in print, or 2) provide electronic announcements for the Community News and Programs webpage.
- Schools should not email announcements, flyers etc. on behalf of, or for community organizations. Instead, schools should include a link to the Community News and Programs webpage in each school newsletter (details below).

PRINT DOCUMENTS:

- Organizations must submit each flyer to the PIO for pre-approval before distribution.
- Although organizations are encouraged to distribute notices electronically, **schools must comply with requests to distribute printed documents**, per Policy 10010 requirements.
- Print materials for distribution via student backpacks must be provided to the school in sufficient quantities, already assembled, bundled into sets of 30, and accompanied by the PIO approval form. Schools should refuse requests to make additional copies, assemble documents or distribute unapproved items.
- The flyers must bear the following statement.. ***The information is neither sponsored nor endorsed by HCPSS or the school.***
- Schools should attempt to distribute items promptly. However, distribution is handled on a time and space available basis at the discretion of the school administrator.
- As an alternative, the document may be displayed in school offices, during after-school events or via other venues at the discretion of the school administrator.

ELECTRONIC NOTICES:

- Each week, the PIO will post all approved notices on the [Community News and Programs](#) webpage. Schools should include the following statement in each school newsletter:

Please visit the [Community News and Programs](#) page at

<http://www.hcpss.org/community-news-and-programs/> for announcements of upcoming events and programs sponsored by non-profit organizations.

Questions? Contact the HCPSS Public Information Office at 410-313-6682 or publicinfo@hcpss.org.