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# MATERIAL DISTRIBUTION APPROVAL (COM-P002)

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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## 1.0 SCOPE:

- 1.1 This procedure outlines the process for review/approval of issuing permits for distribution or posting of flyers from outside organizations at district sites.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

## 2.0 RESPONSIBILITY:

- 2.1 Communications Office Personnel

## 3.0 APPROVAL AUTHORITY:

- 3.1 Communications Office Personnel

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 4.0 DEFINITIONS:

- 4.1 Materials: Printed communications to be posted or handed out at district sites that are from non-profit or business organizations that meet the recreational, cultural or educational needs of students.
- 4.2 Permit Number: The unique number assigned to materials approved for distribution by Communications Office personnel.

## 5.0 PROCEDURE:

- 5.1 Requests for approval to distribute materials to multiple school sites referred to Communications Office personnel.
- 5.2 Communications Office personnel review materials for appropriate content.
  - 5.2.1 If materials are approved, Communications Office personnel gives the requesting party the permit number and disclaimer statement, which must be printed on the front of the flyer before distribution.
    - 5.2.1.1 Pre-printed materials from well-known organizations such as the Boy Scouts or YMCA can be distributed without the disclaimer statement or permit number, but must have a cover letter that includes the permit number from the Communications Office granting permission for circulation of the material.
  - 5.2.2 If materials are not approved, Communications Office personnel contacts the requesting party to explain the reason for rejection.
- 5.3 Communications Office personnel copies the materials and records the permit number and organization to which it was granted.
- 5.4 If the school principal believes the content unsuitable for his/her students, he/she may decline the request to distribute materials approved by the Communications Office.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Permit – Posting and Distribution Log (COM-F002)

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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Posted material copies	Communications Office	Two years	Discard as Desired	Secured building
Permit – Posting and Distribution Log (COM-F002)	Communications Office	Two years	Discard as Desired	Secured building

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/4/11	B	Update

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