

## **ADVERTISING MATERIALS AND ANNOUNCEMENTS POLICY**

As a service to community organizations, parents and children, the Berlin Central School District permits notices to be made available to children about various activities and events taking place in our community and at times, outside school district boundaries. Such information includes, but is not limited to, little league, girls' softball, and other sports related programs; Boy Scouts and Girl Scouts; local arts and crafts activities; summer camps; library activities and a variety of other community events. It must be clearly noted, in writing, as part of any advertising material, flyer or announcement that the activity, event or program is not affiliated with or endorsed in any way by the Berlin Central School District.

With advance approval from the superintendent of schools or designee, information concerning activities, events, programs, and other opportunities of interest to children and their families in the Berlin Central School District may be made available to students, as follows:

1. A copy may be posted on the bulletin board in the main office of the school; and
2. Additional copies may be stacked in the main office on a countertop or table which is accessible to students.
3. An announcement may be made over the school public address system, at a time designated for morning or afternoon announcements, that the information is available in the main office for students who may be interested.

This service is limited to activities, events, programs, or opportunities conducted or sponsored by an agency of federal, state, or local government, or by a not-for-profit group that can furnish documentation as a nonprofit organization by the Internal Revenue Service. Also, the superintendent may request additional information concerning the governance structure and/or mission of the organization. Such details are requested solely for the purpose of confirming that the organization is within the scope of this policy.

The agency or organization seeking to make information available for students in District schools must provide sufficient copies of the document; the District will not make copies for this purpose. The District retains the right to withdraw approval of material from any source if it is determined that distribution would undermine the intent of this policy or cause disruption in the school.

Advertising materials, flyers, announcements, and other notices from non-school district organizations may be distributed to elementary children for "backpack mail" or by any other means, consistent with the above stated terms of this policy, and as authorized by law or the Commissioner's regulations.