



Guidelines for Print Material Distribution

Guidelines for organizations seeking to distribute/post materials in Davenport Community Schools:

The Davenport Community School District believes local community services are instrumental in serving the needs and interests of our families. In addition to print materials distribution, we are happy to provide the Virtual Backpack as an online link to educational, recreational, and cultural community activities.

1. All organizations requesting posting must be a **NON-PROFIT** or **NOT-FOR-PROFIT** group based in Davenport or its contiguous communities, and serve Davenport youth. Materials should be low to no cost for families. Posting/Distribution of materials for commercial organizations will not be permitted.
2. Determination of suitability and approval are at the discretion of the Davenport Community Schools and Board Policy on materials distribution. Materials are posted for informational purposes only and do not imply Davenport Community Schools' endorsement of them.
3. Materials will be reviewed on the 1st and the 15th of each month and may take up to 2 weeks to post. Please plan accordingly, as all materials submitted on date of or after each review date may not be reviewed until the following date. The contact person for the request will be notified via email with review approval or denial.
4. All print materials submitted for review must contain the following disclaimer in legible, bold print in a conspicuous location on the materials: ***"These materials are neither endorsed nor sponsored by the Davenport Community School District, nor does the school district take any position with regards to the materials presented."***
5. No item will be allowed to be distributed to students/parents without written approval and the legal disclaimer.
6. If print materials exceed one page in length, the disclaimer must appear on each page.
7. All activities or information must be appropriate for students. Activities should relate to a school function, event or purpose, or relate to an agency that offers widely appealing educational, recreational, or cultural programs for students.
8. Activities should accommodate a community-wide need and must be significant for the portion of the population served by the boundaries of Davenport Community Schools.
9. Materials will not be posted more than two months before the event.
10. Your proposed announcement should contain a contact name and phone number for persons who desire further information. If a registration form is included, clearly state where and to whom the form should be returned. The District will not participate in collecting forms or fees.
11. Upon District approval, the requesting organization may provide to Title I-eligible schools print materials for each student in the school, and in non-Title I schools up to 100 paper copies to be displayed in the offices and common areas of our buildings.
12. The Davenport Community School District will not make copies or physically deliver materials on behalf of an agency or person.
13. We are not responsible for materials that are lost, damaged or deleted; nor does the district take any position with regard to the materials presented.
14. Davenport Community Schools reserves the right to further limit the number of requests for posting, to permit exceptions to the criteria noted above, to deny posting rights to individuals or organizations which have demonstrated irresponsibility, and permit limited paper copy distribution to students.
15. Distribution of approved materials is a process that supports the community programming of Davenport Community Schools. You may review Board policies online at www.davenportschools.org.

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