

(Updated July 2017)



*To Coaches, Clubs, Extra-curricular Activity Directors,  
Local Business Owners, Scout Leaders, etc.*

## **THREE RIVERS COMMUNITY SCHOOLS GUIDELINES REGARDING FLYERS & BROCHURES**

Three Rivers Community Schools will distribute **child- & family-oriented flyers and brochures** as a service to the community. Parents should understand that these advertisements are *NOT* endorsed in any way by the District.

Flyers *must* include the words “*NOT AFFILIATED WITH THREE RIVERS SCHOOLS*”

Here are the guidelines: **we will distribute child-appropriate and age-appropriate flyers or brochures brought to the Superintendent for approval.** Drop off or fax a sample flyer to the Supt’s office. If approved, flyers must be copied, counted, bundled and delivered to each elementary school **by the distributing organization or group** prior to the next distribution (*See head counts below*). Proper grammar, punctuation, and spelling is required.

**The district does not** run the copies for organizations **or** distribute flyers to Middle or High School kids, a stack of 50 may be left in the HS and MS offices for students, parents, and visitors who might be interested.

Current prices, contact names, phone numbers and other pertinent information should be included so that parents have adequate information. All flyers go out as a mass distribution **at specified times** throughout the year and should be **dropped off to the schools a day or two ahead.**

**First Packet: Sept 8**  
**Second Packet: Oct 6**  
**Third Packet: Nov 10**  
**Fourth Packet: Dec 8**  
**Fifth Packet: Jan 19**  
**Sixth Packet: March 9**  
**Seventh Packet: April 20**  
**Eighth Packet: May 18**

Andrews Elem	K-5	350
Hoppin Elem	K-5	350
Norton Elem	K-5	300
Park Elem	K-5	400
Middle School	6-8	50 flyers
High School	9-12	50 flyers

*Please have flyers counted prior to dropping them off. We reserve the right to deny organizations that cannot adhere to our guidelines. Please consider social media, newspapers, store windows and supermarket bulletin boards as additional venues.*

**Superintendent's Office - 851 Sixth Avenue [269] 279-1100**