



CENTRAL UNIFIED FLIER POSTING GUIDELINES

If you want to have a flier for your group's event posted on Central Unified's Websites and/or social media you must follow these basic guidelines:

1. **COMPOSE AN EMAIL** with the subject line, "Flier approval" organization and title of the event. For example: "Flier approval: Ag Booster Dinner-Fundraiser."
2. Include the following bullet points of pertinent information in the attached flier. We need it as both PDF and JPEG versions.

- **TITLE OF EVENT & SHORT DESCRIPTION**
- **DATE & TIME OF EVENT**
- **WHO:** Organizer (Booster club, parent club, school club)
- **LOCATION:** Address of the event
- **COST**
- **OTHER DETAILS:** (ie. Minimum age requirement; child care availability; maximum occupancy or limit; silent auction; no-host bar).
- **CONTACT INFO:** Name, phone # and email of organizer or person selling tickets
- **WHERE TO POST:** Website, social media and Peachjar (electronic flier distribution)
- **APPROVAL:** School department head, Principal, Vice-Principal.
- **WHY: Who will benefit from the fundraiser?**

The district cannot approve any submissions that:

- Contain words, images or symbols that are obscene, lewd, vulgar, violent or sexual in nature
- Advocates or condones specific political issues or viewpoints
- Contains any graphic, vulgar, violent or sexual language
- Advocates violence against anyone
- Disrupts the educational and learning environment
- Contains any commercial logos, images, advertisements, etc. of for-profit companies except for any of the above as they pertain to the particular event being advertised.

****Any missing info and approvals not received will not be posted and returned to sender.***

If you have any questions regarding these policies, please feel free to contact Sonja Dosti, Director of Communications at: (559) 247-4700 x63119 or at: sdosti@centralusd.k12.ca.us or Jason Smithberg, Digital Communications/Social Media Clerk at (559) 247-4700 x63209 or at: jsmithberg@centralusd.k12.ca.us