

## ***Virtual Backpack Posting Guidelines***

Fliers publicizing community events within the area served by District 200 may be posted online and distributed to students, subject to the conditions listed below, at no cost to the sponsoring organization. District 200 provides this service as an informational convenience for our students and families.

The following requirements apply to all materials submitted for online and lobby distribution:

1. Only events sponsored by **nonprofit organizations** and **intergovernmental agencies** may be publicized in this manner. No commercial publications shall be posted or distributed unless the purpose is to further an activity or program that is initiated or sponsored by the school district.
2. The text of the material must be geared toward providing services for children and families within the District 200 community.
3. The district reserves the right to request verification of a charitable organization's non-profit status and to refuse posting/distribution of materials from organizations which do not meet these requirements.
4. Endorsement by the school district is not intended or implied.
5. The text of the material must include a **name and telephone number, e-mail address, and/or Web address** where inquiries may be directed should parents or students have questions.
6. Advertising may not appear in the flier.

### *Approval Process*

1. The request to post a flier should be submitted at least ten days prior to the posting date. An organization will be limited to one request per month with a two-month limit per flier.
2. Those wishing to submit a flier to be posted must complete a D200 Virtual Backpack Request to Post form, attach a PDF of the flier, and submit both to Lynn Mohan via email at [lmohan@wcusd200.org](mailto:lmohan@wcusd200.org).
3. The Superintendent's Office will make the final determination of eligibility for posting and/or distribution and appropriateness of the material for our students. You will be notified via e-mail of approval or if any additional information is required.

### *Limited Distribution*

1. A limited number of printed fliers may also be provided for school lobbies. Fliers will not be distributed to individual classrooms/students. Sets of no more than 25 fliers must be packaged and clearly labeled for each school where distribution is requested. Please do not combine schools in packages.
2. Each **printed** flier must include the following **DISCLAIMER**:

Woodstock Community Unit School District 200 neither recommends nor endorses this program or organization. Distribution of informational material is for the convenience of District 200 students and families and does not imply endorsement by the district.
3. Materials, packaged per the instructions above, may be brought to the District Administrative Services Center, 2990 Raffel Road, Woodstock.

If you have any questions, please contact Lynn Mohan, Executive Assistant to the Superintendent, at (e-mail) [lmohan@wcusd200.org](mailto:lmohan@wcusd200.org), (phone) 815-337-5406, or (fax) 815-338-2005.