

Harford County Public Schools Fliers and Materials Distribution Guidelines for External Organizations

All printed materials must receive approval prior to distribution to students and/or parents. To be considered for approved distribution or posting, the information in the materials must offer educational and/or extra-curricular learning opportunities for students and/or parents.

Printed materials will be approved if issued by:

- Governmental Agencies
- Parent Teacher Student Associations/Organizations
- Child Care Providers located in Harford County Public Schools

Process for Fliers/Materials Review

- Submit the *Fliers/Materials Distribution Request Form* electronically and upload printed materials. Request form can be found on the HCPS website at: <http://www.hcps.org/departments/EquityandCulturalProficiency/FlyerDistributionApp.aspx>.
- If electronic versions of the fliers/materials are not available, download the [Fliers/Materials Distribution Request - Fillable pdf](#) and send with two copies of the printed materials to: Joyce Jablecki, HCPS Office of Grants, Business and Community Partnerships, 102 S. Hickory Avenue; Bel Air, MD 21014.
- If fliers/materials are promoting an event that will be held at an HCPS facility, a copy of the APPROVED *Use of School Facilities Application Form* must be provided.
- *Use of School Facilities Application Form, Policy and Procedures* can be found on the HCPS website at <http://www.hcps.org/Departments/Operations/default.aspx#UseofFacilities>.
- Fliers/materials must include the following disclaimer in at least 10-point font size on the first page in order to be approved: "Harford County Public Schools is not sponsoring, endorsing, or recommending the activities announced in this flier/material."
- Allow seven (7) to ten (10) business days for materials to be reviewed.
- The HCPS Office of Grants, Business and Community Partnerships will communicate the decision regarding a request.
- If a request is approved, information regarding delivery and/or details regarding the scope of the approval will be provided.

HCPS reserves the right of final approval for the release of any fliers/materials and may deny permission for any reason consistent with federal or state law or district policy, procedures, or practices.