



## LAKE TAHOE UNIFIED SCHOOL DISTRICT GUIDELINES FOR REQUESTING APPROVAL TO POST OR DISTRIBUTE

The Lake Tahoe Unified School District recognizes the value of distributing materials that are of broad interest to a great number of our students and their parents/guardians. Therefore, we make our distribution network available on that basis. However, the volume of requests and the staff time to handle the material require us to carefully monitor requests. **Please note the following conditions for distribution requests:**

Organizations planning to distribute materials through the Lake Tahoe Unified School District **must** fall under one of the categories listed below. Please check the applicable organization:

- Non-Profit / Not-For-Profit Organization (“Non-Profit” must be printed on the flyer). A **nonprofit organization** (abbreviated "NPO", also "non-profit" or "not-for-profit") is a legally constituted organization whose primary objective is to support or to actively engage in activities of public or private interest without any commercial or monetary profit purposes. NPOs are active in a wide range of areas, including the environment, humanitarian aid, animal protection, education, the arts, social issues, charities, early childhood education, health care, politics, religion, research, sports or other endeavors.
  - School Connected Organizations (PTA, SSC, Boosters, Etc.) (Name of group must be printed on the flyer).
  - Public Agency serving student programs (e.g. City of SLT Recreation Department, Fire Department, Police Department, El Dorado County Library).
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### **GENERAL GUIDELINES**

1. All requests to post or distribute materials must be submitted for approval to the District Office either in person at 1021 Al Tahoe Boulevard, or by email to [schandler@ltusd.org](mailto:schandler@ltusd.org). Approved materials will be stamped and school sites will distribute only those materials bearing the “approved” stamp. Schools shall not accept any requests.
2. The Superintendent will not approve commercial materials for distribution (EC 51520). Non-profit organizations may be asked to provide a copy of their IRS Determination Letter which indicates their tax-exempt status under applicable Internal Revenue Code Section(s) if requested.
3. An approved Facilities Use Application (FUA), along with evidence of insurance, must be obtained for all events or activities on LTUSD property **PRIOR** to submitting a request to post or distribute materials related to the event.
4. All materials **MUST** be in both English AND Spanish in order to be considered for approval.
5. Flyers for TK-5 must be emailed to **ALL** elementary schools.
6. All materials are distributed by electronic means – the school sites will not accept or distribute paper copies.
7. Materials to be distributed must bear the stamp of approval **BEFORE** being published.
8. **All approved materials will be distributed on FRIDAYS by individual school sites and on the Friday prior to Board meetings in the District newsletter.** See the timeline for submitting materials in the next section.
9. Failure to follow the Guidelines will result in the revocation of all future privileges for approval. Any questions may be addressed to the Superintendent’s office at 541-2850 Ext. 1025.

## **STEPS FOR GETTING YOUR INFORMATION PUBLISHED**

1. Obtain an “approved” stamp either in person at the District Office or by email to [schandler@ltusd.org](mailto:schandler@ltusd.org) **AT LEAST ONE WEEK PRIOR TO YOUR DESIRED PUBLISHING DATE. Please email PDFs only.**
2. Upload your stamped PDF to your organization’s website, Facebook page, Google, etc.
3. Send a short description of your event or notice in 100 words or less, along with the link to your stamped flyer/notice, in English, to the appropriate email addresses listed below.
4. For publication by a school site on Friday, submissions must be received by Tuesday at 12pm.
5. For publication in the District Newsletter on the Friday prior to a Board meeting, submissions must be received by Tuesday at 12pm.
6. For repeat publications, please indicate an expiration date, and your information will be published weekly up to the expiration date, with a maximum of four postings.

### **A FLYER MUST:**

- Be as simple as possible.
- Be written in both English and Spanish.
- Include all pertinent information (e.g. the name and the type of sponsoring organization).
- Include a phone number, web site, or email address where additional information may be obtained.
- NOT display advertisements for profit organizations or corporate logos unless they are sponsors.

### **APPROVAL PROTOCOL:**

- Obtain an “approved” stamp either in person at the District Office or by email to [schandler@ltusd.org](mailto:schandler@ltusd.org) **AT LEAST ONE WEEK PRIOR TO YOUR DESIRED PUBLISHING DATE.**
- Please email PDFs only.
- Approval is not automatic. Each request is evaluated based on District Policy.
- Requesters will be notified by email when the flyer has been approved.
- No materials will be distributed during the first or the last full week of the school year.

## **EMAIL ADDRESSES FOR SCHOOL SITE CONTACTS**

SCHOOL SITE	GRADE LEVELS	CONTACT / PHONE	EMAIL
Bijou Community School	K-5	Martha Ubias (530) 543-2337	<a href="mailto:mubias@ltusd.org">mubias@ltusd.org</a>
Elevated Digital Learning Academy	TK-8	Diana D’Angelo (530) 541-2850 Ext. 1055	<a href="mailto:ddangelo@ltusd.org">ddangelo@ltusd.org</a>
Lake Tahoe Environmental Science Magnet School	K-5	Monique Truszewski (530) 543-2371	<a href="mailto:mtruszewski@ltusd.org">mtruszewski@ltusd.org</a>
Sierra House Elementary	K-5	Tori Polly (530) 543-2327	<a href="mailto:tpolly@ltusd.org">tpolly@ltusd.org</a>
Tahoe Valley Elementary	TK-5	Stephanie Spees (530) 543-2350	<a href="mailto:sspees@ltusd.org">sspees@ltusd.org</a>
South Tahoe Middle School	6-8	Judy Klingler (530) 541-6404	<a href="mailto:jklingler@ltusd.org">jklingler@ltusd.org</a>
South Tahoe High School	9-12	Joan Buscher (530) 543-2255	<a href="mailto:jbuscher@ltusd.org">jbuscher@ltusd.org</a>
Mt. Tallac Continuation High School	10-12	Mercy Marty (530) 543-2267	<a href="mailto:mmarty@ltusd.org">mmarty@ltusd.org</a>
District Office	District-wide	Shannon Chandler (530) 541-2850 ext. 1025	<a href="mailto:schandler@ltusd.org">schandler@ltusd.org</a>

For questions please contact Shannon Chandler at (530) 541-2850 ext. 1025 or email [schandler@ltusd.org](mailto:schandler@ltusd.org).