



July 12, 2023

## Guidelines for Flier Distribution

If you would like a flier distributed to students at one or more of our campuses, please read the guidelines below for approval information. Fliers will only be distributed for local organizations considered 501(c)(3). A 501(c)(3) letter must be on file. You can email your 501(c)(3) to [bbirkinbine@crosbyisd.org](mailto:bbirkinbine@crosbyisd.org).

The Department of Communications and Community Relations will be responsible for approving fliers for distribution at campuses in accordance with Crosby ISD policy.

The following steps should be taken for flier approval and distribution. We ask that the entire process be done digitally.

1. Submit your flier to the Director of Communications and Community Relations for approval. Send via email as a PDF file to [bbirkinbine@crosbyisd.org](mailto:bbirkinbine@crosbyisd.org). We will not accept anything other than digital fliers.
2. Once approved, we will digitally stamp the flier with our approval and the following statement will be stamped on approved fliers:  
**Disclaimer: This information is being distributed as a community service. Crosby ISD is not a sponsoring or endorsing organization for this activity.**
3. The organization requesting flier approval is responsible for making copies of the flier from the approved flier with the stamp and disclaimer. Only copies with the approval stamp and disclaimer will be distributed to students.
4. The organization requesting the flier approval will be responsible for delivering copies of the approval-stamped flier to the various campuses.

Please allow a 2-day turnaround for flier approval.