



July 27, 2022

Guidelines for Flyer Distribution

If you would like a flyer distributed to students at one or more of our campuses, please read the guidelines below for approval information. Flyers 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.

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

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

1. Submit your flyer to the Director of Communications and Community Relations for approval. Send via email as a PDF file to bbirkinbine@crosbyisd.org. We will not accept anything other than digital flyers.
2. Once approved, we will digitally stamp the flyer with our approval and the following statement will be stamped on approved flyers:
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 flyer approval is responsible for making copies of the flyer from the approved flyer with the stamp and disclaimer. Only copies with the approval stamp and disclaimer will be distributed to students.
4. The organization requesting the flyer approval will be responsible for delivering copies of the approval-stamped flyer to the various campuses.

Please allow a 2-day turnaround for flyer approval.