

## DISTRIBUTION OF INFORMATION / MATERIALS

Botetourt County Public Schools will on occasion grant permission for flyers to be distributed by community and/or governmental organizations. Only those flyers that make students and families aware of activities related to the educational mission of the division will be approved.

Dissemination of the information does not reflect the district's endorsement or sponsorship of the activity. All materials distributed must contain the statement: "These materials and the activity described herein are not sponsored or endorsed by the Botetourt County School Board."

Individuals seeking to distribute information in Botetourt County Public Schools will submit to the superintendent or designee a statement of the recreational or educational value to students along with a digital copy of the material. Requests should be emailed to [flyers@bcps.k12.va.us](mailto:flyers@bcps.k12.va.us) and two weeks should be allowed for processing.

The superintendent or designee will review and determine whether the materials are approved for distribution.

Botetourt County Public Schools supports an environmentally friendly online-only materials distribution process for nonprofit organizations that reduces waste, saves district staff time, and eliminates paper costs for nonprofit organizations.

Upon approval, the superintendent or designee will email the digital material to the school principal. The principal shall make the final decision regarding distribution through social media or school announcement boards.

Adopted: August 10, 2023