

# ASHLAND PUBLIC SCHOOLS

JACKSON COUNTY SCHOOL DISTRICT #5

Kelly Raymond  
Superintendent



Inspiring Learning for Life

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## PUBLIC SOLICITATION / ADVERTISING IN THE SCHOOLS COMMUNITY-BASED ACTIVITY FLYER DISTRIBUTION REQUIREMENTS

Dear Provider,

On 9/12/2005, Ashland School District adopted new regulations (Administrative Regulation KJA-AR) for community activity providers wishing to distribute flyers in the daily materials sent home with students. [These regulations DO NOT impact providers wishing to make flyers available to parents at a school's front desk. Flyers available at the front desk are approved at the discretion of the building Principal.] If you are a community activity provider and you wish to have flyers sent home with students, approval for materials distribution is a two-step process. **Please note that materials are not sent home with middle or high school students.**

### STEP 1) Agency/Provider Approval

Each provider must submit the following to Cathy Carne at District Office **once each year**:

- ✓ Proof of non-profit status if you are a non-profit organization
- ✓ Description of Financial Aid and criteria for determining financial assistance if available [If financial aid is not available, additional information may be requested.]
- ✓ A written description of your hiring and firing procedures for staff working with students
- ✓ Contact information for program administration including names, addresses, phone numbers and email addresses  
Providers will be informed of approval status by phone or email.

### STEP 2) Material Approval

Once the agency/provider has been approved, material for distribution can be submitted for approval at any time during the school year. Please submit a copy of materials to Cathy Carne at the District Office for formal approval **at least two weeks prior** to the date you wish materials to go home with students. Sample flyers can be faxed to Cathy at 541-482-2185 or you may email a PDF or Word format document to [catherine.carne@ashland.k12.or.us](mailto:catherine.carne@ashland.k12.or.us). *Be sure to include the district disclaimer on your sample flyer as directed below.* You will be notified by phone or email when the materials have been approved.

## REQUIREMENTS FOR DISTRIBUTION

- 1) All materials to be distributed must include the following disclaimer in 12 point, bold-faced type:

**This flyer is distributed to Ashland School District students as a courtesy to parents per board policy. Ashland School District does not endorse or sponsor community activities including any described in this flyer. If you have questions regarding this policy, please contact your child's principal.**

- 2) Providers must pre-package materials for classroom distribution. For each school, please rubber band the approved materials in sets of 30 copies and bundle in the number of classroom sets listed below. Please provide 10 flyers for Willow Wind and they will be posted in the school. All flyers are to be delivered to the district office, located at 885 Siskiyou Blvd. in Ashland.

Bellview: 13 sets

Helman: 14 sets

John Muir: 5 sets

Walker: 14 sets

A copy of the board policy regulations on MATERIALS DISTRIBUTION GUIDELINES, Code KJA-AR, is available on our website at [www.ashland.k12.or.us](http://www.ashland.k12.or.us). Please address any questions to Cathy Carne, 482-2811, or via email at [catherine.carne@ashland.k12.or.us](mailto:catherine.carne@ashland.k12.or.us). Thank you for serving the students of our community.

Sincerely,  
Laurie Rooper,  
Directory of Human Resources & Communication  
Ashland Public Schools #5

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