



# *Guidelines for Approval of and Access to Flyers and Other Nonschool Printed Materials*

Requests for flyer/printed material distribution from all external nonschool groups and/or organizations and Partners In Education members, must be reviewed and approved by the Texarkana Independent School District Student & Community Development Office prior to distribution.

**No flyers/printed materials will be allowed to be distributed on any TISD campus location without prior approval.**

The following guidelines will apply to all requesting flier/printed material distribution:

- Request of flyers/printed materials must be made to Student & Community Development Office either by email, fax or in person.

Jo Ann Rice  
4241 Summerhill Road  
Texarkana, Texas 75503  
jrice@txkisd.net  
903.792.2632 (fax)

- All flyers/printed materials MUST have the following disclaimer statement located at the bottom of the material. Disclaimer should be in BOLD with CAPITALIZED LETTERS in a 12 point font or larger

**THIS ORGANIZATION AND ITS ACTIVITIES ARE NOT RELATED TO  
OR SPONSORED BY TEXARKANA INDEPENDENT SCHOOL DISTRICT**

- TISD Partners In Education members must submit copy of flyer/promotional material for approval prior to distribution.
- TISD Student & Community Development Office will notify nonschool group and/or organization or Partner In Education member of approval.
- Upon receipt of approval, nonschool groups and/or organizations and Partners In Education members must bundle flyer/printed materials in quantities of 25 for campus distribution.
- No materials will be approved for distribution during the first full week of school, the week prior to Winter Holidays, the first week of Spring Semester, the week of TAKS testing or the final two weeks of school.
- Secondary Campuses will place all approved flyers/printed materials in a central location for students, staff and patrons to pick up at their convenience.
- If at any time it is determined that previous flyers/printed materials presented for approval contained false information or did not accurately represent the intent of the program, the approval for future flyer/printed material distribution from the requesting organization will be jeopardized.