



# Bloomsburg Area School District

Web: [www.bloomsd.org](http://www.bloomsd.org)

Phone: 570-784-5000

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728 East Fifth Street

Bloomsburg, PA 17815

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## **Community Flyer Distribution Guidelines**

The Bloomsburg Area School District understands the importance of maintaining a positive relationship with the organizations within our community. In order to foster that relationship and also to inform students and families of opportunities occurring in the Bloomsburg area, we distribute event information to our students via physical copy and also on our web site. These guidelines have been developed to help us make families aware of opportunities in the community without unnecessarily creating additional work for our office staff and teachers.

If your organization is interested in distributing flyers to our students, here is what you need to know:

- Each Wednesday, elementary and middle school students will be given district-approved flyers to take home and share with their families.
- Approved flyers will be added to the Community and School Upcoming Events page of our web site (<https://www.bloomsd.org/Domain/980>).
- All flyers must be approved by the district prior to distribution. Please e-mail a pdf of your flyer to Operations Director Stephanie Kessler at [skessler@bloomsd.org](mailto:skessler@bloomsd.org). You will receive a response to let you know if your flyer has been approved. Flyers that violate Policy 913: Nonschool Organizations/Groups/Individuals will not be approved. (All district policies can be found on BoardDocs, which can be accessed through our web site here: <https://www.bloomsd.org/domain/57>.)
- Approved flyers should be brought to the district office (located at 728 East Fifth Street in Bloomsburg), pre-sorted by school and in stacks of 25, at least two weeks prior to the date of the event.
- Flyers must clearly state “not affiliated with Bloomsburg Area School District.”
- Flyer totals for each building are as follows:
  - Beaver-Main Elementary School (grades K-5): 100
  - W.W. Evans Elementary School (grades K-5): 260
  - Memorial Elementary School (grades K-5): 415
  - Bloomsburg Middle School (grades 7-8): 385
- Any questions may be directed to Ms. Kessler either by e-mail ([skessler@bloomsd.org](mailto:skessler@bloomsd.org)) or by phone (570-784-5000).