

DISTRIBUTION OF MATERIALS VIA DISTRICT 34 COMMUNITY FLYERS WEBSITE PAGE

Distribution of all materials must be approved through:

***Director of Community Relations and Grants
District 34 Administration Building
1401 Greenwood Road
Glenview, IL 60026
bclark@glenview34.org or 847-486-7861***

The following criteria will apply to all materials submitted for online distribution:

1. Only Glenview community organizations that are non-profit or not-for-profit will be allowed to post materials on the Community Flyers website page. Distribution of materials for commercial organizations will not be permitted. An organization may be asked to submit a rationale seeking permission to distribute materials.
2. All activities or information must be appropriate for **students**. Activities should relate to a school function, event or purpose, or relate to an agency that offers widely appealing recreational program options for students.
3. Activities should not conflict with public tax supported efforts already in effect.
4. Application should be made ten days prior to the distribution date and one copy of the proposed announcement in PDF format must accompany the request for distribution.
5. An organization should attempt to limit their requests to one per month.
6. Unfortunately, the District will not provide information related to religious organizations, nursery schools, day-care centers or child-care organizations, except for any such organization with which the District has a formal relationship or that is a public entity.
7. The District does not promote summer camps through its Community Flyers page unless those camps are run by the Glenview Park District or Wesley Childcare Center.
- 8. MATERIALS ARE POSTED FOR INFORMATIONAL PURPOSES ONLY. THIS DOES NOT IMPLY DISTRICT 34'S ENDORSEMENT OF THEM.**
9. The District reserves the right to deny any request.