

District 181 Community Backpack Criteria for Flyer Approval and Posting

As part of the Community Backpack program, Community Consolidated School District 181 posts fliers and resources from community organizations on the District website. The following criteria will apply to materials submitted for posting on the Community Backpack webpage:

1. The organization that is requesting the posting must be a non-profit group (501c3) based in the Community Consolidated School District 181 community or its neighboring communities.
2. The request must be made at least five (5) business days prior to posting.
3. New postings are added on business days when school is in session. Please allow 48 hours after approval for posting.
4. Fliers will be posted for no longer than three weeks. The District retains the right to determine the date material is posted and removed.
5. The material may not contain any of the following:
 - a. Anything that would cause substantial disruption of the orderly operation of the school district or its activities;
 - b. Personal information about persons other than those seeking distribution;
 - c. Material which is defamatory or insulting to any group or individual;
 - d. Material which is vulgar or otherwise socially inappropriate;
 - e. Material that would be violate of any law or Board policy;
 - f. Material which is political in nature (e.g. names and/or titles of elected officials), or in conflict with tax-supported efforts in effect.
6. The District reserves the right to further limit the number of requests for posting, permit exceptions to the criteria noted above, deny posting rights to individuals or organizations which have demonstrated irresponsibility, and permit limited paper copy distribution to students.
7. Materials are posted for informational purposes only. This does not imply the District's endorsement of the materials or the supporting organization.
8. Fliers must be submitted in the manner outlined in the directions below.

To submit a flier for posting:

1. Ensure that both the flier and organization are in compliance with all criteria as noted above.
2. E-mail an exact copy of the material to be posted in PDF format to the Community Backpack Coordinator at jduggan@d181.org.
 - a. With your submission, please include the following information: organization name, contact name, flier title, requested posting dates (maximum three weeks), and applicable grade levels or ages.