

**Gunpowder Elementary School PTA
Flyer Approval Process
2009-2010**

On April 21, 2009, Baltimore County Public Schools (BCPS) instituted a new policy (policy 2361 & rule 2361) regarding the distribution of all non-school materials. This includes all flyers from the PTA. As such, the following flyer approval process will be implemented to comply with the new BCPS Policy.

Overview of BCPS Rules

- All flyers distributed must be reviewed and approved by the principal.
- All flyers must be provided to the school principal **20 school days** prior to the requested distribution date.
- The school Principal has **5 days** to review and approve/deny flyers.
- All flyers must contain the following verbiage - **"This organization and its materials are not affiliated with, sponsored by, or endorsed by Baltimore County Public Schools, the Superintendent, or this Baltimore County public school or office."**
- Any flyers that violate any Board policy or Superintendent's rule will not be approved for distribution.

Overview of PTA Rules

- All flyers will first be reviewed by the PTA Corresponding Secretary who will then obtain approval from the school Principal. Any flyers provided directly to the school principal will be kicked back.
- No flyers are to be copied or distributed prior to receiving approval from the school principal.
- If possible and appropriate, the flyer should include the GES PTA Beaver logo.

Procedures

1. E-mail requested flyer (preferably not in pdf format) for distribution to corres_secretary@gunpowderpta.org or send printed version via backpack express. If printed version, please include contact information.

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2. The flyer will be reviewed by the PTA Corresponding Secretary, any required adjustments will be communicated and the flyer will be forwarded to the school Principal for approval.
3. Upon receipt of the flyer, the school Principal has 5 days to review and approve/deny the flyer. The school Principal will provide in writing to the Corresponding Secretary the required BCPS Approval or Denial Notice (Rule 2361 Form A and Form B, respectively) with any changes needed.
4. The Corresponding Secretary will contact the individual who submitted the flyer request and provide the following information:
 - Indicate if the flyer has been approved or denied.
 - Provide any required modifications to the flyer.
 - Provide the distribution date for the flyer.
5. The Corresponding Secretary will maintain copies of all flyers and the associated approval or denial notices.
6. Once approved, flyers will be posted on the GES PTA website.

Flyer Distribution

Once the flyer is approved, it may be copied and prepared for distribution. Below are some guidelines related to copying and distributing approved flyers:

- Committee Chairs or members are responsible for copying approved flyers and distributing.
- Flyers may be copied in the GES Print Shop on Mondays and Tuesdays from 4pm-7pm.
- Flyers may also be copied at any Baltimore County Resource Center. The closest center is located at White Oak Elementary in Parkville. They are open Monday-Friday from 8:30am - 4:30pm. The cost is nothing if you bring paper.
- The paper used should be pulled from the PTA cabinet in the GES Print Shop.
- Flyers should be counted and placed in each teacher's mailbox. Refer to list in Print Shop for the current # of backpack carriers for each teacher.