

**Gunpowder Elementary PTA
Flyer Approval Process
2011-2012**

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 school principal.
- All flyers must be submitted for approval to the school principal at least **20 school days** prior to the requested distribution date.
- All flyers must include the intended flyer distribution date; including multiple dates for single flyers.
- The school Principal has **5 school days** to review and approve or deny submitted flyers.
- All flyers must be separated into **stacks of 25** and delivered to the school office no less than **10 school days** prior to the distribution date.
- 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.

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Procedures

1. E-mail requested flyer (**preferably not in pdf format**) for distribution, along with the proposed flyer distribution date to corres_secretary@gunpowderpta.org or send a printed version via backpack express. If printed version, please include contact information and flyer distribution date.
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 or 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.
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 has been 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. All flyers printed at GES must be copied on the **Goldenrod** paper found in the designated cabinet in the GES Print Shop. Please make the executive committee aware when paper is running low.
- 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. Printing through the Resource Center is free at the Central-area Resource Center as long as you bring your own white copying paper. You may request white copy paper from our PTA President.
- Flyers should be separated into stacks of 25 and delivered to the school office no less than 10 school days prior to the distribution date.