



EAST MAINE SCHOOL DISTRICT 63

GUIDELINES FOR SUBMITTING COMMUNITY INFORMATION

East Maine School District 63 is happy to promote community programs and events that might benefit our students and their families. If your organization is interested in sharing information with our seven schools, here's what you need to know:

- Organizations must be 501(c)(3) nonprofits or public sector entities or, if they are not, the event or service they are publicizing must be free. **The District will not promote events or services offered by a private company or organization that involves payment or any kind of fee. It also does not promote religious institutions or events.**
- All requests must come through our District office for approval. Please submit information and an electronic copy of any flyer you wish to disseminate to:

Janet Spector Bishop
Director of Communications and Community Relations
jbishop@emsd63.org

- Depending on the nature of the event, there are several options for spreading the word.
 - **Website Community Information page.** Approved flyers are posted to the District's Community Information webpage (www.emsd63.org/Domain/700) and are deleted once the information they contain is no longer relevant.
 - **Hard copy flyers sent home with students.** Please note:
 - Generally, this is only permitted for *local* events/organizations, such as a nearby park district or community service agency. Events taking place out-of-District – or sponsored by an out-of-area organization -- may only have information placed on our website.
 - The District – and the schools – do not copy flyers. You'll need to provide the appropriate number of copies, bundle them by school, and submit them to the District office at 10150 Dee Road, Des Plaines – attn. Janet Spector Bishop. Flyer quantity is provided once we know which schools/grades you would like to reach.
 - **Gemini Junior High does not disseminate flyers.** However, organizations may provide a small stack of flyers for placement in the main office and cafeteria – and possible posting.
 - **Dissemination through the District's Constant Contact system.** Occasionally, the District Superintendent and/or Director of Communications and Community Relations may determine that an event or program merits promotion via our Constant Contact system, which reaches more than 2,800 District families. Such determinations are made on a case-by-case basis.

East Maine School District 63 reserves the right to deny any request for flyer and information dissemination as it deems appropriate. Questions? Call 847.493.8433.