



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

SMMUSD Flier Distribution Guidelines

Our district cooperates with approved community partners by distributing fliers at some school sites. Each school site has different distribution instructions and bundling requirements.

To request flier approval, please follow the following steps:

1. The flier must be educational in nature, supporting the basic educational mission of SMMUSD and / or benefiting families of SMMUSD in a favorable manner.
2. Submit your flier for approval to the Superintendent's Office to Diana Kamibayashi, dkamibayashi@smmusd.org
3. Email must include a copy of 501c3 designation letter.
4. As a courtesy to our community and in order to provide access to ALL our students and parents, we require that fliers be submitted in both English and Spanish.
5. All fliers must include the name and contact information of the sponsoring entity.
6. All fliers must include the following disclaimer:
7. *Please be advised that this event or promotion is not sponsored by the Santa Monica-Malibu Unified School District and is not part of any school program or curriculum. No District personnel will be present to supervise students who attend this event or promotional activity. The District does not endorse this event or promotion and has not approved or qualified the vendor(s) involved in the advertised activity.*
Spanish disclaimer: Por favor, tenga en cuenta que este evento o promoción no es patrocinado por el Distrito Escolar Unificado Santa Monica-Malibu y no es parte de ningún programa escolar o currículo. No habrá personal del distrito para supervisar a los estudiantes que asistan a este evento o actividad promocional. El Distrito no endosa este evento o promoción y no ha aprobado o calificado al vendedor (s) involucrado (s) en la actividad anunciada.
8. Fliers will not be approved unless they have met the above-mentioned criteria.
9. Please submit two weeks ahead of distribution date. Flier submitted closer to distribution date risk not getting reviewed and approved and distributed in time.
10. Copying and delivering the fliers to school sites is the sole responsibility of the requesting partner.

Please [click here](#) for the 2016-17 distribution list.

Thank you.

Community & Public Relations Department
Office of the Superintendent

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

1651 Sixteenth Street • Santa Monica • California 90404-3891 • (310) 450-8338 • www.smmusd.org

Board of Education: Oscar de la Torre • Jon Kean • Craig Foster • Maria Leon-Vazquez

Laurie Lieberman • Ralph Mechur • Dr. Richard Tahvildaran-Jesswein

Superintendent: Dr. Ben Drati