

District Guidelines for Posting Information on the Virtual Community Bulletin Board

The Douglas County School System (DCSS) does not allow students and staff to be subjected to and/or utilized as marketing and advertising conduits. However, the DCSS realizes that there are community activities and events that may be of interest to parents seeking resources for their children. In lieu of hard-copy flyer distributions to publicize these events, the DCSS offers a Virtual Community Bulletin Board on its website for posting such notices so that they are accessible to staff, parents and students, as wanted/needed.

The following guidelines are used by the Community Relations Department to determine what is appropriate to be posted on the Virtual Community Bulletin Board:

For-profit private businesses: These materials are generally **not** permitted. Exceptions can be made for school partners who have an ongoing relationship with a school or school system. Board policy requires these materials to have a **minimal** amount of advertising content.

Community non-profit organizations: These materials are permitted if the content pertains to children and/or education. The non-profit organization must provide proof of non-profit status. Churches are included in this category (as long as content is not of a proselytizing nature) for events or activities directly beneficial to families, such as children's clothing sales, youth sports, etc.

Government agencies: Information of interest to families from County/City Parks and Recreation departments, the Cultural Arts Center, city and/or county sponsored events, etc., are permitted.

Political campaign materials: Information endorsing or promoting a particular candidate or ballot issue is not permitted.

Calendar break camps/childcare: As a service to parents, approval may be given for private, for-profit entities to post information about activities, camps and childcare for children held after school and during the various school breaks.

*Those organizations which do qualify to have materials posted are expected to limit their request to once per school quarter (9 week intervals). More frequent requests are subject to denial. **All agencies and events must be located within or serve Douglas County to be eligible for consideration.***

Guidelines

- Flyer for activity or event must be submitted electronically with clear start/end dates included in correspondence. Send via email as pdf, word, or publisher to flyers@douglas.k12.ga.us.
- To ensure timely posting, flyer should be submitted for approval 10 days in advance of event or activity.
- Flyers will be removed after 30 days or earlier if information becomes obsolete.
- All activities or information must be appropriate for **students**. Activities should relate to a school function, community event or purpose, or relate to an agency that offers widely appealing recreational or educational program options for students.
- Legal name of the sponsoring organization must be clearly apparent. Flyer must include contact information, including name, phone number(s), and/or e-mail address.