

CNUSD Flyer Approval and Distribution

Community Groups and Outside Organizations: CNUSD distributes all outside organization flyers weekly. The specific day flyers are distributed is up to the school site.

Please allow 5 to 7 workdays for the district office to approve or deny your flyer for distribution.

Flyer Distribution Procedures

CNUSD cooperates with community groups and organizations that sponsor activities of an education/enrichment nature for students by distributing materials electronically via [Peachjar](#). As part of our efforts to be more environmentally and educationally responsible, embrace innovative technology, and maintain fiscal responsibility, we are transitioning from paper flyers to electronic flyer delivery. Flyers will be distributed via email and posted to a webpage. The following information provides instructions and the protocols for using the Peachjar e-flyer system.

Community Groups and Outside Organizations

All requests for flyer distribution by outside community organizations must first be approved by the CNUSD Office of Communications. **In order to be eligible to use the Peachjar system, you must be a local non-profit organization with a valid 501(c)(3) tax ID.**

Peachjar charges outside organizations a fee for this service. Please visit

www.peachjar.com for more information.

All flyers to be distributed from an outside organization must:

- Originate from a local non-profit organization with a valid 501 c 3 tax ID
- Support CNUSD's mission and framework for excellence
- Directly benefit CNUSD students or be of intrinsic value to students and/or parents
- Do not directly conflict with CNUSD programs
- Comply with CNUSD Board Policy: BP 1371
- The following required disclaimer will be automatically added to your flyer (Please do not turn off this feature): This program is not sponsored by the Corona-Norco Unified School District. Approval to distribute flyers is a community service and does not imply endorsement.

The Superintendent or designee may approve the distribution to students of materials prepared by organizations which are school sponsored or school related, which extend the community's cultural, recreational, artistic or educational opportunities, and which do not promote political interest.

To request flyer approval, follow the steps below. Once approved, your flyer will be emailed to all parents as well as posted to your designated school's Peachjar site. Paper flyers from outside organizations will no longer be distributed.

7. Ensure that your flyer meets the CNUSD Flyer Approval requirements above.
8. Go to www.peachjar.com

9. Register with Peachjar as an Enrichment Provider (account type)
10. Select desired schools
11. Upload your flyer to Peachjar for approval

Your flyer will automatically be submitted to CNUSD for review and approval. District staff will review the material and approve or deny based on the standards described below. Please allow 5 to 7 workdays for the district office to approve or deny your flyer for distribution.

Enrichment and community organizations are subject to Peachjar's service fee when a flyer is posted to promote an activity or event with a participation fee. Peachjar's service fee also applies to activities that are held without charge, but may entice participants to join a fee-based program, or purchase products or services (e.g. a soccer league that offers free clinics).

**Peachjar's service fee will be waived when a local community organization is promoting a free event that does not entice participants to join a fee-based program, or purchase products or services.

Instructions for Schools

Individual schools may post flyers for their site that promote information and events related to:

- School
- Parent-Teacher Associations (PTAs),
- REEF
- Booster Clubs

Each school site has its own Peachjar administrator who can upload flyers. Please contact your school office if your flyer falls under one of the categories above.

For questions regarding district flyer approval guidelines, please the CNUSD Office of Communication at (951) 736 – 5013.