



Office of Public Engagement
662 South President Street
Jackson, MS 39201
(601) 960-8935

PUBLIC ENGAGEMENT FLYER APPROVAL FORM

CONTACT INFORMATION

Name:

Phone:

Fax:

Email:

Nonprofit Number:

MATERIAL INFORMATION

Subject:

Date Submitted:

Distribution Schools:

Disclaimer: Approved flyers must prominently display the disclaimer below in **bold**:

“The distribution of this material does not constitute an endorsement or an indication of support by the Jackson Public School District. JPS employees, parents and students should determine for themselves if they want to use the services. The school district accepts no liability in this matter.”

Changes: Once approved, printed materials may not be altered.

Approved form: Flyers must be accompanied by a copy of the approved request form or they will not be allowed to be distributed.

Distribution and printing or copying of the literature is the responsibility of the requesting agency/organization.

FOR OFFICE USE ONLY

Approved

Denied

JPS Flyers and Non-School Literature Guidelines

Summary: JPS supports many local, nonprofit “community partners” by allowing the limited distribution of select flyers and non-school literature. The District retains the right to approve or deny any materials requested for distribution. The District will only consider requests from nonprofit civic and cultural organizations that provide youth-oriented activities and/or programs with a direct educational value to the student and/or school. In limited circumstances, promotional literature for fundraisers that directly benefit Jackson Public Schools may be approved.

The Jackson Public Schools Public and Media Relations will review and approve .pdfs of flyers and printed material for student distribution or other materials requested for distribution to students, parents and staff.

Guidelines:

1. All flyers distributed to JPS students must include the following disclaimer printed at the bottom:
“The distribution of this material does not constitute an endorsement or an indication of support by the Jackson Public School District. JPS parents, students, and employees should determine for themselves if they want to use the services. The school district accepts no liability in this matter.”
2. The flyer should not contain advertising logos or promotions for any business/organization other than the approved nonprofit agency submitting the flyer. No fundraising/event announcements are allowed from groups outside the school, unless there is a direct educational value to students and/or a school.
3. If approved, the requestor will receive distribution instructions. The requestor bears the cost of printing flyers. JPS will not distribute approved, printed flyers to campuses from the central mail office. Organizations should approach schools directly with approved materials for distribution.
4. Flyer distribution requests are for a one-time ‘distribution approval’ only, and only once per semester.
5. Flyers with little or no educational value will not be approved.
6. If at any time it is determined that previous flyers or written materials presented for approval contained false information or did not accurately represent the intent of the program, future requests for approval will be denied.
7. Flyers will **not** be approved until **two weeks after the start date of school**. They may also be denied approval two weeks prior to the winter holidays, the first week of the second semester, and the last three weeks of school.
8. Upon approval, JPS will allow distribution of materials from nonprofit civic and cultural organizations, educational partners and other district supported organizations. The district may approve any material it deems beneficial to students, faculty or staff.
9. Jackson Public Schools will not allow distribution of materials from for-profit businesses (see fundraiser exception above), religious institutions, campaign/political material or literature that does not directly affect and/or benefit JPS students or faculty.

To request approval: Attach a PDF of your flyer with the disclaimer and the approval form. (Please note: flyers will not be considered for approval without the disclaimer mentioned above.) Send the approval form along with your flyer to sherjohnson@jackson.k12.ms.us. If you have any questions, please call 601-960-8771.