

Cleveland Heights – University Heights City School District Flier Guidelines – Updated July 1, 2016

Who May Submit	<ul style="list-style-type: none"> - Non-profit organizations, city/county offices, government entities, community clubs and organizations informing District students, parents/guardians and staff of cultural, educational, or recreational activities sponsored by the organization. The organization's non-profit letter (IRS 501C) is required. - Commercial organizations that the District deems its partners (at the sole discretion of the Communications Department).
Appropriate Content	<ul style="list-style-type: none"> - The flier must be educational (cognitive physical, social-emotional,) and enriching in nature, supporting the educational mission of Cleveland Heights – University Heights City Schools and/or benefiting the population of Cleveland Heights – University Heights City Schools District in a positive manner.
How to Submit	<ul style="list-style-type: none"> - Fliers must be submitted to Cathan Bricker, Communications Department Assistant, at c_bricker@chuh.org in pdf format. No other format will be accepted. Fliers must be neat, complete and readable.
Restrictions	<p>No flier may contain anything that:</p> <ul style="list-style-type: none"> - attacks or promotes hostility or violence - promotes any religious or political belief - is obscene or profane - libels - interferes with others' rights - jeopardizes or directly competes with any District program - promotes childcare/services outside of the direct purview of the District - is purely commercial advertising for for-profit organizations - is intended for anyone other than staff, students, or parents/guardians
Website	<ul style="list-style-type: none"> - If the flier is significant to the District as a whole, the flier may be promoted as a news story on the District website at the sole discretion of the Communications Department and may not be requested.
E-Newsletter	<ul style="list-style-type: none"> - If the flier is significant to any multi-group population within the District, the flier may be included in the weekly District newsletter. If a flier is specific to one school, the flier may be included in that school's monthly newsletter.
Facebook	<ul style="list-style-type: none"> - If the flier is significant to any District group, it may be posted on the District Facebook page.
Paper Distribution	<ul style="list-style-type: none"> - The PDF flier must be approved and stamped by Cathan Bricker for distribution – the flier MUST be emailed to c_bricker@chuh.org, (please do not send hard copies) and a stamped copy must be presented to school secretaries. - It is the responsibility of the organization requesting distribution of the flier to make printed copies. - It is the responsibility of the organization to go to the District's website or call the schools for student enrollment figures. - For summer programs, fliers will be sent home in backpacks of K-8 students the last Friday of the month, March - May. (High School distribution is at the discretion of the high school secretary). The school secretaries will be instructed to hold the summer fliers until that day.
Disclaimers	<ul style="list-style-type: none"> - The Communications Department reserves the right to NOT approve any flier that is questionable and/or falls into a gray area, as the Department sees fit. Guidelines are subject to change at any time. - Flier approval may take approximately 2 weeks. It is a good idea to EMAIL a reminder.