

**Fayette County Public Schools
Office of ERRODGVLS**

Address: 450 Park Place, Lexington, KY 40511
Phone: (859) 381-41 9 **Fax:** (859) 381-4 3

GUIDELINES FOR ADVERTISING IN FCPS

The advertising flier that you are submitting will be reviewed to see if it meets the guidelines for distribution in the schools. Following are some details that we require or look for:

Required:

1) Disclaimer included in a conspicuous place on all final copies exactly as stated:
“Distribution of non-school materials does not imply sponsorships or endorsement of the contents by the Fayette County Public Schools.”

Fliers will not be approved for the following reason(s):

- School facilities shall not be used for commercial, for-profit activities.
- Activities must primarily support the students’ interests rather than the special interest of the sponsoring group.
- Materials may not reference, enhance, or inhibit religion.
- Illegal for minors; contain racial, ethnic, religious, sexual or handicap slurs; include gang-associated affiliation.
- Materials do not include fee waiver provisions.
- Activities promoted create potential for student safety concerns.
- Materials promote no school-related purpose.
- Is a form other than a flier, brochure, certificate, or coupon.

Building principals interest — School principals will make the final decision on whether approved materials are distributed in their buildings. Please deliver your materials to the schools in **bundles of 30**.

**Fayette County Public Schools
Office of School Leadership**

Address: 450 Park Place, Lexington, KY 40511
Phone: (859) 381-4169 **Fax:** (859) 381-4736

REQUEST FOR ADVERTISING

ORGANIZATION _____ **DATE** _____

BUSINESS ADDRESS _____ **ZIP CODE:** _____

TELEPHONE # _____

ORGANIZATION WEBSITE: _____

(If home office not in Lexington, please indicate home office address and phone number above.)

CONTACT PERSON _____

LOCAL ADDRESS _____

TELEPHONE NUMBER _____

FAX #: _____ **EMAIL ADDRESS:** _____

REQUIRED ATTACHMENT

Attach a copy of flier, coupon, certificate or advertisement. Please submit only one item with each request form.

STANDARDS FOR REVIEW/APPROVAL

- Materials shall be required to have a school-related purpose, except for the following:
 1. Materials from non-profit groups providing athletic and/or recreational opportunities for students shall be considered.
 2. Materials from non-profit organizations dedicated to providing services to children shall be considered.
- Review and approval shall reflect standards established by Board Policy 10.4.

PLEASE INDICATE:

REGISTERED NON-PROFIT _____ REGISTERED CHARITABLE _____ CIVIC _____

COMMERCIAL _____ OTHER: _____

DESCRIPTION OF THE SCHOOL-RELATED PURPOSE: _____

OTHER INFORMATION (OPTIONAL): _____

The contact person listed on the form will receive a written response to his or her request.