

**Fayette County Public Schools  
Office of the Superintendent**

**Location address:** 701 East Main Street, Lexington, KY 40502  
**Mailing address:** 1126 Russell Cave Road, Lexington, KY 40505  
**Phone:** (859) 381-4104      **Fax:** (859) 381-4303

## **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—Building Principals will make the final decision as to whether or not approved materials are distributed in their buildings. Deliver your materials to the schools in bundles of 30.

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**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.