

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
**Community Relations Department**  
**GUIDELINES FOR APPROVAL OF NON-DISTRICT FLYERS**

\* This form can be accessed through [www.srvusd.net](http://www.srvusd.net) (COMMUNITY/Community Relations Office)

It is the policy of the district to give prior approval before flyers are distributed to our school sites. *Flyers are approved only for non-profit organizations after review by the district.* No exceptions will be made. In addition, flyers are not approved that are in conflict with district-sponsored programs such as summer school.

In order to receive district approval, please provide the following:

- **Name of the group** seeking approval
- Contact name and **phone number/fax/email**
- Copy of the **flyer**
- \* **Non-profit Tax ID number** \*

Please fill in the form below and attach it to your flyer.

Flyers may be submitted via email ([dehlers@srvusd.net](mailto:dehlers@srvusd.net)), or by fax at 925-838-3147. Please allow at least 48 hours for approval.\*

**If your flyer is approved, you must provide and deliver copies to the individual school sites (30 for elementary, 50 for middle and high schools). A copy of the flyer approval form must also be included. The district does not deliver these flyers for you. Individual principals determine if and how the flyer will be displayed or distributed to students/staff. Principals may also choose *not* to distribute information even if approved at the district level.**

If you have questions, please contact Dianne Ehlers at 925-552-2945 or via email at [dehlers@srvusd.net](mailto:dehlers@srvusd.net).  
 \* **During the summer break, phone 925-552-2933.**

**\*\*\* Flyers cannot be approved without the following information: \*\*\***

Name and address of organization	
Contact name, phone number, fax, or email	
Non-profit tax ID	

**A list and map of our schools can be found at [www.srvusd.net](http://www.srvusd.net) (Schools/Directory)**

<b>This flyer has been approved and may be placed/publicized at the principal's discretion.</b>		
_____ <b>Elementary Schools</b>	_____ <b>Middle Schools</b>	_____ <b>High Schools</b>
_____	_____	
<b>Dianne G. Ehlers</b> <i>Community Relations</i>	<b>Date</b>	