



## *Oregon Trail School District* **Guidelines for Information Distribution**

The Oregon Trail School District supports community wide efforts to provide students and their families with information about resources and opportunities for young people. These guidelines have been developed to clarify procedures for requests to distribute information to schools.

Procedures for distribution of print communications (newsletters, flyers, brochures, posters):

1. All print communication from organizations other than Oregon Trail School District or school building administration requires approval from the Superintendent's office. This includes all community organizations, clubs, and nonprofits. Parent group organization print communications require approval from their school principal/designee for that school only. A parent group wishing to distribute their communications to other district schools must gain approval from each distributing school principal/designee.
2. All communications must include a contact name and telephone number. An e-mail address may also be included.
3. All communications must include the following statements:
  - Non-profit organization
  - Not affiliated with the Oregon Trail School District
4. Grammar, spelling and punctuation must be correct.
5. Print communications from for-profit organizations shall not be distributed to students, but may be accepted for posting on designated community bulletin boards or community information areas at schools. Such items require prior approval from the Superintendent's office and the school principal.

Persons requesting distribution of their information will receive one of the following responses from the Superintendent's or principal's office: 1) approval to distribute, 2) approval to post, or 3) not approved.

If your information is approved:

1. Please provide an adequate number of copies bundled in groups of 30 for elementary and middle school distribution. You may provide 25-50 copies for general distribution to the high school. The current student count for each school is posted on the district's web site at [www.oregontrailschools.com](http://www.oregontrailschools.com).
2. Approved communications from for-profit organizations may be posted at the school at the discretion of the school principal.
3. Allow up to five days for the Superintendent and/or school principal to approve.
4. Communications shall only be sent or posted one time per school year.

Contact for print communication approval:

Kelly Anderson, District Office  
36525 Industrial Way, Sandy  
[kelly.andersen@ortrail.k12.or.us](mailto:kelly.andersen@ortrail.k12.or.us)  
503-668-5541  
Fax: 503-668-7906