



Carlsbad Unified School District

FLYER APPROVAL AND DISTRIBUTION PROCEDURES

The Carlsbad Unified School District approves flyers for distribution at school sites as a courtesy to members of the community. In most instances, events must be sponsored by a non-profit organization and be of benefit to students in our district.

Flyers should be submitted to the District Office for approval at least one week prior to the requested distribution date. They may be dropped off in person at our District Office located at 6225 El Camino Real, Carlsbad, or submitted via FAX (760-331-5094). Flyers will be faxed back to you either with an approval stamp or an explanation as to why the flyer was not approved. If approved, a list of schools and classroom counts will be faxed back with your approved flyer. Please provide a contact name and phone number and fax number when submitting your flyer for consideration. If you have not previously had flyers approved by CUSD, please submit proof of your non-profit status with your initial request. While we try to give your flyer our prompt attention, in the day-to-day demands of running a school district, it is not always possible to do so.

On all flyers, it is necessary to include the following disclaimer at the bottom of the flyer:

“This event or organization is neither sponsored nor endorsed by the Carlsbad Unified School District. The District’s policy is to permit distribution of flyers as a community service.”

For those schools requiring principal approval, please contact each school for distribution numbers and principal approval. The distribution of flyers is always at the discretion of each site principal.

It is your responsibility to copy, bundle and distribute all flyers to each school site. It is not recommended that you make copies of your flyer until you obtain District and site principals’ approval. When delivering copies to schools, please present a photocopy of your stamped, approved flyer for each school site’s files.

Most schools send flyers home once a week in a “pony pack” on Wednesday or Thursday. Schools have requested that you drop off your appropriately counted and bundled flyers the week prior to requested distribution. There is no guarantee that flyers will be distributed.

For additional information please contact Ellen Durham at (760) 331-5002 or fax questions to (760) 331-5094.

**CARLSBAD UNIFIED SCHOOL DISTRICT
2010-11 FLYER DISTRIBUTION COUNT**

SCHOOL	E-BLAST	BUNDLES	BUNDLES	NOTES FROM EACH SCHOOL
Aviara Oaks Elementary School	Contact Kimberly Huesing khuesing@carlsbadusd.net	Flyers Not Sent Home	Flyers Not Sent Home	Need Information for E-Blast by 8:00 a.m. on Friday Prior to Week of Distribution
Buena Vista Elementary School	Not at This Time	9 Bundles of 25	3 Bundles of 35	Need Copies by Thursday
Calavera Hills Elementary School	Contact School Office for Inclusion of Information on School Loop			
Hope Elementary School	Email Flyer to principaltubbs@sbcglobal.net	20 Total – Not Bundled	-----	-----
Jefferson Elementary School	Not at This Time	-----	400 copies	Need Copies by Thursday the Week Prior to Distribution
Kelly Elementary School	Contact bswearingen@carlsbadusd.net for inclusion of flyer info on school website	20 extra copies for office	-----	Flyers posted on school website only
Magnolia Elementary School	Not at This Time	375 Flyers – Not Bundled		Contact School Office at 331-5600 for Site Approval & Current Enrollment Numbers Prior to Making Copies
Pacific Rim Elementary School	Contact croslund@carlsbadusd.net	Flyers Not Sent Home	Flyers Not Sent Home	Email pdf of District-approved flyer to croslund@carlsbadusd.net – Flyers may be posted on the PTA website or distributed via email blast at site administrator's discretion
Poinsettia Elementary School	Yes Contact sclary@carlsbadusd.net	60 Flyers – For Office Only	Flyers Not Sent Home	Email pdf of District-approved flyer to: sclary@carlsbadusd.net for inclusion on school website
Aviara Oaks Middle School	Yes Contact: moderator@list.aviaraoaksmiddle.com	Flyers Not Sent Home	Flyers Not Sent Home	Need Information for E-Blast by 8:00 a.m. on Friday Prior to Week of Distribution
Calavera Hills Middle School		50 Flyers	-----	Contact School Office for Site Approval and Current Numbers Prior to Making Copies
Valley Middle School	Contact Melody Flanagan @ mflanagan@carlsbadusd.net For inclusion in School Loop	-----	100 copies	Need flyers by Friday for handout (or email) on Wednesday for those students who do not use School Loop
Carlsbad High School	Not at This Time	Flyers Not Sent Home	Flyers Not Sent Home	Any information distributed at CHS must first be approved by CHS administration
Carlsbad Village Academy	Not at This Time	-----	-----	75 Copies in One Bundle
Carlsbad Seaside Academy	Not at This Time	5	-----	-----