

## Corbin Schools Flyer Approval Guidelines via Peachjar

The Corbin Independent School District cooperates with community groups and organizations that sponsor activities of an education/enrichment nature for students and staff by distributing information electronically via Peachjar, an electronic flyer (eflyer) service.

As part of an effort to reach more families, become more environmentally friendly, embrace innovative technology, and maintain fiscal responsibility, we are moving from paper to digital flyer delivery in September 2015. E-flyers will now be emailed directly to parents as well as posted online on our school websites for easy access. Paper flyers from outside organizations will no longer be distributed to all students.

### To request Flyer Approval:

- Visit [www.peachjar.com](http://www.peachjar.com)
- Register as an Enrichment Provider (Account Type)
- Upload Flyer for approval (PDF format)
- The Corbin District will review the flyer and approve or deny based on the standards below.

*\*Peachjar charges outside organizations a fee for this service that is typically much less than the cost to copy and deliver paper flyers to each school.*

### The Corbin School District approves the distribution of:

- Flyers that promote an educational experience for students or parents, a healthy use of leisure time and/or a special enrichment activity not duplicated by a Corbin School District program.
- Flyers for nonprofit organizations based in the city of Corbin or the surrounding tri-county area, as well as state support organizations.
- Only flyers deemed to be student-oriented and of direct benefit to students will be approved.
- All flyers will include the following statement:  
*"Online distribution of flyers is provided as a public service. The activities or programs described are not sponsored, endorsed, reviewed or screened in any way by The Corbin Independent School District. The School District does not monitor or supervise the activities or programs. Parents and guardians are urged to speak with the sponsoring organization prior to their children's participation."*

### The Corbin School District does not approve the distribution of:

- Materials for projects, activities, or programs that would publicize or promote a particular political party, political organization, or political viewpoint.
- Materials for all for-profit vendors requesting the distribution of their products or practice soliciting new business, customers, or patients.
- Materials for events deemed potentially dangerous or deemed not suitable for children.

All requests for eflyer distribution by outside community organizations must first be approved by the District Office. Flyers are distributed electronically on Fridays. Please allow up to 72 hours for the district office to approve or deny your eflyer for Friday distribution.

*\*The Corbin Independent School District reserves the right to deny request to distribute eflyers and/or rescind approval even if all requirements above are met.*

*Peachjar charges a small fee. BEFORE PURCHASING PEACHJAR CREDITS, if you have questions as to whether your flyer will be approved, please contact Hannah Goins at 606.528.1303 or [Hannah.goins@corbin.kyschools.us](mailto:Hannah.goins@corbin.kyschools.us) for pre-approval. Peachjar issues credit for un-approved flyers but will not issue refunds.*