

SUPERINTENDENT'S SCREENING COMMITTEE (SSC)

TYPE OF REQUEST: Distribute information regarding a contest from an outside organization.

DESCRIPTION: Drawing, painting, coloring, writing, photography, etc.

REVIEWED BY SSC? YES

HOW DO I SUBMIT A REQUEST?

Step 1: Read all steps, instructions, and information provided below

Step 2: Download from the **forms section**

- Screening Application
- Guidelines/Requisition Form for Contests
- Guidelines/Requisition Form for Flyers

Step 3: Complete application

Step 4: Read the Guidelines/Requisition Form for Contests & Flyers

Step 5: Complete the requisition section of the Guidelines for Contests

Step 6: Submit the completed Screening Application, Contest Information section, and a sample informational flyer (for the contest)

Submit via

1. Email Screening@browardschools.com
2. FAX 754-321-2711
3. Mail Superintendent's Screening Committee
600 Southeast Third Avenue, 2nd Floor
Ft. Lauderdale, FL 33301

HOW MUCH TIME NEEDED FOR REVIEW:

Applicants will receive an initial response in writing within 2 weeks. For curriculum aligned approvals (a contest that would be included as a classroom activity), the time needed for approval may be up to 3 months. The time needed for an extracurricular approval is 2-4 weeks.

POSSIBLE DETERMINATIONS BY THE SCREENING COMMITTEE

1. Approved – There are two types of approval

- Extracurricular – Participation is determined by students/parents. Dissemination of materials and collection of submissions is handled by the individual, company or agency providing the contest. Schools are not obligated to facilitate with the contest.
- Curriculum Aligned - School staff may integrate contest into lessons and facilitate with participation (and/or collect submissions).

2. Denied – Applicant's contest has been denied and cannot be sent through the Broward County Public Schools.

3. Referred - Applicant's request and materials have been sent to a subject specific department for review.

- **Superintendent's Screening Committee** will send response to applicant
- Please allow up to 3 months for a response in writing

4. Forwarded – Applicant's request and materials have been sent to a subject specific department or agency. The Superintendent's Screening Committee will notify the applicant in writing but will take no further action.

- **The applicant** will be responsible for contacting the department, agency or organization.

5. Need more information – Committee requests more information from the applicant in order to make a determination.

6. Information kept on file – Applicant's information will be kept on file and disseminated to schools or parents upon their request.

MY REQUEST WAS APPROVED – WHAT DO I DO NOW?

It is the responsibility of the applicant to:

1. Contact schools directly about providing the contest.
2. Provide a copy of the approval letter to schools.
3. Abide by the contest guidelines and approval stipulations.
4. Provide copies of the contest forms/informative flyers.

***Schools will not make copies or collate for the applicant. It is solely the responsibility of the applicant to print copies and provide them to the schools.**

MY REQUEST WAS DENIED – WHAT DO I DO NOW?

All requests are reviewed on an individual basis. The reason for denial will be explained in your response letter. Broward County Public Schools reserves the right to deny any request to display or distribute contest information. Therefore, there is no appeal process. All determinations made by the committee are final.

Typical reasons for denial of a contest include (but are not limited to):

1. Contest is not fully developed (i.e. intent, topic, rules, requirements, etc. are not clearly defined)
2. Contest is not aligned with Sunshine State Standards
3. Contest purpose and/or material is not appropriate for use in schools