

SUPERINTENDENT'S SCREENING COMMITTEE (SSC)

TYPE OF REQUEST: Flyers

DESCRIPTION: Outside organizations, companies, agencies and individuals wanting to distribute or display flyers about educational, non-school related after school activities.

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 Flyers

Step 3: Complete the Screening Application.

Step 4: Read the Guidelines for Flyers.

Step 5: Create a copy of the flyer you intend to send to schools
and include all required information.

Step 6: Submit the completed Screening Application and sample flyer.

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 a response in writing within **two weeks**.

POSSIBLE DETERMINATIONS BY THE SCREENING COMMITTEE

1. Approved – There are 2 types of flyer approval

Type(s) of approval granted:

- **Front office** - Approval allows applicant to place copies of the flyer in the front office or other bulletin area for pick-up by interested parents.
- **Distribution** – Flyers can be distributed to students to take home to parents at the discretion of the principal.

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

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

4. 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 flyers for display or distribution.
2. Provide a copy of the approval letter to schools.
3. Abide by the flyer guidelines and approval stipulations.
4. Provide copies of the approved flyer to the school.

***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 a flyer. Therefore, there is no appeal process. All determinations made by the committee are final.

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

1. The program/service or information on the flyer is not education-related.
2. The flyer does not meet required guidelines.
3. The business referred to on the flyer is not licensed and insured in the State of Florida.
4. The business is currently violating or has previously violated guidelines or BCPS policy.

RENEWALS – HOW DO I GET THE SAME FLYER APPROVED NEXT YEAR?

1. All flyer approvals have an expiration date. The approved flyer(s) can be submitted to school anytime before the expiration date.
2. Once the approval has expired you must submit a renewal application to the screening committee.
3. Allow 2 weeks for flyer renewal request.

PLEASE BE ADVISED:

Only approved flyers may be provided to schools. The following actions are strictly prohibited and will result in termination of privileges and automatic denial of future requests.

- using an approval letter to provide unapproved material to schools
- providing a flyer or material that does not contain required information (i.e. BCPS notice, license and insurance statement, etc.)
- altering a SSC letter for the expressed purpose of providing unapproved or previously approved material to schools
- using an expired SSC letter