



## GREAT FALLS PUBLIC SCHOOLS GREAT FALLS, MONTANA

### **GUIDELINES FOR ELECTRONIC POSTING OF COMMUNITY SPONSORED EVENTS:**

1. All community sponsored event flyers are posted electronically and not printed to send home in Wednesday envelopes.
2. Flyers posted to the website must be approved before being posted. Flyers are approved by either Elementary Asst. Superintendent, Ruth Uecker or her assistant Daneen Pate. You must submit your flyer for approval by sending an electronic copy to [daneen\\_pate@gfps.k12.mt.us](mailto:daneen_pate@gfps.k12.mt.us). Electronic copies must be submitted in one of the following formats: Word, Publisher or PDF, we CANNOT accept jpeg files.
3. **All electronic flyers must be approved at least one week in advance of the date you would like the flyer to be posted.**

### **REMEMBER.....FLYER CONTENT GUIDELINES ARE AS FOLLOWS:**

1. The flyer must be for student and family related events only.
2. The only fundraising flyers to be approved will be fundraisers for individual schools or school-support organizations.
3. The flyer must be non-religious and non-political.
4. The flyer may not include alcohol related logos and no alcohol can be served at the event.
5. The flyer cannot contain disruptive, libelous or obscene information.
6. All flyers will be maintained on a weekly basis.

Any questions please contact the Elementary Asst. Superintendent's office at:

406-268-6006

Or

Secondary Asst. Superintendent's office at:

406-268-6008