



**FOREST LAKE AREA SCHOOLS  
COMMUNITY EDUCATION**  
6100 N 210th St • Forest Lake MN 55025  
(651) 982-8140 • www.flaschools.org

The Director of Community Education oversees Non-District Flyer distribution to students in our schools. If your materials fall within the guidelines below, please contact the Community Education director at (651) 982-8140 to submit materials for distribution.

## Guidelines for Distribution of Non-School District Materials

**All materials proposed for distribution within the Forest Lake Area School District will meet the following guidelines:**

1. The primary mailing address of the entity proposing to distribute materials must be located within the school district.
2. The entity requesting permission to distribute materials will be a not for profit 501(c)(3) organization.
3. The activity will support the goals of the Forest Lake Area School District
4. The activity will not conflict with school district activities.
5. Flyers for activities that are solely fundraisers will not be distributed.
6. Flyers will include contact information.
7. The following disclaimer will be printed at the bottom of the materials typed in 12 font and bold:

**Funds used to print these materials were provided by  
(name of sponsoring entity). This is NOT a School District sponsored activity.**

8. PTA, PTO and PTSA flyers will be submitted to the building principal. All other Non-School District materials will be submitted to the Community Education Director for approval at least two weeks before requested dissemination. If approval is granted, the group responsible for the materials will contact the Community Education office at (651) 982-8120 to receive information regarding how the materials should be bundled. Materials will be packaged accordingly and dropped off at the Community Education department at the District Office (address listed above). The Community Education department will forward the bundled materials to the appropriate school(s).

January 2007  
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*Inspire the learner; ignite the potential!*

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