

Flyer Approval & Distribution

Instructions for Outside Organizations

Procedures for Flyer Distribution to Families

Flyer Distribution

Our District cooperates with approved 501c3 non-profit community partners, groups and organizations by posting eflyers online and distributing them electronically through our service provider, Peachjar. **(Please note that we only approve submissions from non-profit / 501c3 organizations).** As part of our efforts to be more environmentally friendly, embrace innovative technology, and maintain fiscal responsibility, we have transitioned from paper to electronic flyer delivery.

All flyers need to be received by 4:00PM Wednesday each week for review/approval. Although Peachjar allows you to choose your flyers postdate, Sulphur Springs USD ONLY REVIEWS/APPROVES on Wednesday afternoons after 4:00PM. If you choose to post "Immediately" your flyer will post Friday afternoon. If you choose a later date, your flyer will post on that date. If you miss the Wednesday, 4:00PM deadline, your flyer will be reviewed the following Wednesday. Please note that Sulphur Springs USD will post your flyer to the school(s) website(s), however, Peachjar notes it may take them up to 24 hours to send the parent email.

To request flyer approval, follow the steps below. Once approved, your flyer will be emailed to all parents and posted online. **Paper flyers from outside organizations will no longer be distributed.**

1. **IMPORTANT:** Read the Sulphur Springs USD [Board Policies](#)
2. Visit www.peachjar.com and select your desired school(s)
3. Register as Program Provider (account type)
4. Upload your flyer
5. Your flyer will automatically be submitted to the District Office for approval

Once the District staff receives your flyer, we will review the material and approve or deny based on the standards below. Approval of your flyer does not imply District endorsement of any identified product and/or of services. Peachjar charges outside organizations a fee for this service which is typically much less than the cost to copy and deliver paper flyers to each school. For costs to post eflyers, see Community Member FAQ's below.

Flyers to be Sent to Sulphur Springs USD Teachers Only

If you would to send information to Sulphur Springs USD teachers, you can select “SSSD Administrators” during your flyer uploading process. Material sent to teachers should be information about possible student workshop or field trip opportunities, or availability of inexpensive or free quality classroom materials.

Sulphur Springs USD Flyer Policies – Outside Organizations

All flyers to be distributed must:

- Support the basic educational mission of the District, directly benefit the students, or be of intrinsic value to the students or their parents/guardians.
- Be in PDF format.
- Contain font sizes not less than size 12.
- Contain the name and contact information of the sponsoring entity.
- Display the organization’s non-profit tax identification number or, in the case of non-commercial entities, the tax identification number.
- Flyer must contain a Spanish translation. Flyers can have multi pages, and you will only be charged for one flyer.
- Include the following legible language which will be added to the bottom of your flyer by Peachjar: “The Sulphur Springs Union School District does not endorse, sponsor, supervise or guarantee the quality of services. Because employees and/or volunteers of such organizations are not District employees, we cannot require background or licensing checks. For the safety and wellbeing of your children while participating in such activities, you are encouraged to make such inquiries of the program operator.”
- The following Board policies are applicable: [Board Policies](#)

Community Member FAQ’s

Is there a charge to use Peachjar?

You will only be charged to post your flyer if you are charging the community for the event/program you are advertising.

*FREE EVENT = FLYER POSTS FOR FREE: The event must be completely free (nothing for purchase, information only)

NOTE: If Peachjar attempts to charge you for your free event send an email to support@peachjar.com to verify your event qualifies for free posting.

What is the cost to post a flyer?

If the event is an at cost event to the school/community, your fee will be \$25.00 per flyer, per school.

Example: If you are posting a flyer to two schools in the District, your total charge is \$50.00 (far less than the printing and fuel expense to get your flyers to each child).

Who do I contact if I have questions regarding my Peachjar account?

General Support:

- Email: support@peachjar.com
- Phone: (858) 997-2117 option 3