



Sulphur Springs Union School District

Serving Grades - K - 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

July 1, 2018

To Whom It May Concern:

It is the District's policy to cooperate in publicizing community services, special events, and public meetings of interest to students and their parents/guardians. Unfortunately, the volume of requests to distribute such materials has increased to the point of impacting the educational program. In an effort to continue providing this service, while minimizing any negative educational impact, the following requirements have been implemented and will be strictly adhered to and enforced:

- Only flyers from non-profit organizations will be considered for distribution.
- Flyers will only be distributed bimonthly, on the second and fourth Wednesdays that school is in session.
- Each and every flyer must display the organization's non-profit tax identification number or, in the case of non-commercial entities, the tax identification number.
- Each and every flyer must include the following legible language: **"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."**
- Each and every flyer must contain a Spanish translation on the reverse side.
- District approval in writing is required prior to distribution; only after this approval is received will the organization be provided with current distribution numbers.
- Flyers must be delivered to the District Office only (not school sites), presorted and separated by either rubber bands or paper clips (no slip sheets), then separated and boxed by school site.
- Materials are due to the District Office (not school sites) as indicated on the "Flyer Distribution Dates & Deadlines" document enclosed. Due to a lack of storage space, we ask that you deliver flyers for distribution no earlier than the Monday of the same week they are due.
- A nominal handling fee of \$10.00 per distribution, payable by cash or check payable to the Sulphur Springs Union School District, is to be paid at the same time materials are dropped off at the District Office. Flyers dropped off after the 10 AM deadline may be considered for distribution, providing 1) district personnel are available to process the distribution, and 2) the organization pays a \$50 surcharge (for a total of \$60) at the time the flyers are dropped off.
- The Superintendent must approve any exceptions to these requirements.

Please complete the information below and return this entire letter to the Sulphur Springs Union School District Administrative Office prior to requesting approval for distribution of any material. Your cooperation in this matter is greatly appreciated, and will allow the District to keep students and their families informed while continuing to provide a quality educational experience.

Sincerely,



Dr. Catherine Kawaguchi, Superintendent

ON BEHALF OF THE ORGANIZATION INDICATED BELOW, I HAVE READ, AND AGREE TO ABIDE BY, THE REQUIREMENTS SET FORTH ABOVE.

Name of Organization (PRINT CLEAR and LEGIBLE)		Non-Profit Tax Identification # (Must attach proof)	
Address / City / State / Zip:		Phone: Include area code ()	
Email:			
_____	_____	_____	
Name of Responsible Party	Signature	Date	



Sulphur Springs Union School District
Serving Grades - K - 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
 Leona Cox Community School
 Pinetree Community School

Fair Oaks Ranch Community School
 Mint Canyon Community School
 Sulphur Springs Community School

Golden Oak Community School
 Mitchell Community School
 Valley View Community School

2018 / 2019 School Year
FLYER DISTRIBUTION DATES & DEADLINES

For Distribution on / or
 before Friday week
 ending:

Materials must be submitted Before 10 AM On:

August 24	August 17
September 14	September 7
September 27	September 21
October 12	October 5
October 25	October 19
November 9	November 2
December 14	December 7
January 18	January 11
February 1	January 25
February 14	February 8
March 1	February 22
March 15	March 8
March 29	March 22
April 12	April 5
April 26	April 19
May 10	May 3
May 24	May 17
June 13	June 7