Community Relations

Administrative Procedure - Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

Requests from Community, Educational, Charitable, Recreational, or Other Organizations

Actor	Action
Community, Educational, Charitable, Recreational, or Other Organizations	All requests from Community, Educational, Charitable, Recreational, or Other Organizations must be directed to the Executive Director. All requests to advertise events must be pertinent to students' interests or involvement. Specifically describe the material or content proposed to be displayed, distributed, included in the Cooperative's website, and/or included on Cooperative-issued electronic learning devices. Request specific dates for the material to be displayed or distributed.
Executive Director or designee	Screens all materials to ensure compliance with the Cooperative's policies and procedures, including that all material and content be student-oriented, have the sponsoring organization's name prominently displayed, and clearly state that the organization is not affiliated with the Cooperative. Rejects all requests to post or distribute material or content that would: (a) disrupt the educational process, (b) violate the rights or invade the privacy of others, (c) infringe on a trademark or copyright, or (d) be defamatory, obscene, vulgar, or indecent. Determines the appropriate location for the content, provided that any distribution by staff is done without discussion. Informs the organization whether its request is accepted or rejected. Removes all materials and/or content that are out-of-date from the building, website, and/or Cooperative-issued learning devices.
Community, Educational, Charitable, Recreational, or Other Organizations	Deliver the material or content to the Cooperative. The Cooperative will not make copies. Provide in electronic format any information that the Executive Director agreed to publish on the Cooperative's website or Cooperative-issued learning devices.

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