



# Desert Sands Unified School District

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BOARD OF EDUCATION: Michael Duran, Donald B. Griffith, Wendy Jonathan, Linda Porras, Gary Tomak  
SUPERINTENDENT: Scott L. Bailey

## Electronic Flyer Approval Guidelines

We appreciate your interest in submitting an electronic flyer with our district. Due to the number of requests to post electronic flyers, we have established guidelines to expedite the process for everyone.

1. Due to the number of requests to distribute flyers, please allow up to **10 business days** for your flyer to be approved. Flyer approval will take place on Mondays so please plan ahead for timing of your flyer to be posted.
2. The flyer must be educational in nature or hold civic/cultural value, benefit DSUSD students/families in a positive manner, and be in alignment with the district's mission statement.
3. If a fee is involved, scholarships must be available for less fortunate students who would like to attend the event. Please state this on the flyer with '*scholarships available*'. (The district reserves the right to request names and contact information of scholarship students.)
4. The organization must qualify as a non-profit or civic organization. Proof of **non-profit tax ID number** must be provided to Peachjar on the online form.
5. Once the flyer has been reviewed **and if** approved, it will be emailed and posted via Peachjar to the district website ([www.dsusd.us/peachjar-eflyers](http://www.dsusd.us/peachjar-eflyers)) and individual school websites. If not approved, you will be notified by Peachjar.
6. To provide **all** parents/guardians and community to provide access to **all** of our students, we require that flyers be submitted in **English/Spanish, as one (1) PDF document, English version as the first page, followed by the Spanish.**
7. Only flyers in the DSUSD school district boundaries will be approved.
8. Flyers or add-ons (promotional material) with **political info will not be approved.**
9. Flyers will not be approved unless they have met the above-mentioned criteria.

**NOTE:** If the function described on the flyer is taking place on a school site location (room, gym, quad area of DSUSD), **prior approval must be obtained** from the site principal or administrator. Each event must have a completed and approved "Use of Facilities" form obtained from the district's risk management office. The approved "Use of Facilities" form must be emailed to [adriana.fernandez@desertsands.us](mailto:adriana.fernandez@desertsands.us) separate from your uploaded flyer to Peachjar. A request for flyer distribution for a function of this nature will not be approved without completing this step.