



## Online Backpack Guidelines

Organizations wishing to post flyers on the U-46 Online Backpack site or distribute paper copies via any U-46 school or department should review the guidelines below, and complete a [posting/distribution request form](#) as well as a [certificate of not-for-profit status](#). These completed forms and a PDF version of the flyer should be emailed to [onlinebackpack@u-46.org](mailto:onlinebackpack@u-46.org). Distribution and posting of all submitted material is at the sole discretion of the U-46 Administration. The final decision or if any additional information is required will be notified via email. Material content posted on the Online Backpack site is the responsibility of the respective organization and does not imply endorsement or sponsorship from U-46 or its schools.

### The following criteria will apply to material submitted for posting/distribution:

- Comply with [U-46 School Board Policy 8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities](#).
- Only requests from non-profit organizations/groups and public higher education entities located within district boundaries or neighboring communities will be considered. Proof of non-profit status will be required.
- Activities or information must be appropriate and relate to an activity, event, or agency that offers widely appealing recreational/educational/informational program options for the benefit of U-46 students and families.
- Requests from PTAs, PTOs, and Booster Clubs affiliated with any U-46 school or program will be prioritized.
- Fundraising material not affiliated with any U-46 school, event, or program will not be considered. Only approved material for fundraising activities in School District U-46 or its schools will be considered.
- The submitted material should not contain any direct solicitation of money except for fees for an activity clearly announced in the material.
- The material must not promote or oppose any political figure, candidate or issue, including ballot issues of any kind, with the exception of those pertaining to district levies, bond issues and board campaigns. Exceptions may be granted for issues that directly affect School District U-46 or its schools.
- Material which is commercial in nature, in direct conflict with any law or Board Policy or is political in nature or in conflict with tax-supported efforts in effect will not be considered.
- Only one flyer per organization will be posted at one time. Organizations are limited to postings of one per month with a two-month limit for any one posting. Previous approval of a group or organization's flyers does not automatically imply future approval.

### Requests for posting/distribution must be sent via email to [Onlinebackpack@U-46.org](mailto:Onlinebackpack@U-46.org) and must include the following:

- The material must include a contact name and telephone number, e-mail address, or website where inquiries may be directed should parents or students have questions.
- Copy of the material to be submitted in PDF format only (any other format will not be considered).
- A Request for Posting form must be completed for each request. This information should be sent at least 10 days in advance of the desired posting date.
- A completed Certificate of Not-For-Profit Status form along with a copy of the organization's 501(c)(3) certificate. (Tax exempt form will not substitute a 501(c)(3) certificate).

### Any approved request must comply with the following:

- The letter of approval must be presented to U-46 staff when delivering the approved flyer for distribution.
- It is the organization's responsibility to deliver the copies. The U-46 central mailroom may not be used for this distribution, and the schools are not obligated to distribute and/or post any information.