NCSD Flier Distribution Change in Process

Casper- In efforts to improve communication with parents and guardians, Natrona County Schools has created an online Bulletin Board where all approved non-profit entity fliers will be placed for distribution. Natrona County Schools will no longer be accepting printed fliers to send home with students. All approved fliers will be placed on the NCSD website on the NCSD Bulletin Board page specifically designed for online flier distribution. A link to this page can be found in the weekly NCSD Parent News email sent on Friday of each week. Parents and guardians can view the online fliers via the link. Fliers will be kept active on the webpage until the event date/registration has passed. All non-profit entities requesting flier distribution will need to go through the below approval process.

Visit the NCSD Bulletin Board by clicking here.

FLIERS

1. All fliers will be approved by the Community Partnership's office.

2. Flier approval can be requested in person, email, fax and mail.

3. Only fliers from non-profit entities will be approved, unless it is a District partner, school, program, organization, etc. as there is no approval needed. Submission and approval will be on a flier-by-flier basis.

4. The organization's non-profit federal id number will be requested.

5. Upon receipt of flier, it will be reviewed for approval. The flier should have the non-profit organization’s name, contact number, date, location, website, etc. It should also not have any inappropriate logos (i.e., smoking, violence, etc.). Fliers will need to be emailed to Community Partnership’s as a PDF or JPEG image.

Contact: NCSD Community Relations, 307-253-5380
community_partnerships@natronaschools.org

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