

Medfield Public Schools  
Office of the Superintendent  
459 Main Street, 3rd Floor  
Medfield, MA 02052  
508 359-2302

Medfield Public Schools will post flyers on the website from non-profit organizations for Thursday Packets after approval by the superintendent of schools.

If a non-profit organization wishes to post the flyer electronically, the flyer must be received electronically via email. The format must be either a PDF document or a Microsoft Word document. Although we will post the flyer electronically, some families will need a hard copy.

If the organization is not school sponsored, the following disclaimer must be printed on the flyer:

*"This activity is not sponsored or endorsed by the Medfield Public Schools."*

## **FLYER APPROVAL PROCESS**

### **One Building Only**

- Email flyer to that building principal for approval

### **Multiple Schools**

- The organization should send flyer via email in PDF or Word format to: [bbennotti@medfield.mec.edu](mailto:bbennotti@medfield.mec.edu) or [kleader@medfield.mec.edu](mailto:kleader@medfield.mec.edu) no later than the Monday prior to the Thursday packets
- The organization must provide:
  - name of school(s) for distribution
  - flyer
  - desired date of posting
  - contact information for organization
- Superintendent will review and approve or reject flyer
- The superintendent's office will then send the flyer electronically to the schools and notify the organization of flyer status

The organization is responsible for printing and delivering hard copies to the school(s) no later than noon on Wednesday for those families who do not have email. The organization will be notified of the number of hard copies needed.

On the rare occasion that a hard copy only is needed for school(s):

- The organization will bring the flyer to the superintendent's office
- The superintendent will review and approve or reject flyer
- The flyer will be returned to the organization with a stamp indicating whether it is approved or rejected
- The organization is responsible for printing and delivering hard copies to school secretaries in sufficient quantities for distribution.

8/30/2006