January 2018

**DISTRIBUTION GUIDELINES**

We appreciate your interest in the distributions process for Montgomery County Schools and have included some guidelines to familiarize you with our procedures in an effort to make the process easier on both parties.

All distribution materials and flyers, must be submitted electronically through [www.peachjar.com](http://www.peachjar.com). It is also important to include the educational benefit of the event for the community or the audience you are targeting.  The flyer, itself, must include the day, date, year and contact information (which would include a name, phone number or website, for example).

Distribution of information within MCPS requires a **non-profit status.** Where applicable, we ask the organizations with distribution requests to present a 501C3 tax form to confirm the non-profit status.

All distributions in MCPS are for **non-profit** sharing information only.  We cannot approve distributions whose primary purpose is to advertise.

In cases where the request steps outside of the non-profit status, these are reviewed individually by Student Services to evaluate/screen the information, and determine the value of the request and its benefits to the school community.

We appreciate and believe all submissions are worthy of sharing, but not necessarily through MCPS.  It may be the timing/content/information/event/flyer design/benefits of the request which may or may not fit the purposes of distributions, which is why we review each request carefully.   It is the charge of distributions to share communication from non-profit sources to the MCPS community in an educational and beneficial format.

MCPS Student Services-Distributions