



eFlyer Website Posting/Distribution Procedures

Dear Group/Organization Coordinator:

This message is to inform you about the new flyer distribution procedures for the Millis Public Schools. In the interest of "Going Green" and to reduce demands on staff time, the school district will no longer send paper flyers home with students except as noted below. Instead, new flyers will be posted every Thursday under an eFlyer page of our website: www.millisps.org and sent out to the eFlyers Listserve.

With the permission of the Superintendent, school/town support organizations sanctioned by the school district will be allowed to distribute paper with the completion and return of a form and superintendents approval. On rare occasions, the school district may also distribute flyers from these organizations through the school district's listserv.

Please note the following flyer distribution general guidelines:

- The superintendent must approve and authorize each flyer before it can be posted on the website.
- Flyers that contain advertising or are submitted by any group that is not sanctioned as a non-profit school/town support organization can not be posted.
- The district will not post flyers during the first week of school.
- eFlyers are posted only on Thursdays.
- The district will not be held liable for incorrect information within a flyer.

Following are the procedures for flyer submission:

1. Email the application (found at www.millisps.org/eFlyers/index.html) and a copy of the flyer in either PDF or Microsoft Word format to: jcleary@millisps.org
2. All flyers must be received no later than 12:00 noon on the Friday before the Thursday it will be posted.
3. Flyers will not be posted earlier than two (2) weeks prior to the event, or three (3) weeks if the event has a sign-up deadline.
4. All parts of the application must be filled in before submitting. Incomplete applications will not be reviewed.
5. When a decision on the flyer has been made, you will be contacted.