

**MIDDLETON SCHOOL DISTRICT #134  
POLICY AND PROCEDURE MANUAL  
SECTION 4000 – Community Relations**

**UNIFORM GUIDELINES FOR DISTRIBUTION OF MATERIALS AND SELF–PROMOTION OF OUTSIDE ORGANIZATIONS / BUSINESSES.....PROCEDURE 4044-P1**

<b>Non-Profit*</b>	<b>For Profit*</b>
<p><b>Definition:</b> Not-for-profit organizations are created to benefit the community. Activities of a not-for-profit organization may be of a patriotic, national, charitable, philanthropic, professional, or athletic nature without monetary gain. Directors, officers and/or members of a not-for-profit corporation do not own the corporation or its assets. The organization may not be operated for financial gain for its members, officers or directors. In certain circumstances a not-for-profit organization may engage in revenue producing activities and earn a profit, however these activities are to be conducted solely to further the principal objectives of the organization. For example, a not-for-profit theatre club may hold a bake sale to raise money, which would then be used to buy costumes for the club (i.e. AAU, YBA, Scouts, Kiwanis, Etc.) (When in doubt about an organization’s non-profit status, request an IRS non-profit status form from the organization.)</p>	<p><b>Definition:</b> Established or operated with the intention of making a profit. (i.e. karate schools, dance schools, daycares, Etc.)  (This may also include discounted coupons from the circus, Boondocks, etc.)</p>
<p><b>The Superintendent’s Office will review and determine the appropriateness of materials, prior to distribution. If materials are deemed appropriate, then they will be sent to the individual schools (through District mail) for the respective Building Principal to determine their means of distribution and enforce the following procedures:</b></p>	
<p><b>Distribution of Information such as flyers:</b> May be placed in a prominent location near the school office for students or parents to pick up or may be placed in the classroom for students or parents to pick up.</p>	<p><b>Distribution of Information such as flyers:</b> May be placed in a prominent location near the school office for students or parents to pick up and may <b>not</b> be placed in the classrooms for students or parents to pick up.</p>
<p><b>Advertising:</b> May be placed in the Gazette. Through the purchase of space in our High School newspaper.</p>	<p><b>Advertising:</b> May be placed in the Gazette. Through the purchase of space in our High School newspaper.</p>
<p><b>School Day Participation:</b> May <b>not</b> visit the classrooms or be present in the school during student contact hours for the purpose of material distribution or signing up students.</p>	<p><b>School Day Participation:</b> May <b>not</b> visit the classrooms or be present in the school during student contact hours for the purpose of material distribution or signing up students.</p>
<p><b>School Function Participation:</b> May set up a table at an after school function, in a location separate from the school event. The organization must have a prominent sign that indicates the organization they represent at their assigned location.</p>	<p><b>School Function Participation:</b> May <b>not</b> set up a table at a school function, in a location separate from the school event or on school grounds.</p>