



## NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

John W. Day Educational Center 34 West Street Keene, NH 03431 T: 603.357.9002 F: 603.357.9012  
[www.sau29.org](http://www.sau29.org)

### E-Flyer Distribution Process

SAU 29 is committed to providing families with information related to schools, school programs, or non-school programs offered by non-profit organizations approved by the Superintendent of Schools and deemed to have educational, recreational or social value to students. Please help us by using the E-Flyer process and limiting unnecessary printing in an effort to “go green” and help preserve the environment.

Flyers for approved programs will be accepted for posting on the district website from the second week of September through the end of school of the current school year and must adhere to the following:

1. All flyers must contain the disclaimer: **“This is not a school-sponsored activity.”**
2. Submit an electronic copy (.pdf) of the organization’s flyer at least ten days prior to the desired posting date to [cdieter@sau29.org](mailto:cdieter@sau29.org). The requesting group/organization will be notified of approval status via email.
3. Flyers which have been approved in the past must be approved annually. Consideration will be given only to those flyers involving activities in the immediate geographic area.
4. Flyers must be produced by a non-profit, non-commercial organization operating for youth and must be secular, free of objectionable advertising and contain no requests for donations or solicitations of service. Flyers should indicate the appropriate audience (grade levels) the content is designed to reach.
5. Approval or denial of flyer posting requests will be made at the discretion of the Superintendent of Schools with a focus on programs/activities that support the educational, recreational/wellness and social enrichment of students, parents and families.
6. Flyers will remain posted on the SAU 29 website until the date of your event or deadline, or for 30 days, whichever comes first.

*Those persons interested in hanging posters in the schools or distributing information/flyers to staff members only may do so with the permission of the individual school’s principal.*

*Wayne E. Woolridge  
William B. Gurney  
Co-Superintendents of Schools*