

Guidelines for Flyer Distribution

Preface: Region 18 recognizes that community activities and functions play an important part in the lives and education of children. As such, it wishes to support the dissemination of information about them in ways that promote opportunities for children and families without creating undue management burdens for staff or information overload for families. The following guidelines will serve to meet these intentions.

1. Attachments to Electronic Newsletters. Each school will attach electronic flyers related to school or parent group activities to its electronic newsletters. It will also send limited attachments from non-profit youth activities. **Non-school flyer attachments to newsletters will be limited to REGISTRATION INFORMATION FOR NON PROFIT YOUTH ACTIVITIES IN THE TOWNS OF LYME AND OLD LYME.**
2. Groups wishing to use this service should allow ample time for approval. Electronic copies in PDF format must be provided for any electronic attachments and should be sent to jdelaura@region18.org. Attachments will be made to the next scheduled electronic publication.
3. Weekly Postings on Region 18 Website. Region 18 will sponsor a web page to connect visitors to flyers and notices from all other non-profit groups and activities providing that they directly serve youth or have other bona fide connections to the educational community. These activities cannot reference the serving of alcohol or any other activity that a school district cannot encourage.

Groups wishing to use this service should submit an electronic copy in PDF format at least two days in advance to jdelaura@region18.org.

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