



District 204 e-Folder

Guidelines

Please read these guidelines carefully before submitting a request.

- **If your request qualifies to be posted in our e-Folder, it will be posted approximately 10 business days after it is received. Weekly e-Folders are posted only during the school year.** Please adjust your marketing plan to include our required 10 day processing time.
- Only not-for-profit organizations located *within the boundaries of District 204* may request that their flyers be considered for posting in our e-Folder. Organizations must provide a current copy of their not-for-profit status. Their 501(c)(3) letter will be accepted as proof and may be kept on file for future reference. The submitting organization's *name* must exactly match the name on 501(c)(3) letter.
- A request will be considered if the organization is: a Naperville or Aurora civic or intergovernmental agency; a non-profit higher education institution; a non-profit organization located *within District 204 boundaries*.
- Activities should not conflict with public tax-supported efforts already in place.
- Flyers will be included only if they promote educational programs and support District 204 goals. Activities which have a parent educational focus will be considered if they directly contribute to the educational needs of students. All information contained in the flyer must be appropriate for students.
- Flyers soliciting funds will not be included.
- *The following disclaimer must appear on each flier "Distribution of information and materials through the school district does not imply District 204 endorsement."*
- Organizations may submit requests for e-Folder consideration once every 30 days.
- The district reserves the right to reject submissions that do not fit within our guidelines, suitability of flyers, and approval are at the discretion of District 204; please be advised that we are very selective in allowing items to be distributed through our communication systems.

If your flyer fits all of the above guidelines, please fill out the Request to Distribute Information form on the following page and submit it as directed.



District 204 e-Folder

Request to Distribute Information

All requests to post community information in District 204's e-Folder must have the written permission of the superintendent or his/her designee. The district reserves the right to reject submissions that do not fit within our guidelines. Suitability and approval are subject to the discretion of District 204. Please be advised that we are very selective in allowing items to be distributed through our communication systems.

Only complete applications will be accepted.

If your flyer qualifies for inclusion in 204-eFolder, it will be posted *approximately* 10 business days after it is received. New e-Folders are posted weekly during the school year.

- 1) Fax or email this signed permission form to (Fax) 630-375-3004;
or email to 204-efolder@ipsd.org
- 2) Email your flyer to 204-efolder@ipsd.org. Only PDF files will be accepted.
- 3) Fax or email your proof of not-for-profit status to (Fax) 630-375-3004;
or email to 204-efolder@ipsd.org

Name of organization _____

Flyer name _____

Representative's name (print) _____

Phone number _____ Email _____

Targeted grade level(s) _____

Representative's signature _____ Date _____

District 204 authorization _____ Date _____