



## “123 Paper Free” - Criteria for Flyer Approval and Posting

As part of the new “virtual backpack” program “123 Paper Free”, Oak Lawn-Hometown School District 123 will limit the number of flyers sent home with students, and will instead post flyers on the District website

The following criteria will apply to materials submitted for posting on the District 123 website:

1. The organization requesting posting must be a non-profit group (501c3) based in the Oak Lawn-Hometown School District 123 community or its contiguous communities.
2. The request must be made at least 5 business days prior to posting.
3. A copy of the exact material to be posted must be presented with the completed Flyer Approval Form.
4. The District retains the right to determine the date material is posted and removed. Material will not be posted during Winter, Spring or Summer Breaks.
5. A single organization may not submit more than two items for posting in a 3-month period.
6. The material may not contain any of the following:
  - a. Any direct solicitation of money or other items of value except for dues for membership or fees for an activity announced in the materials;
  - b. Anything that would cause substantial disruption of the orderly operation of the school or its activities;
  - c. Personal information about persons other than those seeking distribution;
  - d. Material which is defamatory or insulting to any group or individual;
  - e. Material which is vulgar or otherwise socially inappropriate
  - f. Material dealing with issues of human sexuality;
  - g. Material which is commercial in nature, except as related to approved school fundraising; activities or services supportive of school-sponsored activities;
  - h. Material that would be violative of any law or Board policy;
  - i. Material which is political in nature, or in conflict with tax-supported efforts in effect.
7. Material is limited to two 8.5x11 pages.
8. Material must contain the following statement in 12-point font contained within a text box.

This activity is not sponsored by Oak Lawn-Hometown School District 123,  
any of its schools, or groups officially associated with the District.

9. The District reserves the right to further limit the number of requests for posting, permit exceptions to the criteria noted above, deny posting rights to individuals or organizations which have demonstrated irresponsibility, and permit limited paper copy distribution to students.
10. Materials are posted for informational purposes only. This does not imply Oak Lawn-Hometown School District 123's endorsement of them.

### **To submit a flyer for posting:**

1. Ensure that both the flyer and organization are in compliance with all criteria as noted above.
2. Download, print, and complete the Flyer Approval Form found on the District 123 website.
3. Fax the Approval Form, a Tax Exempt form showing your non-profit status, and an exact copy of the material to be posted to Debra Lathus at 708 423-0160.
4. If your material is approved for posting, Debra will fax an approval letter to you. You will be asked to email a PDF of the flyer to Debra at [dlathus@d123.org](mailto:dlathus@d123.org), and to deliver 150 paper copies (ten groups of 15) to the District Office at 4201 W. 93<sup>rd</sup> St. in Oak Lawn.

Debra Lathus    Office: 708 423-0150    Fax: 708 423-0160    [dlathus@d123.org](mailto:dlathus@d123.org)  
Oak Lawn-Hometown School District 123    4201 W. 93<sup>rd</sup> St.    Oak Lawn, IL 60453