

Lewis-Palmer School District #38 EFlyer Guidelines

LPSD#38 appreciates the many community activities, events, and opportunities made available to Lewis-Palmer families from local businesses and organizations.

LPSD uses an eFlyer management system, Peachjar, for the posting of approved eFlyers about community opportunities. EFlyers promoting community activities and events of interest to parents seeking resources for their children or themselves can be submitted per the guidelines below. After district approval, the eFlyers are accessible on each school's Peachjar website and via email.

To request eFlyer approval:

- Visit <http://www.peachjar.com> (Peachjar charges a fee to for-profit organizations for this service. The fee is typically much less than the cost to copy and deliver paper flyers to each school. Organizations offering free services may not be charged a fee - info [here](#).)
- Register as an Enrichment Provider (Account type)
- Upload Flyer for approval in PDF format – [Directions for uploading your flyer](#)

Each request will be reviewed by the district on an individual basis using the criteria below. If approved, your eFlyer will be emailed to all parents and posted on school's websites. **To ensure timely posting, flyers should be uploaded for approval at least 2 weeks in advance of the event.** eFlyers may remain posted up to 30 days or until the day after the event. Paper flyers from outside organizations will no longer be distributed.

Questions about the posting process for eFlyers as well as credits and/or refunds should be addressed directly to Peachjar. Contact support@peachjar.com or phone: 1-858-997-2117, x3.

APPROVAL GUIDELINES

Lewis-Palmer School District #38 will evaluate the educational value of the materials or advertisements and whether the materials or advertisements support the mission and vision of the district.

Flyers from outside community organizations that may be approved include:

1. Information from non-school-sponsored youth sports and recreation activities offered in/to our community.
2. Information from municipal, government agencies in our community that are not political in nature.
3. Community organizations providing educational or enrichment services that may directly benefit students.

Please also refer to School Board Policy KHC for further reference on materials that will not be approved for distribution.

As a service to families in our community, Lewis-Palmer School District #38 publishes flyers for activities, classes, services, and enrichment opportunities. The district does not endorse any listings that are not district-sponsored programs.