

## Guidelines for E-flyer Approval via Peachjar

Fort Wayne Community Schools cooperates with community groups and organizations that sponsor activities of an educational/enrichment nature for students and staff by distributing materials **electronically only** via Peachjar. This online service is available for free to schools by charging a fee to outside entities that distribute e-flyers directly to our parents' inboxes. In many cases, the fee for posting the e-flyer is less than the cost of printing and distributing paper copies. FWCS uses Peachjar as part of our efforts to be more environmentally friendly, embrace innovative technology and maintain fiscal responsibility.



### To request e-flyer approval:

- Visit [www.peachjar.com](http://www.peachjar.com) or [www.fortwayneschools.org](http://www.fortwayneschools.org) and click on the Peachjar logo.
- Register as an Enrichment Provider (Account Type).
- Upload flyer for approval.
- FWCS staff will review the material and approve or deny based on the standards below.
- Peachjar offers a Community Free program to community organizations promoting free events. Organizations are allowed **one** posting every 30 days for up to 25 schools per organization. To meet web-based ADA requirements, documents are limited to four pages. Exceptions are only granted by Peachjar.

### FWCS approves the distribution of:

- E-flyers that promote an educational experience or service for students or parents, a healthy use of leisure time and/or a special enrichment activity **not** duplicated by FWCS or FWCS-affiliated program.
- Information targeted to staff that announces job-related activities and instructional opportunities related to the FWCS curriculum and/or community events/opportunities deemed appropriate for a staff audience.

### FWCS does not approve the distribution of:

- Paper flyers.
- Materials for projects, activities or programs that would publicize or promote a particular church, religious organization or religious viewpoint.
- Materials for projects, activities or programs that would publicize or promote a particular political party, political organization or political viewpoint.
- Materials for events deemed not suitable for children.