

Hello and thank you for submitting your flyer for approval to distribute materials in Portland Public Schools. Unfortunately, your flyer is not approved for distribution. Referencing the reason code in your message from Peachjar, please see the reasons below for typical reasons for denial.

For questions or clarification, please call 503-916-3304 or email arodriguez@pps.net

(1) No statement of non-discrimination

Administrative Directive, 3.30.038-AD

VII. Non-Discrimination Policy Requirement

(1) Inclusion in the EDA: Upon the establishment of the EDA, all non-profit groups and all qualified for-profit groups wishing to distribute materials to and/or for students must include their non-discrimination policy on their electronic materials for distribution at the District website, as well as on any group's website linked from the District EDA.

You can find the board's policy at http://www.pps.k12.or.us/files/board/3_30_035_P.pdf

You can find the Administrative Directive at http://www.pps.k12.or.us/files/board/3_30_038_AD.pdf

(2) For-profit: Services must take place on site of PPS/ Flyers may only be distributed on site of school where services are being provided

Administrative Directive, 3.30.038-AD

IV. For-Profit Group Requirements

For-profit groups must comply with the following requirements in order to establish themselves as a qualified for-profit organization with the right to distribute materials under the conditions set forth in Board Policy 3.30.035-P and this Administrative Directive:

(1) Materials distributed by these groups must be directly related to the services provided at the individual school.

(2) The classes and/or services must complement, enhance and support existing curriculum at the school in the determination of the principal or designee.

(3) The classes and/or services must be offered to only students of Portland Public Schools and not the general public.

(4) The classes and/or services must be offered at the school where the information is to be distributed, and not at an outside location or another school. The classes must be offered during non-school hours.

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(3) Materials must advertise a specific event and cannot simply be information about services offered

Board Policy, Section 3.30.035-P

IV. Permitted distribution of materials

[...](2) Limitations to Distribution

(b) The materials distributed by non-profit and qualified for-profit organizations under this policy must pertain to the opportunities available for students and cannot be solely general information about the organization.

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(4) No materials of commercial or fundraising nature shall be distributed

Administrative Directive, 3.30.038-AD

X. Limitations on Distribution of Material

[...](2) No group, including non-profit and qualified for-profit groups, shall be permitted to distribute commercial or fundraising materials, even if it appears to benefit students. This restriction does not apply to entities that exist solely to support Portland Public Schools and are directly tied to the District's pursuit of its educational mission, such as the Portland Schools Foundation, individual school foundations, parent teacher groups, and booster clubs.

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