

ISD 279 Flyer Requirements for flyers created by vendors

Vendors may supply flyers for their respective classes being offered through Community Education.

- **Flyers must be approved by Community Ed at least 2 weeks prior to distribution**
- Flyers are distributed to youngest and only students in Wednesday envelopes at each school OR appropriate grade range for students
- **Flyers must be bundled by school in SEPARATE boxes and by grade if you have grade specific classes.**
- Flyers may be ½ sheet or whole sheet
- Flyers will direct families to register through Community Education, vendors may not take separate registrations for classes
- A registration forms should not be printed on vendor flyers
- Flyers must be printed and paid for by the vendor

Flyers must have the following items present to be sent out:

1. (New) Youth Enrichment Community Education Logo AND the Osseo Area Schools logo clearly displayed (email deanm@district279.org) if you need the logos – logos are on the header of this document)
2. The school name clearly printed on the TOP of the flyer (i.e. Woodland Elementary School, Fernbrook Elementary School). Note: ¼” of white space should be on all sides of the logo.
3. The statement – **“No district funds were used to create or distribute this flyer”** – needs to be on the flyer.
4. The flyer must communicate that your programs are **offered in collaboration with ISD 279 - Osseo Area Schools Community Education, Youth Enrichment program.**
5. In addition, the flyer must also contain:
 - ✓ Class name
 - ✓ Class course #
 - ✓ Dates (including skip dates)
 - ✓ Time
 - ✓ Location
 - ✓ Price
 - ✓ Special information – Please report to the cafeteria after school for a snack and check-before class
 - ✓ How to register:

To register go online to osseo.thatscommunityed.com or call 763-391-7223.
6. All flyers **must be emailed to ISD 279 - Youth Enrichment** (deanm@district279.org) for approval before printing.
7. If you wish to send flyers out to the schools, the **deadline for delivery** is:
 - A. **You mail or deliver directly** to schools (after approval through Community Ed) - must be there on Friday by 3 pm for Wednesday take home folders the following week. (*ex: Fri, Sept 9 for Weds Sept. 14 folders*)
 - B. **You mail or deliver to Youth Enrichment** (located at the ESC-11200 93rd Ave N. Maple Grove, MN 55369) for delivery (after approval through Community Ed) - must be at our offices no later than Monday by 12 pm for Wednesday take home folders the following week. (*ex: Mon Sept. 12 for Sept. 14 folders*)

Questions related to flyers? Contact Marlene at deanm@distrit279.org or call 763-391-7223.