

DISTRIBUTION OF MATERIALS VIA VIRTUAL BACKPACK
LIBERTYVILLE SCHOOL DISTRICT 70
2016-2017 GUIDELINES

Distribution of all materials must be approved through:
Supt. Dr. Guy Schumacher
1381 W. Lake Street
Libertyville, IL 60048

PDF forwarded to: Robin Smith Kollman
Phone: 847-362-9695 Fax: 847-362-3003
e-mail: rkollman@d70schools.org

The following criteria will apply to all materials submitted for online distribution:

1. Libertyville area organizations that are non-profit or not-for-profit will be allowed to post materials on the virtual backpack. District 70 Business Partners also will be allowed to post. Distribution of materials for other commercial organizations will not be permitted. An organization may be asked to submit a rationale seeking permission to distribute materials.
2. ***All activities or information must be appropriate and pertaining to student offerings and opportunities.*** Activities should relate to an educational function, event or purpose, or relate to an agency that offers widely appealing recreational program options for students.
3. Activities should not conflict with school-supported efforts already in place.
4. Activities should accommodate a communitywide need and must be significant for the portion of the population serviced by the boundaries of District 70.
5. An organization should attempt to limit its requests to no more than six postings per school year. Postings are for a one-month time period. Please submit your flyer at least one week prior to post date.
6. The District will not endorse anything that requires solicitation for local service organizations.
7. All flyer requests must be submitted in a PDF format to: Robin Smith Kollman at rkollman@d70schools.org. Once it has been approved, the flyer will be posted for one-month (or until date of event), starting from the date of notification.
8. If the request for a posting is building specific, please notify when sending in request.
9. ***Materials are posted for informational purposes only. District 70 does not make any endorsement of agencies or their postings.***