

DISTRIBUTION OF MATERIALS VIA VIRTUAL BACKPACK

LIBERTYVILLE SCHOOL DISTRICT 70

2019-2020 GUIDELINES

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Distribution of all materials must be approved through:

Robin Smith Kollman and/or Supt. Dr. Matt Barbini

1381 W. Lake Street

Libertyville, IL 60048

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PDF forwarded to Robin 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. All flyers must be submitted as ADA Compliant PDFs with tages and Alt Text for images.
4. Activities should not conflict with school-supported efforts already in place.
5. Activities should accommodate a community-wide need and must be significant for the portion of the population serviced by the boundaries of District 70.
6. 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. Submit your flyer at least one week prior to the post date.
7. The District will not endorse anything that requires solicitation for local service organizations.
8. All flyer requests must be submitted in a PDF, ADA compliant format to Robin Kollman at rkollman@d70schools.org. Once approved, fliers are posted for one month or until the date of the event. If a flier needs editing, the submitter will be notified via email.
9. If the request for a posting is building specific, please notify when sending in the request.
10. The Virtual Backpack is live throughout the year, including the summer months.
11. **Materials are posted for informational purposes only. District 70 does not make any endorsement of agencies or their postings.**