Follow these guidelines to make a flyer for your non-profit organization available for distribution at TUSD schools.

1. Include this disclaimer on your flyer (8-1/2x 11 inches) in a font that is no smaller than the smallest size font on the flyer.

   The Tucson Unified School District neither endorses nor sponsors the organization or activity represented in this material. The distribution or display of this material is provided as a community service.

   You may include the disclaimer in other languages. Here is the Spanish translation:

   El Distrito Escolar Unificado de Tucsón no respalda ni promueve la organización o actividad representada en este material. La distribución o contenido de este material es proporcionado como un servicio comunitario.

2. Include a phone number on the flyer, that parents can call if they have questions.

3. If there is an application that needs to be submitted, include the address and zip code on the flyer and the application. Parents will mail the application to the organization.

4. Submit your flyer:
   a. Email: Flyers@tusd1.org
   b. Fax: 520-225-6719
   c. Or deliver: 1010 E Tenth St, Building B, Tucson, AZ 85719

5. Include your fax number in your email.

6. Upon meeting requirements (organization’s non-profit status, copy of 501 (c)3 Form in file, phone #, disclaimer) the flyer will be stamped “approved” and return to you by fax, email, or you may pick it up at the office.

7. The office manager at the schools will need:
   a. 1 copy of the flyer that is stamped “approved”
   b. The set of flyers that you want to make available to the students and their parents – does not need stamp of “approval” on each the flyer made available at the schools.
   c. Your agency will need to make and provide the copies you want distributed at each school.

If you have any further questions, you may call at 225-6400.

1010 E. Tenth St. Building B– Tucson, AZ 85719 – (520) 225-6400 – Fax (520) 225-6719

Revised September, 2016