

Northwest Regional Education Service District

COURIER DISTRIBUTION GUIDELINES AND PROCESS

Note: Beginning with the 2011-12 school year, the courier will distribute to district offices and ESD program sites (not individual schools).

CRITERIA

1. Flyers submitted for review must offer educational and/or extra-curricular learning opportunities for students, staff and/or parents.
2. The ESD does not distribute outside information via blanket emails to component district staff.
3. The ESD does not distribute commercial advertising.

If approved for distribution, the ESD can provide the number of schools and a breakdown of grade levels in each county. The ESD does not keep data on the number of classrooms and/or staff within districts.

PROCESS

Please submit the following information at least one week prior to requested distribution date:

- PDF of final flyer
- Contact information
- Intended distribution
- Distribution date
- Submit to Megan Stenberg in the ESD's Communications Office: mstenberg@nwresd.k12.or.us
- You will be notified within five working days of submitting.

IF APPROVED

1. You will need to make your own copies and label them for your intended distribution (e.g. Attn: Building Principal)
2. You will need to distribute your flyers into the courier bins at the Regional Office in Hillsboro **on Monday or Friday** when all the bins are in the warehouse.

****Important information regarding Beaverton, Forest Grove, and Hillsboro school districts****

You must contact the following districts for permission to distribute flyers. ESD courier cannot facilitate delivery of material that has not been pre-approved through these districts.

Beaverton School District

- Office of Community Involvement www.beaverton.k12.or.us

Forest Grove School District

- Potter, Connie, Director of Communications & Partnership Development
cpotter@fgsd.k12.or.us | 503-359-2420, Ext. 4543

Hillsboro School District

- Danielle Cox: coxdan@hsd.k12.or.us 503-844-1756