Peachjar Flyer Distribution

Who Distributes What?

SCHOOLS can distribute these flyers:

- Your school sponsored events or activities
- Your school related fundraisers
- Your PTA/Parent Group information or events
- SRVEF information or events
- Street Smarts information or events
- SRVUSD Partnership information and events:
  - Contra Costa Crisis Center
  - Discovery Counseling Center
  - San Ramon Valley Heartsafe Committee
  - PFLAG
  - SRV Council of PTAs
  - She's All That Conference
  - STAND! For Families Free of Violence

Any other organization's flyers should be approved and sent by the District.

THE DISTRICT will review and distribute these flyers, if approved:

- After school enrichment programs
- SRVUSD school club events**
- Town of Danville and City of San Ramon events
- Community sponsored events
- Community sports organization's information
- Non-profit organization events
- Outside or private tutoring
- Local business events
- Local Fire and Police programs or events

**SRVUSD school club FREE events: email flyer to flyers@srvusd.net

**SRVUSD school clubs events charging a participation fee: Submit flyer through Peachjar

Distribution Timelines

SCHOOLS: throughout the week, according to your schedule

DISTRICT: on Friday afternoons (PTA or SRVEF may be sent during the week, upon request)

Summer Camp Opportunities

SCHOOLS: Flyers for SRVUSD camps that are **held at your school and operated by your staff/students** can be distributed to your students only.

DISTRICT: Flyers for SRVUSD camps that are open to all students and request distribution to other SRVUSD schools must be reviewed for approval and sent by the District.

SRVUSD Camps held at our schools, operated by our staff/students, and open to all:
Send flyer to flyers@srvusd.net

Camps operated by external organizations:
Submit and upload flyer through Peachjar

Peachjar Flyer Distribution

Questions about Peachjar processes or submission requirements:
flyers@srvusd.net

District guidelines for Peachjar Distribution:
Approval Parameters (from our underlined website)

Requests for flyer distribution by all outside organizations must be approved by the District Office. Flyers submitted directly to the school sites will be referred to the District Office. Flyers are distributed electronically on Fridays. Peachjar may charge a fee for this service. Please visit www.peachjar.com for details.

In order to be eligible to use the Peachjar system, organizations must:
- Originate from a local non-profit organization with a valid 501(c)(3) tax ID
  - Local includes: Alamo, Danville, San Ramon, Dublin, Pleasanton, Livermore, Lafayette, or Walnut Creek
- Agree to let Peachjar place the following disclaimer on the flyer (exact wording): *This program is not sponsored by the San Ramon Valley Unified School District. Approval to distribute flyers is a community service and does not imply endorsement.*
- Directly benefit SRVUSD students or be of intrinsic value to students and/or parents
- Not directly conflict with SRVUSD programs

Flyers will not be approved for:
- Events that are associated with for-profit services
- Organizations that claim non-profit status under the umbrella of a parent organization

To request flyer approval, follow the steps below. Once approved, the flyer will be emailed to parents and posted online. Paper flyers will not be distributed.

1. Ensure that your flyer meets the SRVUSD Flyer Approval requirements above.
2. Go to www.peachjar.com
3. Register with Peachjar
4. Select desired schools
5. Upload your flyer to Peachjar for approval

The flyer will automatically be submitted to the District for review and approval. District staff will review the material and approve or deny based on the standards described above. Flyers must be submitted by Thursday at 5 p.m. for consideration of release on Friday.

Enrichment and partner community organizations are subject to Peachjar's service fee when a flyer is posted to promote an activity or event with a participation fee. Peachjar's service fee also applies to activities that are held without charge, but may entice participants to join a fee-based program, or purchase products or services (e.g. a soccer league that offers free clinics or a dance studio offering free classes on a Saturday).

For additional information:
PeachJar Community FAQ