

Information about community programs, events, services and opportunities are distributed four (4) times per school year via our Communit-e Bulletin.

The District is divided into 6 zones and the quarterly bulletins are emailed to families and staff within each zone via [ConnectED](#), a monthly Parental newsletter. Our Communit-e Bulletins form part of the September, December, February and May ConnectED publication. The bulletins are comprised of various organizations delivering a service, opportunity, or event. For a list of schools within each zone see page 4. You can also view the [Community Information](#) section of our public website to view each bulletin as well as access additional resources by clicking on the categories located to the left of your screen.

**2023/24 Communit-e Bulletin Distribution Submission Deadlines are 3 pm on the following dates:**

**(1) August 25, 2023   (2) November 24, 2023   (3) February 2, 2024   (4) April 19, 2024**

## **BULLETIN CATEGORIES**

The Bulletins are divided into three categories:

- (1) Families within the Surrey School District (by zones)
- (2) Parent Advisory Committees
- (3) Staff within the Surrey School District

### **Families**

Advertising of services and events must be community and/or family and child related. We do not promote products or businesses unrelated to community activities or opportunities. Information that can be shared includes:

- ✓ Student opportunities that enrich and enhance student learning
- ✓ Childcare information
- ✓ Family events and activities
- ✓ After-school/Out-of-school programming for children and youth
- ✓ Winter, Spring, and/or Summer Camps
- ✓ Scholarships
- ✓ Volunteer Opportunities for children, youth, and young adults
- ✓ PAC targeted opportunities and information

### **Parent Advisory Committees**

The Parent Advisory Committees have a varied role they play within the schools. One of the undertakings is fund raising to help schools with various activities, school equipment, etc. Organizations interested in offering fund raising opportunities to schools can advertise directly to the Parent Advisory Committees via the bulletins.

## Staff

The primary focus of the staff bulletins is to promote in class or virtual presenters who have been vetted and have a master contract with the District and/or organizations who offer educational field trips enhancing the core curriculum. Information that can be shared includes:

- ✓ Field Trip opportunities that enrich and enhance student learning
- ✓ Funding opportunities for classes and schools
- ✓ Community Activities that enrich and enhance student learning AND take place during regular school hours
- ✓ In Class/Virtual Presenters that enrich and enhance student learning (*district approved organizations only*)
- ✓ Staff Professional Development opportunities
- ✓ Research Studies approved by Surrey Schools
- ✓ Staff Volunteering opportunities

## PROCEDURES

The Business Development department receives, reviews and coordinates all information for distribution. Organizations should not be contacting schools directly. All material must be reviewed and approved by Business Development for distribution prior to sharing with families or staff. Schools are directed to discard unsolicited emails. Materials of a political or partisan, violent or otherwise inappropriate nature will not be permitted.

The Business Development Department will ensure your materials are distributed accordingly.

## IMPORTANT INFORMATION FOR ALL FLYERS

- Intent to submit a flyer for the Communit-e Bulletin MUST be indicated by completing the online submission form.
  - This online form will need to be completed for EVERY bulletin you wish to advertise in (ie a separate one for each distribution date).
  - Access the form by clicking [here](#). Completion of the form does not obligate you to advertise.
- All Flyers must be in PDF format. JPEG, Word, Paint and other formats are not accepted.
- Maximum file size is 300 MB
- All flyers must include the following waiver in size 10 font:

*“SD 36 receives a fee to facilitate the distribution of advertising materials from some community organizations and businesses. SD 36 does not accept responsibility or liability for the contents of any advertising and does not endorse an advertiser’s services, goods or programs.”*

- A final draft of your PDF flyer must be emailed to the Business Development Department at [BDEV-office@surreyschools.ca](mailto:BDEV-office@surreyschools.ca). Every advertiser must have their business name and contact information in the form of an email address or phone number on the flyer.
- Distributors must submit final materials for distribution by 3:00 pm on the deadlines above. Late submissions will not be considered.

Charges are applied to cover the costs of distributing the information as outlined in the table below.

Cost Schedule for Distribution of Materials Through SD #36	Cost*	Cost* to Non-Profit Organization
<b>COMMUNIT-e BULLETINS – QUARTERLY (Includes website posting) – Costs are per distribution</b>		
<a href="#">Distribution to all parents</a>	\$1,000	\$800
<a href="#">Distribution to all parents in 1 zone.</a> (Choose from City Centre; Cloverdale/Clayton Heights; Guildford; Newton; Panorama/Sullivan; South Surrey/White Rock) <u>OR</u> parents in just the secondary schools. For an individual list of schools in each zone see page 5.	\$750	\$500
<a href="#">Distribution to all elementary &amp; secondary schools</a> for sharing with school based staff and teachers <u>OR</u> PACs (at the discretion of the school). Please note the same price will apply for those wishing to distribute to all elementary schools only.	\$300	\$250
<a href="#">Distribution to secondary schools</a> only for sharing with school based staff and teachers <u>OR</u> PACs (at the discretion of the school)	\$150	\$100
<b>GST will be added to the cost</b>		

- Payment must be received by the deadlines noted on page 1
- Payment can be made by cheque or credit card and must be received on or before the submission deadline.
- If paying by cheque in the mail, please be sure it is addressed “Attention: Business Development Department”. Allow enough time to meet the deadline requirement.
- All cheques should be made payable to Surrey School District No. 36.

**SCHOOLS IN EACH OF SIX ZONES:**

Click to see a list of all [Surrey Schools with addresses](#) and [School Calendar](#).

<b>ZONE 1</b> CITY CENTRE	<b>ZONE 2</b> CLOVERDALE/ CLAYTON HEIGHTS	<b>ZONE 3</b> GUILDFORD	<b>ZONE 4</b> NEWTON	<b>ZONE 5</b> PANORAMA/ SULLIVAN	<b>ZONE 6</b> SOUTH SURREY/ WHITE ROCK
<b>Elementary Schools</b>	<b>Elementary Schools</b>	<b>Elementary Schools</b>	<b>Elementary Schools</b>	<b>Elementary Schools</b>	<b>Elementary Schools</b>
AHP Matthew	Adams Road	Berkshire Park	Bear Creek	Beaver Creek	Bayridge
Betty Huff	AJ McLellan	Bonaccord	Chimney Hill	Boundary Park	Chantrell Creek
Bridgeview	Cloverdale	Bothwell	Coyote Creek	Cambridge	Crescent Park
Brookside/SAIL K-7	Don Christian	Coast Meridian	Dr. F D Sinclair	Colebrook	Douglas
Cedar Hills	George Greenaway	Dogwood	Georges Vanier	Cougar Creek	East Kensington
Cindrich	Hazलगrove	Ellendale	MB Sanford	Goldstone Park	Edgewood
Creekside	Hillcrest	Erma Stephenson	Newton	Henry Bose	HT Thrift
David Brankin	Katzie	Fraser Wood	Strawberry Hill	Hyland	Jessie Lee
Forsyth Road	Latimer Road	Frost Road	TE Scott	JT Brown	Laronde
Green Timbers	Maddaugh	Harold Bishop	Walnut Road	McLeod Road	Morgan
James Ardiel	Martha Currie	Hjorth Road	WE Kinvig	MJ Norris	Ocean Cliff
Janice Churchill	Port Kells	Holly	Westerman	North Ridge	Pacific Heights
KB Woodward	Regent Road	Lena Shaw	William Watson	Panorama Park	Peace Arch
Kennedy Trail	Sunrise Ridge	MJ Shannon		Sullivan	Ray Shepherd
Kirkbride	Surrey Centre	Mountainview		Woodward Hill	Rosemary Heights
Maple Green		Riverdale			Semiahmoo Trail
Old Yale Road		Serpentine Heights			South Meridian
Prince Charles		WF Davidson			Sunnyside
Royal Heights		Woodland Park			White Rock
Senator Reid					
Simon Cunningham					
Surrey Traditional					
<b>Secondary Schools</b>	<b>Secondary Schools</b>	<b>Secondary Schools</b>	<b>Secondary Schools</b>	<b>Secondary Schools</b>	<b>Secondary Schools</b>
Enver Creek	Clayton Heights	Fraser Heights	Fleetwood Park	Panorama Ridge	Earl Marriott
Kwantlen Park	Lord Tweedsmuir	Guildford Park	Frank Hurt	Sullivan Heights	Elgin Park
LA Matheson	Salish	Johnston Heights	Princess Margaret	Tamanawis	Grandview Heights
Queen Elizabeth	Cloverdale LC	North Surrey			Semiahmoo
City Central LC	SAIL (8-12)	Guildford LC			S Surrey/White Rock LC
North Surrey LC					