

Information about publicly accessible programs, events, services and opportunities are found on our Community Web Page. Click [here](#) to view the online Community Information Bulletin Board. A similar staff-facing webpage exists for Surrey Schools staff, but it is internal use only.

**Request to post a flyer on the either board can be made at any time throughout the year.** Content posted is cleared annually in July, in preparation for the following school year.

### **COMMUNITY BULLETIN BOARD (Public Facing)**

The public website is used by organizations who wish to promote their event, service, and/or opportunity to families within Surrey. We accept requests for the following:

- ✓ 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

All posts must be geared to children, youth, and/or families within Surrey. We do not promote products or items for sale. Please click [here](#) to access our website and see formats/samples.

### **INTERNAL BULLETIN BOARD (Staff Facing)**

The internal bulletin board is specifically for School Schools staff. Information that can be distributed, pending approval, includes:

- ✓ Field Trip opportunities that enrich and enhance student learning
- ✓ Funding opportunities for classes and schools
- ✓ Community Activities that enrich and enhance student learning
- ✓ 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

All posts must be for education related activities and approved by Surrey Schools' Business Development department.

**PROCEDURES**

The Business Development department receives, reviews and coordinates all information for posting. 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 posted accordingly.

**IMPORTANT INFORMATION FOR ALL FLYERS**

- 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.
- **A request form must also be included in your email request. To access the form please click [here](#).**

Once approved for posting you will be invoiced. As soon as payment is provided your flyer will be posted.

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

Cost Schedule for Distribution of Materials Through SD #36	Cost*	Cost* to Non-Profit Organization
<b>Webpage Postings</b>		
Posting on SD 36 internal website accessible by all staff	<b>\$100</b>	<b>No Charge</b>
Posting on SD 36 public website	<b>\$150</b>	<b>\$100</b>
<b>GST will be added to the cost</b>		

- 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”.
- All cheques should be made payable to Surrey School District No. 36.