

**General Guidelines Regarding  
Distribution of Flyers & Promotional Material  
To MNPS Students, Parents or Staff**

Metro Nashville Public Schools is an entity of the Metropolitan Government of Nashville and Davidson County. As such, we must exercise great care in the distribution of materials or promotion of events to students, parents and/or staff -- to ensure compliance with applicable government laws and regulations; to prevent schools from becoming marketplaces for commercial activity; and to maintain an education-focused environment.

We receive thousands of requests from individuals, businesses and organizations wanting to interact with us. All requests are carefully reviewed, some at the school level, some at the district level. As part of this review, the district standard operating policy regarding distribution of materials (available for review at [www.mnps.org](http://www.mnps.org)) outlines procedures and requirements.

MNPS is eager to work with businesses, organizations or individuals wanting to offer free services or materials that enhance the learning process, improve health or promote better schools. Here are some general guidelines for those wanting to distribute flyers, coupons, posters or other informational materials to students, parents or MNPS staff.

Each request must be in writing and must include the following information:

1. Name, address, phone number (and email when possible) of the person making the request.
2. Identification as either a for-profit or not-for profit entity. If the request is from a not-for-profit entity, a 501 (c) 3 number should be provided.
3. A clear description of the activity, service or event to be promoted – along with a description of its value to students, parents or MNPS staff.
4. A clear description of any fees or charges. MNPS and individual schools do not distribute any material that solicits a fee for participation or inclusion.

Send the proposal to the Proposal Review Committee, Metro Nashville Public Schools, 2601 Bransford Ave., Nashville TN 37204.

The review process may take up to two weeks; each person submitting a request will be notified by phone, mail or email of the review decision.

**MNPS and individual schools will not distribute coupons, flyers, posters or other materials for discounts or special price offerings from for-profit organizations attempting to sell materials, programs or services.**

For-profit entities wanting to offer material or services to students, parents or MNPS staff may contact PTA, PTO, PTSO groups, other parent groups, employee unions or associations to make proposals to their members. These groups are not governed by the same standards as MNPS and can make their own determination about distributing

materials to their members through their own channels. While these groups may approve distribution of materials to their members at their own meetings, that cannot include posting of flyers or promotional materials in or on school property.

MNPS follows all state and federal laws and regulations regarding separation of church and state. Religious organizations wanting to distribute materials must follow the same standards as businesses, organizations and individuals. Materials or services that might be construed as promoting a particular religion or ideology will not be distributed by a school or by the district. Religious organizations may contact PTA, PTO, PTSO groups, other parent groups, employee unions or associations to make proposals to their members. While these groups may approve distribution of materials to their members at their own meetings, that cannot include posting of flyers or promotional materials in or on school property.

For-profit entities wanting to support the district -- without offering materials or services for sale or promotion -- will find numerous opportunities for involvement. The Nashville Alliance for Public Education, the PENCIL Foundation and other groups work with MNPS to develop community support from these for-profit entities. These relationships provide many benefits to our students, parents and staff, and we are always willing to discuss new programs and services with potential partners in public education.

Distribution of campaign material for political candidates -- including flyers, posters, buttons, bumper stickers, cards and other items -- is not permissible. Candidates are welcome to contact PTA, PTO, PTSO groups, other parent groups, employee unions or associations to make presentations to their members. While these groups may approve distribution of materials to their members at their own meetings, that cannot include posting of flyers or promotional materials in or on school property.