

Flyer Distribution Directions

All flyers must be approved prior to distribution by Linda Blohowiak via fax (448-3562) or email Imblohowiak@gbaps.org. Please do not email principals with flyer distribution requests. If the flyer is approved, she will send the family count to you. Once the family count is received, the following procedures must be followed:

1. Have the appropriate quantity counted out for each school you want to send the flyer to. If the flyer is more appropriate for a certain school or schools, it is ok to only send the flyer to those particular schools and not the entire list.
2. Place the appropriate quantity in an enclosed large envelope or small box with the school name clearly written on it. It is not acceptable to drop off flyers that are just rubber banded together. Our mail trucks will not deliver them in this manner.
3. Bring the prepared packages to the receptionist at the District Office Building, 200 S. Broadway, between the hours of 8 a.m. and 4 p.m. The receptionist will be sure the packages are included on our trucks to be delivered to the schools. You can also bring your prepared packages to the District's Auxiliary Building, 1210 Guns Road. **PLEASE DO NOT DELIVER PACKAGES DIRECTLY TO THE SCHOOLS YOURSELF.**
4. Prepared packages must be delivered to either of the above locations no later than the Wednesday prior to the week you want the flyer sent home. Family envelopes are sent home every Tuesday with one envelope distributed per family. All flyers are included in every envelope. It is not possible to designate that the flyer only be included for boys or girls only or a specific grade level. Principals also have the ultimate say in what does or does not get included in the family envelopes even if it has gone through the approval process.

It is important that all of the above procedures be followed. We do not have the manpower to count out or bundle all flyer requests that come in.

Any questions should be directed to Linda Blohowiak, 448-2075 or Imblohowiak@gbaps.org.

Thank you.