

**ITASCA SCHOOL DISTRICT 10  
PROCESS FOR FLYER APPROVAL AND DISTRIBUTION**

The process for flyer approval and distribution is outlined below:

1. The flyer should be emailed, [sricciardi@itasca.k12.il.us](mailto:sricciardi@itasca.k12.il.us) (best), faxed or dropped off to Sue Ricciardi at the District Office.
2. The flyer is submitted to the superintendent for approval to distribute and/or post.
3. After the superintendent review, I will contact you to inform you of the results and if approved,
4. I send the flyer directly to the webmaster for posting on our website. Posting is typically done on Saturday mornings.
5. If you wish to distribute paper copies, they should be delivered to the District Office already counted and paper clipped in the following manner :

Benson – 16 packs of 25

Franzen – 14 packs of 30

Peacock – 12 packs of 26 and 3 packs of 15

There are three things that may be helpful to know.

First, it is appreciated if there is enough time allotted for the process to take place. Typically at least a week in advance of the date you wish to have it posted.

Second, if you would like to make current day interoffice mail run, the approved, bundled flyers should be at the District Office by noon. The schools would typically need a day to distribute to the classroom teachers who then distribute to students, particularly when there are a.m. classes involved.

Third, the school secretaries are instructed to only distribute flyers that come from our interoffice mail. This confirms for them that the flyer is approved for distribution.

For any questions, please contact Sue Ricciardi, 630-773-1232, option 5, ext. 1506 or [sricciardi@itasca.k12.il.us](mailto:sricciardi@itasca.k12.il.us)