

## ISD 279 Flyer Requirements for flyers created by vendors

Osseo Area Schools has moved to Peachjar electronic communications. Paper flyers will no longer be sent out to the schools through Community Education.

### Benefits of Peachjar

- You no longer pay for printing
- Simplifies district staff hours spent on distribution
- Costs less; less paper
- Helps increase your online presence
- You can work with us to determine how long your flyer/s will be mailed out each week at no extra cost
  - ✓ Flyers will be emailed to parents on Wednesdays by 3 pm
- Peachjar has excellent resources: templates, full-color, graphics

### Vendors may supply **ELECTRONIC ONLY** flyers for their respective classes being offered through Community Education.

- Flyers will be posted electronically by Community Education through ISD 279 Peachjar.
- Flyers **must be** approved by Community Education at least 2 weeks prior to being uploaded electronically.
- Flyers may be ½ sheet or whole sheet.
- Flyers should be full color - there is no additional cost and it performs better than black and white.
- Flyers must direct families to register through Community Education; vendors may not take separate registrations for classes.
- Registration forms should not be placed on vendor flyers.

### Flyers must have the following items present to be sent out:

1. Youth Enrichment Community Education logo AND the Osseo Area Schools logo clearly displayed
  - ✓ (email [deanm@district279.org](mailto:deanm@district279.org)) if you need the logos located on the header of this document)
2. The school name clearly printed on the top of the flyer (i.e. Woodland Elementary, Fernbrook Elementary)
3. Note: ¼" of white space should be on all sides of the logo.
4. The flyer must communicate that your programs are **offered in collaboration with ISD 279 - Osseo Area Schools Community Education, Youth Enrichment program.**
5. In addition, the flyer must also contain:
  - ✓ Class name
  - ✓ Dates (including skip dates)
  - ✓ Time
  - ✓ Price
  - ✓ Include - "Please report to the cafeteria after school for a snack and check-in before class."
  - ✓ How to register:
    - To register go online to [osseo.ce.eleyo.com](http://osseo.ce.eleyo.com) or call 763-391-7223.
6. All flyers **must be emailed to ISD 279 - Youth Enrichment** ([deanm@district279.org](mailto:deanm@district279.org)) for approval 2 weeks before we upload to Peachjar for you.

Questions related to flyers? Contact Marlene at [deanm@district279.org](mailto:deanm@district279.org) or call 763-391-7223.