



GREAT FALLS PUBLIC SCHOOLS GREAT FALLS, MONTANA

GUIDELINES FOR ELEMENTARY WEDNESDAY ENVELOPE:

1. Please note that the first and last Wednesday envelopes of the school year are strictly reserved for school district information only.
2. Mrs. Ruth Uecker, Asst. Superintendent K-6 and/or her assistant Daneen Pate, must see and approve all flyers. You may submit your flyer for approval by sending an electronic copy to daneen_pate@gfps.k12.mt.us, by fax at (406) 268-7384 or in person.
3. **Due to the amount of requests we receive for flyer approvals, all flyers must be approved at least two weeks in advance of the date you would like the flyer to go home.**
4. Upon approval you will be given a current enrollment sheet. Your flyer must be copied and then counted out by individual school. If flyers are going home to specific grades, the flyers will need to be counted out per grade/per school.
5. Flyers then need to be delivered to the school administration warehouse building by noon on the Friday preceding the Wednesday envelope you want them to go home in. **Please note that if you are utilizing the Great Falls Public School print center there is a cost and they are NOT responsible for counting out flyers to the individual schools.**
6. The Assistant Superintendents office sends out a weekly memo to the Elementary Principals and Administrative Assistants as well as some K-12 Administrators. In that memo is a list of Wednesday envelope items that have been approved for that week.

REMEMBER...OUR CONTENT GUIDELINES ARE AS FOLLOWS:

1. The flier or announcement must be for student and family related events only.
2. The information must be submitted two (2) weeks prior to distribution.
3. The information must be non-religious and non-political.
4. The information or flier may not include alcohol related logos and no alcohol can be served at the event.
5. The information or flier cannot contain disruptive, libelous or obscene information.
6. Only fundraisers for schools or school-support organizations will be approved.

Any questions please contact the Asst. Superintendent's office at:
Phone: 406-268-6006