



Flyer Distribution Guidelines

The D.C. Everest Area School District cooperates with community organizations that sponsor activities of an educational/enrichment nature for students and staff by distributing materials electronically via Peachjar, an online service for schools. As part of our efforts to be more environmentally friendly, embrace innovative technology, and maintain fiscal responsibility, we now use digital flyer delivery. E-flyers will now be emailed directly to parents, as well as posted online for easy access.

You will need to register with Peachjar in order to upload flyers.

Registration Information

1. [Go to our Peachjar page to start](#)
2. Follow the Peachjar icon (see below)



3. The Registration Page will appear (see below)

Registration

Register now if:

You are a Program Provider who is ready to send a digital flyer about your program to parents in schools who use Peachjar!

If you are a member of District/School Staff and your school uses Peachjar.

You are a Parent/Family Member and have been told by your school to register in order to begin receiving flyers, or if you are in a school who uses Peachjar but you don't receive flyers via email yet.

If you are a Parent Group representative at a school using Peachjar.

*Note: If you are a parent and your child's school is implementing Peachjar and you have not been instructed to register, no action is required. Generally, parents are automatically registered by their school district and will receive an email with login instructions. If you did not receive login instructions, please make sure your email address is on file with your school.

Account Information

Email

Confirm Email

Account Type

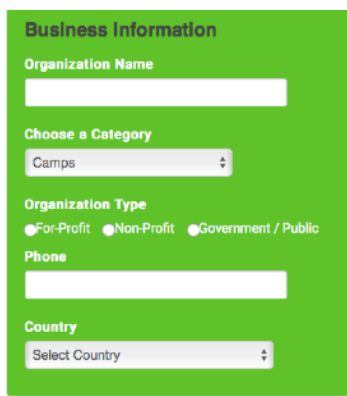
- ✓ Choose Account Type
- Parent / Family Member
- School Staff
- Parent Group Representative
- District Staff
- Program Provider

More Helpful Information

This page includes tips for registering, uploading, and getting approval on flyers.

When you register, please be sure to choose the correct Account Type:

- Parent/Family Member (parents/guardians who receive emails from the district are automatically registered)
- School Staff (if you are associated with a specific school)
- Parent Group Representative (PTO flyers, etc.)
- District Staff (if you are staff, but not associated with a specific school)
- Program Providers (please make sure you register with the correct organization type - see below)



The image shows a green-themed registration form titled "Business Information". It contains the following fields and options:

- Organization Name:** A text input field.
- Choose a Category:** A dropdown menu with "Camps" selected.
- Organization Type:** Three radio button options: "For-Profit", "Non-Profit", and "Government / Public".
- Phone:** A text input field.
- Country:** A dropdown menu with "Select Country" as the placeholder.

Uploading Flyers

Once you log in to your account you will be able to [view this helpful page from Peachjar](#).

Tips for Flyer Approval

- You have to upload the age appropriate flyer for each school where you would like to distribute your information.
- All flyers must contain the following statement: "This is not a D.C. Everest School District sponsored event, and the opinions expressed are not necessarily those of the school district."

Approval Process

Flyers will be automatically submitted to district office staff, who will review the material and approve or deny.

There is a small fee for Program Providers to distribute flyers through the Peachjar system. (Subject to Peachjar approval, non-profit and free event flyers could be posted at no charge. There are several ways to contact Peachjar support on your account page once you have registered.)