

**Robert W. Procnier Administration Center**

6611 W. 171st Street • Tinley Park, IL • 60477-3514

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## District 146 Virtual Backpack Guidelines

### Criteria for Virtual Backpack submissions:

- District 146 accepts fliers from local community organizations offering services to District families.
- The District retains the right to determine the date material is posted and removed.
- The material may not contain any of the following:
  - Any direct solicitation of money or other items of value except for dues for membership or fees for an activity announced in the materials;
  - Anything that would cause substantial disruption of the orderly operation of the school or its activities;
  - Personal information about persons other than those seeking distribution;
  - Material which is defamatory or insulting to any group or individual;
  - Material which is vulgar or otherwise socially inappropriate;
  - Material that would violate any law or Board policy;
  - Material which is political in nature or in conflict with tax-supported efforts in effect.
- The District reserves the right to deny posting rights to individuals or organizations which have demonstrated irresponsibility.
- Per Peachjar specifications, uploads must be in PDF format and are limited to four 8.5x11" pages.
- Materials are posted for informational purposes only. This does not imply endorsement by District 146.

**Please note: District 146 is no longer distributing paper flyers to students.** Organizations may contact individual schools to inquire about leaving paper copies in the office for visitors to obtain.

If you have any questions about the Virtual Backpack, please contact [Faith Evans](mailto:Faith.Evans@district146.org), 708.614.4500. If you are experiencing issues with Peachjar, please contact [support@peachjar.com](mailto:support@peachjar.com) or call 858.997.2117.

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Community Consolidated School District 146

