

## Advertising/Information Distribution Policy

*Updated August 2015*

Sioux Center Christian School is a proud supporter of several area schools, organizations, and churches. We seek to continue a strong partnership with others because we feel that it greatly benefits our students.

As a supporter, we have gotten to the point where distributing all information, advertisements, registration forms, etc. is taking away from the work time of our office staff and teachers. So we have come up with a new process that we hope will benefit everyone.

As a supporter, we are happy to distribute information, advertisements, registrations, and other information in the following ways:

1. These items will be posted on the SCCS website under the "Requested Announcements" page. Groups that would like to have items posted should send an electronic document in PDF format to [sccsoffice@siouxcenterchristian.com](mailto:sccsoffice@siouxcenterchristian.com).
2. If you would like to have your information mentioned in the Home Bulletin email that goes to all supporting families and constituents each Wednesday, please submit it by 8:00 Wednesday morning during the school year.
3. We will not distribute paper flyers, forms, or other information through our school mailboxes. By posting information on our school's website and including it in our weekly Home Bulletin, all families will have access to the information and be able to find it easily.
4. We will not make announcements for weather-related postponements or cancellations or other announcements related to events not sponsored by SCCS. We encourage all churches, coaches, organizations, etc. to set up an email list that they can use to communicate with participants throughout the season, activity, etc.
5. All registration forms should be collected at the organization from which they came, either by having parents and supporters dropping off the forms in person or sending them through the mail.

Thank you for partnering with Sioux Center Christian School as we work together to provide a solid education and meaningful opportunities for our students. We look forward to a continued spirit of cooperation.

Exceptions to this policy may be made through approval from the school administrator.