



Community eFlyer Procedures

The district has contracted with Peachjar to provide electronic flyer delivery to our Estacada community. Peachjar charges a fee for this service that is typically less than the cost to copy and deliver paper flyers to schools.

You may register with Peachjar as a Community Organization and upload your flyer for distribution to your desired school(s).

PEACHJAR APPROVAL GUIDELINES

Estacada School District approves the distribution of flyers that promote:

- Educational events aligned to the District Strategic Plan, vision, mission, and core values for the betterment of student learning
- Healthy and wholesome enrichment opportunities that support education beyond the classroom
- Leisure activities for our students and families sponsored by organizations/agencies that support our schools or district

Estacada School District does not approve the distribution of:

- Materials for events deemed not suitable for children
- Materials that would position the district on any side of a controversial issue.
- Materials that promote the use or sale of materials or services that are illegal or inconsistent with school objectives

Flyers approved for distribution must:

- Be in PDF format
- Be in portrait orientation- 8.5 x 11
- Bear the name and contact information of the sponsoring entity

Approval of your flyer does not imply Estacada School District endorsement of any identified product and/or service. Estacada School District also reserves the right to revoke privileges from

a community/agency program provider if, after distribution of a flyer, it is found to have been promoting an activity that does not align with the guidelines for distribution.

To request flyer approval, follow the steps below. Your flyer will be automatically submitted to the district office. District staff will review the material and approve or deny based on the guidelines above. Flyers will be approved every Monday. If Monday falls on a holiday, flyers will be approved the Friday before. Flyers will not be approved during district designated holidays. Please make sure that your flyers have been submitted at least one week before the event date. Once approved, your flyer will be emailed to all parents and posted online. Paper flyers from outside organizations will no longer be distributed at our schools.

- Visit www.peachjar.com
- Register as an Enrichment / Community Org. (account type)
- Upload your flyer for approval

[View How to Get Started](#) (PDF file)

For Questions about Peachjar:

If you have any questions regarding getting started, please email communications@estacada.k12.or.us.