



DISTRIBUTION OF EMPLOYEE DISCOUNT FLYERS FROM COMMUNITY ORGANIZATIONS:

Parkway Schools supports community groups or businesses that offer discounts designed for Parkway employees by distributing materials directly to its employees electronically via Peachjar.

To request approval for an employee discount flyer, please follow the steps below. Once approved, your flyer will be emailed to all employees and posted online. Paper flyers from outside organizations will not be distributed to employees.

- Visit www.peachjar.com
- Register as an Enrichment Provider (account type).
- Upload your flyer for approval.
- Choose Parkway Employee Discounts

Your flyer will be automatically submitted to the Parkway Communications Department for approval. Your flyer will be reviewed and the material approved or denied based on the standards below. Peachjar charges a fee for this service.

APPROVAL GUIDELINES:

The Communications Department will evaluate the value of the discount, materials or advertisements to its employees and whether the materials or advertisements support the mission and vision of the district.

Employee discount flyers will be approved and sent bi-weekly. Your flyer may appear alongside employee discount flyers offered by other community businesses in the same email.

Flyers from outside community organizations that may be approved include:

1. Discounts on products or services designed for Parkway employees. The flyer must be customized to announce that the discount is for all employees of Parkway Schools. If you wish to use the Parkway logo on your flyer, please use our guidelines and logos provided at the link below.

<http://www.pkwy.k12.mo.us/logos/logos.html>

Requests for distribution of literature will be approved unless the literature is defamatory, obscene, solicitation; if the literature promotes alcohol, tobacco, or drug use, or it is likely to cause a substantial disruption to the workplace process/environment.

Parkway does not endorse any particular group that distributes literature through Peachjar.