

Kearney Public Schools

Website Posting Procedure for Community Activities

1. To qualify for inclusion on the Community Activities link on the Kearney Public Schools web site you must be a non-profit entity advertising an event or activity that will benefit our community's youth. KPS has final approval on all postings.
2. The event or activity request must relate to a one time occurrence with a start date and end date or "register by" date. Businesses wanting to advertise a service or product that creates a profit will not be approved.
3. Please send your information at least one week in advance for approval and uploading. There is no guarantee that information sent too close to the actual event will be posted in time for the event. If your submission is not approved, you will be notified.
4. Please send the following information to dbaumgar@kearneycats.com
 - Flyer (pdf or jpg)
 - Organization's or Event Logo
 - Event Title
 - Date & Time of Event
 - Eligibility Requirements i.e. age, grade, etc.
 - Website URL, email contact or Facebook link (if available)
5. Handouts are not distributed directly to students unless the information is from Kearney Public Schools or KPS sponsored activities*. KPS sponsored organizations such as KCLC and the KPS Foundation, will also be distributed. No other entities will be allowed to distribute information to students.
6. One flyer per school may be posted in the schools (if that school has a designated area for such flyers). Flyers must be approved by and distributed through the KPS Administration Offices. Flyers delivered directly to the schools, not by the KPS Administrative Offices, will not be displayed.

*To be a KPS sponsored activity all funds must go through the KPS Activity Account and be sponsored/supervised by KPS staff. Using KHS, KPS, Bearcats, or other school-related identifiers is prohibited unless it is a KPS sponsored activity. If you are a KPS sponsored activity you may pass out flyers to students.

If you have any questions regarding this policy please contact Deb Baumgartner, dbamgar@kearneycats.com or Tori Stofferson, tstoffer@kearneycats.com.