



Advertise in the Bellevue Public Schools Community News! ***Reach over 12,000 contacts***

The BPS Community News is a student/family focused newsletter that is distributed monthly during the school year to our students, families, and staff across the District. The BPS Community News is designed to provide families and students a one-stop shop for all youth sports, activities, and happenings in and around the community. All advertisements promote activities and programs that provide a benefit or service to the students and families of the Bellevue Public School District.

To better serve the needs of our families, the BPS Community News is online. The information is placed on the District website. All BPS students, families, and staff receive communications when the Community News goes live online for the month. It is also promoted on the designated District social media sites.

What is the process for advertisers?

- You provide an image (i.e. jpeg, png) or PDF up to 8.5 x 11 inches.
- In order to be included in the publication, advertisements and payments must be received by the publication date.
- Your ad will also be included for the month on our District website within the BPS Community News landing page.
- Families can access the advertisements 24/7 from their email, the District website, as well as the District app.

What is the deadline for advertisements?

Monthly Issue	Ads Due to BPS
August	August 16th
September	September 15th
October	October 15th
November	November 15th
December	December 13th
January	January 15th
February	February 15th
March	March 15th
April	April 15th
May	May 5th

What do advertisements cost?

Type of Business/Organization	For-Profit Rate	Non-Profit Rate <i>To qualify for the non-profit rate you must provide a copy of your organizations 501c3</i>
Cost per Month	\$100	\$50

A 10% discount is available for any advertisers who pre-purchase space for an entire school year (August – May).

Guidelines and Procedures for Advertising

1. The Community News is a School District publication, which means advertisements must be upcoming activities that are education related or benefit children, parents, and families.
2. The Bellevue Public Schools District has final approval of all messages.
3. Messages are limited to a first come/first serve basis with priority given to non-profit organizations.
4. The District reserves the sole and absolute right to determine the acceptable content of any and all advertising on District publications. The following content is not acceptable.
 - The District does not create or establish an open or public forum.
 - Ads must be appropriate for all students/families.
 - Advertisements shall not contain statements which are contrary to educational values, is vulgar, obscene, defamatory, discriminatory, religious, political, ideological or which relates to a controversial topic.
 - Advertisements shall not relate to a product or service, which is inappropriate or illegal for minors.
 - Advertisements may not relate to a product or service that is educationally controversial or promotes ideological, political, religious, or social beliefs.

Special Projects or Student Activities:

(Coloring contests, poster contest, essay contests, requests for students to participate etc...)

- All student contests or request for students to participate in outside activities will need to be made through the Communications office.
- The information will be shared with families through the monthly Community News publication.
- Teachers will NOT be asked to utilize class time to promote or administer a student activity for an outside agency unless it is a specific part of the defined curriculum or has been determined by the administration to be a critical activity.

BPS Community News Ad Reservation Form

To place an ad in the Community News please complete this form and submit to the Director of Communications at mail: Bellevue Public Schools, 2600 Arboretum Drive, Bellevue, NE 68005, or via e-mail: bps@bpsne.net. Reservation form, ad file, and payment must be received by the due date listed. Payment accepted: cash, check or credit card (processing fee included)

Business/Organization Name: _____

Contact Person: _____

Address: _____ **State:** _____ **Zip:** _____

Phone Number: _____

E-mail Address: _____

Type of Organization: ☐ For Profit Organization ☐ Non-Profit Organization
(To qualify for the non-profit rate you must provide a copy of your organizations 501c3)

Rate for Ad to be placed in Monthly Publication:

- ☐ Advertisement @ profit rate = \$100
- ☐ Advertisement @ non-profit rate = \$50
- ☐ Multiple Months: Number of Months X Rate = \$ _____

Select Publication Month:

- | | |
|---|--|
| <input type="checkbox"/> August (due 8/16) | <input type="checkbox"/> January (due 1/15) |
| <input type="checkbox"/> September (due 9/15) | <input type="checkbox"/> February (due 2/15) |
| <input type="checkbox"/> October (due 10/15) | <input type="checkbox"/> March (due 3/15) |
| <input type="checkbox"/> November (due 11/15) | <input type="checkbox"/> April (due 4/15) |
| <input type="checkbox"/> December (due 12/13) | <input type="checkbox"/> May (due 5/5) |

Ads will not be placed in the publication if they are not PAID by the deadline. Bellevue Public Schools is not responsible for any changes to the advertisement once they are received.