



JURUPA UNIFIED SCHOOL DISTRICT

Official Peachjar Guidelines

Jurupa Unified School District works with community groups and organizations that sponsor activities of an educational/enrichment nature for students by distributing materials electronically via Peachjar.

All flyers are reviewed and approved by the Communications Department before being distributed.

Questions? Contact the Communications Department: (951) 416-1561

All flyers to be distributed must:

- Support JUSD's mission and belief that every child can succeed, or be of intrinsic value to the students or their parents/guardians
- Not directly conflict with JUSD programs
- Contain the name and contact information of the sponsoring organization
- Comply with JUSD Board Policy 1325
- Be in PDF format and not exceed 6 MB in size
- Contain font sizes no less than 12
- Be submitted in both English and Spanish in the same document – flyers with multiple pages will be charged as one flyer

The following disclaimer will automatically be added to all flyers in English and in Spanish (do not turn this feature off):

- "DISCLAIMER: The activities, products, or services advertised in this flyer are not sponsored or endorsed by JUSD or its schools." "DESCARGO DE RESPONSABILIDAD: Las actividades, productos o servicios anunciados en este folleto no son patrocinado ni respaldados por JUSD o sus escuelas."

Helpful Hints

Maximum Pages

Peachjar allows for a maximum of four pages per distribution.

Distribution Duration

Flyers can be sent out on multiple distribution dates. The maximum length of a distribution cycle is 60 days. Flyers needing distribution cycles longer than 60 days must be submitted more than once.

Flyer Image

If your flyer contains a link, these extra steps are required: 1) Post the flyer on your department or school webpage 2) After uploading the flyer to Peachjar, under the Call to Action Button "Learn More," copy and paste the link to your website flyer.

Timeliness

Flyers will be approved as expediently as possible. To ensure that your documents are sent out on the designated distribution date, please upload your flyer in Peachjar two days prior to distribution.