

Information about community programs, events, services and opportunities are distributed four (4) times per school year via our Communit-e Bulletin.

The District is divided into 6 zones and the quarterly bulletins are emailed to families and staff within each zone. The bulletins are comprised of various organizations delivering a service, opportunity, or event. For a list of schools within each zone see page 4.

2021/22 Communit-e Bulletin Distribution Submission Deadlines are 3 pm on the following dates:

(1) August 27, 2021 (2) November 19, 2021 (3) February 11, 2022 (4) May 13, 2022

Bulletins will be emailed to the respective recipients Wednesday or Thursday of the following week.

BULLETIN CATEGORIES

The Bulletins are divided into three categories:

- (1) Families within the Surrey School District
- (2) Parent Advisory Committees
- (3) Staff within the Surrey School District

Families

Advertising of services and events must be community and/or family and child related. We do not promote products or businesses unrelated to community activities or opportunities. Information that can be shared includes:

- ✓ Student opportunities that enrich and enhance student learning
- ✓ Childcare information
- ✓ Family events and activities
- ✓ After-school/Out-of-school programming for children and youth
- ✓ Winter, Spring, and/or Summer Camps
- ✓ Scholarships
- ✓ Volunteer Opportunities for children, youth, and young adults
- ✓ PAC targeted opportunities and information

Parent Advisory Committees

The Parent Advisory Committees have a varied role they play within the schools. One of the undertakings is fund raising to help schools with various activities, school equipment, etc. Organizations interested in offering fund raising opportunities to schools can advertise directly to the Parent Advisory Committees via the bulletins.

Staff

The primary focus of the staff bulletins is to promote in class or virtual presenters who have been vetted and have a master contract with the District and/or organizations who offer educational field trips enhancing the core curriculum. Information that can be shared includes:

- ✓ Field Trip opportunities that enrich and enhance student learning
- ✓ Funding opportunities for classes and schools
- ✓ Community Activities that enrich and enhance student learning
- ✓ In Class/Virtual Presenters that enrich and enhance student learning (*district approved organizations only*)
- ✓ Staff Professional Development opportunities
- ✓ Research Studies approved by Surrey Schools
- ✓ Staff Volunteering opportunities

PROCEDURES

The Business Development department receives, reviews and coordinates all information for distribution. Organizations should not be contacting schools directly. All material must be reviewed and approved by Business Development for distribution prior to sharing with families or staff. Schools are directed to discard unsolicited emails.

The Business Development Department will ensure your materials are distributed accordingly.

IMPORTANT INFORMATION FOR ALL FLYERS

- Intent to submit a flyer for the Communit-e Bulletin MUST be indicated by completing the online submission form.
 - This online form will need to be completed for EACH bulletin you wish to advertise in.
 - Access the form by clicking [here](#). Completion of the form does not obligate you to advertise.
- All Flyers must be in PDF format. JPEG, Word, Paint and other formats are not accepted.
- Maximum file size is 300 MB
- All flyers must include the following waiver in size 10 font:

“SD 36 receives a fee to facilitate the distribution of advertising materials from some community organizations and businesses. SD 36 does not accept responsibility or liability for the contents of any advertising and does not endorse an advertiser’s services, goods or programs.”

- A final draft of your PDF flyer must be emailed to the Business Development Department at BDEV-office@surreyschools.ca. Every advertiser must have their business name and contact information in the form of an email address or phone number on the flyer.
- Distributors must submit final materials for distribution by 3:00 pm on the deadlines above. Late submissions will not be considered.

For schools accepting hard copies (Optional):

Hard copies are strictly optional and will only be accepted for distribution at specific schools. At this time there are 11 schools accepting hardcopies. This is subject to change. All other schools will receive the flyers via email. **Keep in mind that hard copy distribution is dependent upon COVID protocols in place at the time of distribution.** Please enquire prior to preparing hard copies of flyers. **Families with email addresses whose children attend these schools will receive the emailed Communit-e Bulletin as well.**

Schools accepting hardcopies are listed on page 4 with the number of hardcopies noted in red to the right of the school name.

In the case of hard copy distribution the flyers are bundled by the advertiser according to the guidelines below, forwarded to Business Development who, in turn, will send to them to individual schools. Once at the school(s), flyers are distributed at the school's schedule and at their discretion and we can make no guarantees that information will be immediately distributed to all parents or at all schools.

- Please provide the quantity of copies required for each school that you are sending material to. Schools do not copy additional flyers if there are not enough for all families.
- Flyers must be counted into batches of 25 and the batches separated with either paper clips, elastic bands or coloured pieces of paper.
- All envelopes MUST be sealed and the name of the school must be on the envelope.
- Envelopes must not exceed 9" x 12" x 1.5". If one envelope is not sufficient, use a maximum of 2 envelopes per school.
- If your distribution requires more than 2 envelopes per school, approval from Business Development must be given.

Once payment is provided, permission further delivery instructions will be given with regards to the drop off location. Packages must be dropped off no later than 2 PM on the deadline day.

Charges are applied to cover the costs of distributing the information as outlined in the table below.

Cost Schedule for Distribution of Materials Through SD #36	Cost*	Cost* to Non-Profit Organization
COMMUNIT-e BULLETINS – QUARTERLY (Includes website posting) – Costs are per distribution		
<p><u>Email to all parents</u> (including hardcopies to those schools who do not have the email addresses of parents). Please note that you do not have to distribute hardcopies, however, there is NO PRICE REDUCTION.</p>	\$1,000	\$800
<p><u>Email to all parents in 1 zone.</u> (Choose from City Centre; Cloverdale/Clayton Heights; Guildford; Newton; Panorama/Sullivan; South Surrey/White Rock) <u>OR</u> parents in just the secondary schools. For an individual list of schools in each zone see page 5.</p>	\$500	\$400
<p><u>Email to all elementary & secondary schools</u> for sharing with school based staff and teachers <u>OR</u> PACs (at the discretion of the school). Please note the same price will apply for those wishing to distribute to all elementary schools only.</p>	\$300	\$250
<p><u>Email to secondary schools</u> only for sharing with school based staff and teachers <u>OR</u> PACs (at the discretion of the school)</p>	\$150	\$100
GST will be added to the cost		

- Payment can be made by cheque or credit card and must be received on or before the submission deadline.
- If paying by cheque in the mail, please be sure it is addressed “Attention: Business Development Department”. Allow enough time to meet the deadline requirement.
- All cheques should be made payable to Surrey School District No. 36.

SCHOOLS IN EACH OF SIX AREAS:

(A red number beside the school name indicates that the school has requested hard copies and the quantity required.) Click [here](#) for a look at the 2020-21 Boundary Map, School Calendar, etc.

ZONE 1 CITY CENTRE	ZONE 2 CLOVERDALE/ CLAYTON HEIGHTS	ZONE 3 GUILDFORD	ZONE 4 NEWTON	ZONE 5 PANORAMA/ SULLIVAN	ZONE 6 SOUTH SURREY/ WHITE ROCK
Elementary Schools	Elementary Schools	Elementary Schools	Elementary Schools	Elementary Schools	Elementary Schools
AHP Matthew	Adams Road	Berkshire Park	Bear Creek	Beaver Creek	Bayridge
Betty Huff	AJ McLellan	Bonaccord	Chimney Hill (725)	Boundary Park	Chantrell Creek
Bridgeview	Clayton	Bothwell	Coyote Creek	Cambridge	Crescent Park
Brookside/SAIL K-7	Cloverdale	Coast Meridian	Dr. F D Sinclair	Colebrook	Douglas
Cedar Hills (380)	Don Christian	Dogwood	Georges Vanier	Cougar Creek (420)	East Kensington
Cindrich	George Greenaway	Ellendale	MB Sanford	Goldstone Park	Edgewood
Creekside	Hazलगrove	Erma Stephenson	Newton (485)	Henry Bose	Hall's Prairie
David Brankin	Hillcrest	Fraser Wood	Strawberry Hill	Hyland	HT Thrift
Forsyth Road (330)	Katzie	Frost Road	TE Scott	JT Brown	Jessie Lee
Green Timbers	Latimer Road	Harold Bishop	Walnut Road	McLeod Road	Laronde
James Ardiel	Maddaugh	Hjorth Road (250)	WE Kinvig	MJ Norris	Morgan
Janice Churchill	Martha Currie	Holly (560)	Westerman (430)	North Ridge	Ocean Cliff
KB Woodward	Port Kells	Lena Shaw (575)	William Watson	Panorama Park	Pacific Heights
Kennedy Trail	Sunrise Ridge	MJ Shannon		Sullivan	Peace Arch
Kirkbride (435)	Surrey Centre	Mountainview		Woodward Hill	Ray Shepherd
Maple Green (425)		Riverdale			Rosemary Heights
Old Yale Road		Serpentine Heights			Semiahmoo Trail
Prince Charles		WF Davidson			South Meridian
Royal Heights		Woodland Park			Sunnyside
Senator Reid					White Rock
Simon Cunningham					
Surrey Traditional					
Secondary Schools	Secondary Schools	Secondary Schools	Secondary Schools	Secondary Schools	Secondary Schools
Enver Creek (50)	Clayton Heights	Fraser Heights	Fleetwood Park	Panorama Ridge	Earl Marriott
Kwantlen Park	Lord Tweedsmuir	Guildford Park	Frank Hurt	Sullivan Heights	Elgin Park
LA Matheson	Salish	Johnston Heights	Princess Margaret	Tamanawis	Grandview Heights
Queen Elizabeth	Cloverdale LC	North Surrey			Semiahmoo
City Central LC	SAIL (8-12)	Guildford LC			S Surrey/White Rock LC
North Surrey LC					
Total Hardcopies:	Total Hardcopies:	Total Hardcopies	Total Hardcopies:	Total Hardcopies:	Total Hardcopies:
Elementary: 1570	Elementary: 0	Elementary: 1385	Elementary: 1640	Elementary: 420	Elementary: 0
Secondary: 50	Secondary: 0	Secondary: 0	Secondary: 0	Secondary: 0	Secondary: 0

