

**Capistrano Unified School District
San Juan Capistrano, CA**

Web Posting Guidelines for PTA, Booster and Foundations

1. General:

- PTA, Booster and Foundation content on a school or district-related website requires the approval of the school principal or appropriate district administrator.
- Information should be brief and factual.
- Information should be updated when necessary to ensure accuracy.
- Ongoing information during the year may be disseminated through each site's listserve, school website, PTA, Booster and Foundation Websites.
- CUSD's public website will only place links to general foundations that benefit all CUSD schools and not school-specific foundations.
- CUSD websites are "closed forums". Therefore, reference and active hyperlinks to PTA, Booster and Foundation websites may be included provided that the following disclaimer is posted on the school or district-related website's homepage.

External Links Disclaimer

There may be Web sites linked to and from this site that are operated or created by or for organizations outside of the Capistrano Unified School District (CUSD). Those organizations are solely responsible for the operation and information (including the right to display such information) found on their respective Web sites. The linking to or from this site does not imply on the part of CUSD any endorsement or guarantee of any of the organizations or information (including the right to display such information) found on their respective Web sites.

CUSD does not assume and is not responsible for any liability whatsoever for the linking of any of these linked Web sites, the operation or content (including the right to display such information) of any of the linked Web sites, nor for any of the information, interpretation, comments or opinions expressed in any of the linked Web sites. Any comments or inquiries regarding the linked Web sites are to be directed to the particular organization for which the particular Web site is being operated.

2. Suggested PTA, Booster and Foundation items that can be included on a school website:

- Active links (hyperlinks) to the PTA, Booster and Foundation website addresses, provided that the external links disclaimer is posted on the homepage (see disclaimer above).
- Active Links (hyperlinks) from school websites directly to on-line fundraiser websites like Amazon or PayPal for on-line contributions to the school-connected organization.
- Unit Board of Officers (include contact information only if approved by the individuals listed).
- Meeting schedules including time and locations for the year
- Information about Membership
- Summary list of programs, activities, and current events/fundraisers.
- A list of information that can be found on the PTA, Booster and Foundation websites.

3. PTA, Booster and Foundation Items that cannot be included on a school website:

- Information on advocacy or legislation activities.