

Guidelines for Delivery of Materials for External Organizations

Overview of Delivery Service

Iowa's Area Education Agencies (AEAs) provide regular van delivery service to public districts and accredited non-public schools. This service is an integral part of the AEAs' mission to improve student achievement.

On occasion, external organizations make requests for their materials to be distributed through an agency's van delivery service. The following guidelines and procedures have been established to determine organization's eligibility for delivery. It is our intention to ensure necessary standardization and efficiencies for staff who handle items to be distributed, privacy for teachers and school districts and compliance with U.S. Postal regulations and the Iowa Code.

All requests for delivery of materials and information must be entered into the [Request for Delivery of Materials Through Iowa's AEAs Van Delivery Service form](#). Once decisions about the request have been made, requesters will be notified within 5 business days by someone from Iowa's AEAs to confirm next steps.

Eligibility of External Organizations

Iowa's AEAs **will** deliver materials in accordance with its guidelines for the following partner organizations:

- Local public school districts/accredited non-public schools
- Iowa's AEAs (including AEA Purchasing and AEA Learning Online)
- Iowa Department of Education
- Accredited colleges and universities in the State of Iowa
- Public libraries in each agency's service area

Materials from other external organizations **may be** delivered if the organization's request meets the following guidelines:

- Has a pre-K-12 educational focus related to educators and/or students
- Advocates for children and families

Guidelines for Delivering Materials Via AEA Vans

1. The content of the materials must not be in conflict with the mission of Iowa's AEAs and must

- be appropriate for distribution to schools and educators.
2. Content must have a curriculum or instructional focus and not be political, religious or for profit in nature.
 3. In an effort to meet an approved organization's delivery timeline, please make arrangements at least six weeks in advance.
 4. Organizations must complete our van delivery request form, which includes the following:
 - a. A link to a digital sample of the materials, which may include a PDF of a flyer or a photo of a package, including dimensions and weight.
 - b. An introductory letter for the intended audience including:
 - i. Information about the materials
 - ii. A return address, contact information to identify the sender and instructions for if the sender requests recipients to provide information to them.
 - iii. This statement: *Distribution of materials through AEA van delivery does not imply AEA sponsorship or endorsement of the materials.*

Note: A hard copy of the introductory letter must be included with each item being delivered.

 - c. Plans for how approved materials will be delivered to the identified AEA or AEAs.
 5. The materials must be packaged and clearly labeled for delivery with the following information:
 - a. Specific name and/or job title (e.g., 3rd grade teachers, secondary principals, school counselors, etc.). We are not able to deliver items to every teacher.
 - b. District and school building name
 - c. Van routes, which can be found on local AEA websites
 6. Iowa's AEAs are not responsible for items reported as damaged or non-delivered.
 7. Items that will not be delivered by the Agency's vans include, but are not limited to:
 - a. First class mail or other mailings as prohibited by U.S. Postal Service regulations
 - b. Commercial advertisements (exclusive of items sent by staff as part of agency activities)
 - c. Solicitations or membership drives
 - d. Surveys and survey responses
 - e. Flammable or hazardous materials
 - f. Large or awkwardly shaped items such as furniture/boxes/equipment
 - g. Live specimens or laboratory stock
 - h. Poorly packaged items
 - i. Cleaning or maintenance supplies
 - j. Items exceeding 10 pounds
 8. Typically AEAs deliver one set of materials per organization each year.

Iowa's AEAs reserve the right to refuse delivery items if the material does not meet the criteria established in these guidelines.

Questions

If you have any questions about these guidelines, contact [Iowa's AEAs](#).