

Flint Hills Breadbasket Digital Community Board Policy

Purpose

The Flint Hills Breadbasket (FHBB) Digital Community Board provides a platform to share approved community information, resources, and events that align with FHBB's mission to reduce hunger and strengthen community connections.

Overview

The Community Board is a **digital display** located inside FHBB. It features rotating slides that highlight local programs, services, and opportunities supporting the well-being of our neighbors and community partners.

Submission Requirements

1. **All materials must be submitted digitally** through the official **Community Board Submission Form**, unless otherwise approved by the Engagement Manager.
2. Submissions must come from **reputable and established organizations, agencies, or community partners.**
3. Files must meet the following technical specifications:
 - **Resolution:** 1920x1080p (landscape)
 - **Preferred format:** PNG (JPEG is acceptable)
4. Flyers or slides should be visually clear, easy to read, and appropriate for public display.
5. **The Engagement Manager will contact the submitter** if the file quality is too low or if adjustments are needed before approval.
6. Submissions must include the **organization name, event or resource title, contact information, and relevant dates.**
7. **Physical paper postings are limited** and may only be used with prior approval from the Engagement Manager or Executive Director.

Approval Process

- **All items must be reviewed and approved by the Engagement Manager** before being displayed.
- The Engagement Manager (or designee) determines scheduling, rotation, and duration of postings.

- FHBB reserves the right to decline, modify, or remove any content at any time without notice.

Content Guidelines

Approved materials should:

- Promote community events, services, or opportunities that align with FHBB's mission and values.
- Come from verified, established, and reputable sources.
- Present accurate, inclusive, and respectful information.

Materials **will not** be accepted if they:

- Come from unverified or informal sources.
- Contain political, religious, or discriminatory content.
- Advertise commercial businesses or for-profit ventures.
- Include offensive, misleading, or inappropriate language or imagery.
- Solicit donations for organizations other than FHBB without explicit permission.

Display Duration

Approved materials will be displayed for up to **30 days** or until the event date has passed, whichever comes first unless indicated otherwise by the Engagement Manager.

Disclaimer

Display of materials on the FHBB Digital Community Board does not imply endorsement by Flint Hills Breadbasket. FHBB is not responsible for the accuracy, reliability, or content of materials submitted by outside organizations.