

<b>Topic:</b>	<b>Distribution of Materials / Information from External Agencies</b>
<b>Effective:</b>	<b>October 2015</b>
<b>Cross-Reference:</b>	<b>Education Act; Canada Anti-Spam Legislation (CASL)</b>
<b>Revision Date:</b>	<b>September 2017, September 2019</b>
<b>Review/Revision Date:</b>	<b>September 2021</b>
<b>Responsibility:</b>	<b>Director of Education</b>

**INTENDED PURPOSE:**

The Halton District School Board permits limited distribution of materials from non-profit and/or not-for-profit (NFP) organizations, subject to approval.

This service is offered as a courtesy. Any distribution of materials from external organizations will be at the discretion of the Board, or through its school principals, and must be pre-approved by the Board or its school principal (as the Board's designate).

A valid charitable organization registration number or proof of non-profit status is required and must accompany the distribution request.

**PROCEDURES:**

The following definitions and criteria are provided within the context of this procedure:

**Materials and/or information:** information in print or electronic format. This may include, but is not limited to, backpack flyers, posters, brochures, display tables, or bulletin boards.

**Electronic distribution/dissemination of information:** any Board/school resource that would facilitate the distribution or dissemination of information or materials.

In support of its environmental practices and standards, the Halton District School Board encourages electronic distribution of materials between the organization making the request, and the Director's Office and/or school principal.

**Non-profit or not-for-profit organizations** include, but are not limited to, all levels of government (municipal, regional, provincial or federal); community groups involved in non-profit activities; school councils and charities. Proof of registration as a non-profit organization is required.

**Religious materials/promotion of religious beliefs:** A non-profit organization, for the purposes of this procedure, excludes any religious organization that requests the distribution of religious material or the promotion of religious beliefs.

**Board property** includes all administrative and non-administrative Board-operated buildings or lands owned or occupied by the Board; including schools as defined by the Education Act. Board-owned vehicles and machinery is also considered to be Board property.

**Pre-approval** is required for all distribution requests. An organization making a request to distribute to all Halton District School Board schools must submit their request to the Director's Office as outlined in Item 1 (below): "*Distribution Requests to All Schools*". Organizations making their requests to specific schools either individually or within a municipality or community, must submit their request to the individual School Principal(s) as outlined in Item 2 (below): "*Distribution Requests to Specific Schools*".

**1. Distribution Requests for ALL Schools:**

Distribution requests for all schools must be submitted to the Director's Office for pre-approval.

NFP organizations will be required to provide a Portable Document File (PDF) or other electronic version of the materials for review to the Director's Office ([director@hdsb.ca](mailto:director@hdsb.ca)); allowing a minimum of 15 business days for review of materials.

In addition to a valid charitable organization registration number or proof of non-profit status, contact information must be included with the submission. If distribution of materials is approved, the organization will be contacted via email with authorization to contact and send/deliver their materials to schools directly.

Pre-approved materials, only **if necessary** may be printed and distributed, displayed or made available at the school's discretion. **Any participation to distribute materials from external organizations will be at the discretion of the school principals in accordance with Board policy.** As many schools are certified [Ontario EcoSchools](#) <sup>↗</sup> and have paperless or waste-reduction goals, it is advisable to check with schools before producing any printed materials.

Organizations are responsible for confirming approval of their distribution request, and delivering their pre-approved printed materials to schools directly. Print materials from external organizations will not be distributed directly to students or staff without pre-approval.

**2. Distribution Requests for SPECIFIC Schools:**

Distribution requests for specific schools must be submitted directly to the School Principal(s) as the Board's designate, for pre-approval.

NFP organizations will be required to provide a Portable Document File (PDF) or other electronic version of the materials for review to the specific school principal(s), allowing a minimum of 15 business days for review of materials.

Contact information for Halton District School Board schools can be found on the Board's website at [www.hdsb.ca](http://www.hdsb.ca)

In addition to a valid charitable organization registration number or proof of non-profit status, contact information must be included with the submission. Once the material is pre-approved, the organization will be contacted by the principal (or designate) via email with authorization to contact and send /deliver their materials to schools directly.

Pre-approved materials, only if necessary may be printed and distributed, displayed or made available at the school's discretion. **Any participation to distribute materials from external organizations will be at the discretion of the school principals in accordance with Board policy(s).**

As many schools are certified [Ontario EcoSchools](#) <sup>↗</sup> and have paperless or waste-reduction goals, it is advisable to check with schools before producing any printed materials.

Organizations are responsible for delivering their pre-approved printed materials to schools directly. Print materials from external organizations will not be distributed directly to students or staff without pre-approval.

**PLEASE NOTE:**

**The Halton District School Board DOES NOT endorse any organization or its materials. Materials approved for distribution MUST NOT and DO NOT suggest the support or endorsement by the Halton School Board or its staff.**

**The Halton District School Board's name and/or logo MUST NOT be used on any materials or supporting materials.**

**Any costs incurred with regard to the materials are not the Board's responsibility.**