



Request for Approval/Activity/Event Distribution

Adopted: April 10, 2006	Last Reviewed/Revised: January 3, 2022
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Next Scheduled Review: 2021-2025

- Associated Policies & Procedures**
- [V-17](#) [see Antidote/Related Material](#)
 - [through Board Schools](#)
 - [V-03 Photography – Advertising and Sales Representatives](#)
 - [V-04 School Fundraising Activities](#)
 - [VI-59 School Fundraising Activities](#)
 - [I-21 Corporate and Community Investment in Education](#)
 - [VI-85 Corporate and Community Investment in Education](#)

Purpose

To provide staff with a procedure for the distribution of ~~commercial~~ -profit and non-profit and commercial solicitations for the distribution of ~~any~~ solicitations to staff, parents/guardians and students through the Halton Catholic District School Board's (HCDSB)

Application and Scope

This procedure applies to all requests submitted to the HCDSB for the ~~requestion~~ distribution of ~~any~~ solicitations for charitable, non-profit or commercial purposes through the distribution of program materials.

References

[Ontario \(Section 24\)](#)

Principles

The Halton Catholic District School Board:

- ~~to ensure that all requests for the distribution of solicitations are reviewed and approved by the Board~~ announced to the students with the consent of the HCDSB (as per ON Regulation 298Section 24);

- Recognizes its responsibility to ensure that students and families in our school system are not to be exploited for commercial purposes;
- Recognizes its responsibility to ensure that staff and families are not exploited and to assist to the best of its ability with the distribution of information of worthwhile registered charitable and non-profit organizations consistent with the HCDSB Mission Statement, governing values and Gospel values

Requirements

1. All requests for the promotion and distribution of program/activity related material to students/parents/guardians by a registered charitable organization or an approved school-based program shall be submitted in writing or electronically to the office of the Superintendent of Education along with a sa
2. All requests for the promotion and distribution of program/activity related materials to staff by registered charitable organizations and /or non-profit organizations shall be submitted to the principal of the school where the material is to be distributed. These requests will be forwarded to the appropriate Superintendent (i.e. Curriculum, Special Education, or other, as appropriate) for review, recommendation and response. This will ensure all material complies with the HCDSB's ~~mission statement~~ *mission statement*.
 - (i) The Superintendent of Education, or his/her designee, shall participate in his/her discretion, but not be limited to, appropriate, to requests for the promotion and distribution of program/activity related materials to students, parents/guardians, by either approving or denying the organization's request. The Superintendent of Education's participation is at the discretion of each Principal. A list of approved organizations for students/parents/guardians or staff is posted on StaffNet, under Board Services/School Services/Permission to Distribute. Particulars such as the name of the organization, the nature of the material to be distributed, contact person and school year of approval will be listed.
 - (ii) If the organization is not on the list, the organization shall be directed to complete and submit the electronic form found on the HCDSB's public website www.hcdsb.org.
 - (iii) If the organization is on the list, the organization may proceed with distribution of the material (at the discretion of the Principal) if the organization does not appear on the list, the organization shall be directed to complete and submit the electronic form found on the HCDSB's public website www.hcdsb.org.
3. All requests for distribution of material related to fundraising activities/events shall be submitted to the Superintendent of Education (i.e. *Principal's School Fundraising*).
4. The use of the HCDSB's internal e-mails is not permitted.
5. The use of the HCDSB's Parent/Guardian Notification System is not permitted.



6. The request for the distribution of program-related material/resources for political advertising is not permitted.
7. Commercial sponsorship of a school event, or an advertisement for that event in a school publication, can take place at the discretion of the Principal or administration of the HCSB in accordance with Policy I-21 ().
 - i) The Superintendent of Education shall screen all requests by organizations wishing to use the school for advertising contests with the Superintendent of Education in order to schedule such contests so that such organization in no way similar consideration in order to minimize disruption of the regular school curriculum.

APPROVED:

Administrative Council

AUTHORIZED BY:

Request for Promotion and Distribution of Program/Activity Related Materials to Staff

Name of Organization:

Registered Charity

Non- Profit

Commercial

Registered Charity number (): #

Contact Person:

Mailing Address:

Postal Code: