



Northeastern Catholic District School Board

DISTRIBUTION AND POSTING OF MATERIALS

Administrative Procedure Number: APC004

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to providing all students with quality Catholic Education and multiple opportunities within the school and larger community to enhance their academic, social, emotional, and spiritual development. The NCDSB will share information and materials across its district, providing that applicants obtain written authorization and the content is aligned with the general beliefs and principles of the Catholic school system.

REFERENCES

NCDSB Policy: C-4 Distribution and Posting of Materials

DEFINITIONS

Nil.

PROCEDURES

- 1.0 All individuals, community groups, municipal, provincial, federal government agencies and commercial enterprises are required to submit requests for distribution of materials and postings to the Director of Education for approval, using the appropriate NCDSB form.
- 2.0 The form entitled *Distribution of Materials Authorization Form* shall be completed by the applicant.
- 3.0 The applicant must submit a copy of the materials for distribution or posting along with the *Distribution of Materials Authorization Form*.
- 4.0 The *Distribution of Materials Authorization Form* and accompanying documents must be sent to the Office of the Director of Education for approval.
- 5.0 The applicant is responsible to make and provide copies of the information to the respective schools.
- 6.0 A copy of the approved Distribution of Materials Authorization Form must accompany all information provided to school.

7.0 An incomplete *Distribution of Materials Authorization Form* and/or accompanying documents will not be authorized or accepted.

8.0 Related Forms
Distribution of Materials Authorization Form

Director of Education:

Tricia Stefanie Weltz

Date:

May 2020