



Northeastern Catholic District School Board

DISTRIBUTION AND POSTING OF MATERIAL

Administrative Procedure Number: APC004

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to providing all students with equitable and inclusive Catholic Education that includes 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 the applicants obtain written authorization and the content is aligned with the general beliefs and principles of our Catholic school system.

REFERENCES

NCDSB Policy
C-4 Distribution and Posting of Material

DEFINITIONS

Nil.

PROCEDURES

1.0 GENERAL

- 1.1 All individuals, non-profit organizations, 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.
- 1.2 The form entitled *Distribution of Material Authorization Form* shall be completed by the applicant.
- 1.3 The applicant must submit a copy of the materials for distribution or posting, along with the *Distribution of Material Authorization Form*, to reception@ncdsb.on.ca.
- 1.4 The *Distribution of Material Authorization Form* and accompanying documents will be forwarded to the Office of the Director of Education for approval.
- 1.5 If approved, the applicant is responsible to make and provide copies of the information to the respective schools. Some schools may choose to distribute electronically and therefore an electronic version of your documentation may also be distributed to schools. A list of schools and their contact information will accompany the approval.

- 1.6 A copy of the approved *Distribution of Material Authorization Form* must accompany all information provided to schools.
- 1.7 An incomplete *Distribution of Material Authorization Form* and/or accompanying documents will not be authorized or accepted.

2.0 RELATED FORMS AND DOCUMENTS

FORM: Distribution of Material Authorization Form

Director of Education:

Tricia Stephanie Weltz

Date:

April 2025