

Distribution of Materials

Administrative Procedure

Status:	Active
Effective:	October 2015
Revision Date:	March 2025
Review Date:	March 2029
Responsibility:	Director of Education

Intended Purpose

The Halton District School Board (HDSB) does not endorse any external organization or permit the distribution of materials from external organizations by individual schools.

The HDSB's Communications & Engagement Department maintains a centrally approved list of non-profit or not-for-profit organizations (NFPs) according to the following criteria:

- engaged by the HDSB to directly support Board or school programs and/or initiatives, and
- if deemed to be of benefit to students and their families

Centrally approved materials and/or information by NFPs will be distributed as determined by the Communications & Engagement Department. The Communications & Engagement Department will review the list annually to ensure that only actively engaged NFPs are included in the approved list.

In support of its environmental practices and standards, the HDSB encourages electronic distribution of materials.

Definitions

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.

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Non-profit or not-for-profit organizations (NFPs) include, but are not limited to, all levels of government (municipal, regional, provincial or federal); community groups involved in non-profit activities; and charities. Proof of registration as a non-profit organization is required. Excludes any religious organization that requests the distribution of religious material or the promotion of religious beliefs.

Procedure

Requests to be added to the Approved Distribution List must be submitted to the Communications & Engagement Department for approval. The requestor must submit the following items:

1. a valid charitable organization registration number or proof of non-profit status;
2. key contact information;
3. details on work with the HDSB to support Board or school programs and/or initiatives;
4. explanation of the related benefit to students and their families; and
5. any other reasons for requesting to be added to the approved distribution list

Approved NFPs will be required to provide a Portable Document File (PDF) or other electronic version of any materials requested to be distributed for review to the Communications & Engagement Department by completing the form available on the [Distribution of Materials webpage](#); allowing a minimum of 15 business days for review of materials.

All materials will be distributed as determined by the Communications & Engagement Department. The Communications & Engagement Department retains the right to deny distribution of any materials that are not consistent with the Board's policies or procedures.

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Cross-Reference:

Legislation

Education Act

Canada Anti-Spam Legislation (CASL)

Ministry Policy & Program Memoranda

Board Policies, Procedures & Protocols

Revision History

- March 2025 (Comprehensive review - updated Administrative Procedure provides for a centralized request and distribution process)
- September 2019
- September 2017