

DISTRIBUTION OF MATERIAL AND SOLICITATION IN THE DIVISION

Background

Greater St. Albert Roman Catholic Separate School Division recognizes its role as a community partner. As such, the Division is committed to working with external organizations, community groups and individuals to help support community-related activities, events and opportunities that are of benefit to our students, staff, schools and school communities. In keeping with the Division's commitment to environmental sustainability, distribution of material is at the discretion of the Superintendent, or designate, and school Principals. No individual or organization shall be admitted to a school or the Division to promote the sale of goods, services, or investments without prior approval from the Superintendent.

All materials and content of solicitations must comply with the expectations of the Board and support the Mission, Vision, Values and strategic priorities of the Division. Educational/community partnerships should enhance student learning and well-being. Discernment regarding special circumstances related to the distribution of materials and solicitations will include, but not be limited to, alignment with the Mission, Vision, Values and strategic priorities of the Division and risk management considerations.

Procedures

Distribution of Material

1. All permissions and approvals to distribute material in a school or other site of Greater St. Albert Roman Catholic Separate School Division shall be processed through the Division Office.
 - 1.1 In order to receive pre-approval to distribute material in schools or through the Division, or to contact the school principal, the following criteria must be met:
 - must concur with the teachings of the Catholic Church;
 - must support the Mission, Vision, Values and strategic priorities for student achievement and well-being;
 - must support all policies and procedures of the Board and Division, respectively;
 - must be a charitable or not-for-profit organization. A valid charitable registration number must be provided or proof of non-profit status;
 - material from any level of government (municipal, regional, provincial or federal) and/or Ministry, and/or public sector organization.

- 1.2 The Division Office will review all distribution requests from external organizations. It is preferred that submissions are sent electronically for consideration to communications@gsacrd.ab.ca. The Division recommends that organization provide electronic materials versus print materials for distribution. External organizations should allow at least twenty (20) business days for their request to be reviewed. Requests to distribute material in September and June will not be reviewed unless the Superintendent deems it an essential community message.
- 1.3 Distribution requests for elementary schools may be for students and their families, staff, or for display at the school, if the school Principal deems appropriate and pre-approved by the division.
- 1.4 Distribution requests for secondary schools may be disseminated to staff, to students and their families or for display in guidance offices, department office, or any other area in the school the school Principal deems appropriate and pre-approved by the division.
- 1.5 External organizations will receive a confirmation by email if their requests are given pre-approval. The Division maintains the right to deny requests or remove approval at any time.
- 1.6 Pre-approval of a request to distribute material provides school Principals permission to distribute the external organizations material through their schools. The Division Office will notify the school Principals of all pre-approved material and co-ordinate the distribution. school Principals will use their discretion and make final decisions regarding the distribution of any pre-approved material unless deemed essential by the Superintendent.

Solicitation

2. All permissions and approvals to solicit in a school or other site of Greater St. Albert Roman Catholic Separate School Division shall be processed through the Division Office.
 - 2.1 Only those public solicitations that have received approval through a letter of authorization from the Superintendent or designate may occur within the Division and its schools.
 - 2.2 No collection shall be taken up or subscription solicited by schools, with the exception of legitimate school activities, without the express permission of the Superintendent or designate.
 - 2.3 No contest other than those sponsored by groups connected with the school or the Division will be permitted or conducted without the approval of the Superintendent or designate. Such approval must be granted annually.
 - 2.4 Names, addresses, and personal information of students and staff members shall not be released or furnished to unauthorized persons.

References: Administrative Procedure 119 – Federal and Provincial Legislation
Administrative Procedure 151 – Channels of Communication
Canada's Anti-Spam Legislation (CASL)

Implementation Date: February 14, 2019