



April 9, 2015

Emily Du
COSTI Immigrant Services

Dear Emily:

Thank you for your e-mail. I am replying to your request to distribute materials to schools under the jurisdiction of the York Region District School Board. The material submitted has been reviewed and pre-approved by Public Affairs & Communications Services. **Any participation will be at the discretion of the school principals in accordance with Board policy.**

Board Policy and Procedure [#182.0, Distribution of Materials: External Organizations](#), addresses the dissemination of information from non-profit external organizations, which is in alignment with the Board's planning processes and its Mission, Vision and Values to students, staff and the broader school community. As a result of changes to the policy, the Board will be supporting electronic, environmentally-responsible distribution of materials and significantly limiting the printed materials from external organizations. For more information please review [School Distribution Requests](#) on the Board's website.

Next Steps for Electronic or Print Distribution of your Pre-Approved Materials:

- The York Region District School Board complies with [Canada's Anti Spam Legislation \(CASL\)](#), which may limit or prohibit the electronic distribution of your material. Please contact and send your **electronic** materials, along with a copy of **this pre-approval letter**, to schools directly. The following is a link to "School Profiles" for school information and e-mail addresses: [School Profiles](#)
- Your pre-approved material, **if necessary**, may be printed and distributed in limited quantities of 50 copies **maximum** per school, to be displayed or made available at the school's discretion.
- Please note that school staff will not hand out print materials to students directly.
- As many schools are certified [Ontario EcoSchools](#) and have paperless or waste-reduction goals, please **check with schools before producing or providing any print materials.**
- **Organizations are responsible for delivering their print materials to schools directly.** The following is a link to a directory of YRDSB schools: [Schools-at-a-Glance](#)
- Pre-approval only applies to the materials submitted with this request and for one-time distribution.

A copy of **this pre-approval letter** (either sent in the body of an e-mail or as a PDF attachment) **must accompany any and all electronic or print materials sent to YRDSB schools.**

** Please note that the Board does not endorse these materials. The York Region District School Board's name and logo should not be used on any of these materials or supporting materials. In addition, these materials must not suggest the support of the York Region District School Board or YRDSB staff. Any printing or shipping costs incurred with regard to these materials are not the Board's responsibility.*

I wish you continued success with your event.

Sincerely,

Lynne

Lynne Townsend | Corporate Communications | **York Region District School Board** | 60 Wellington Street West, Aurora, Ontario L4G 3H2

Inspire Learning!