



## Administrative Procedure 2030

### *Distribution of Materials in Schools*

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**Board Governance Policy Cross Reference:** [1](#), [12](#), [13](#), [14](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

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**Date Adopted:** 1981

**Amended:** May 2019

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The Brandon School Division allows limited distribution of flyers, posters, brochures and materials from non-profit and/or not-for-profit organizations, subject to approval.

This service is offered as a courtesy and is at the discretion of the Superintendent/CEO or designate. Individuals or groups wishing to distribute and/or post information in schools must receive approval from the Superintendent/CEO or designate.

If approval is given, the sponsoring individual or organization will be required to assume copying and/or delivery expenses resulting from the request.

#### **Distribution Requests for ALL Schools:**

- must be submitted to the Brandon School Division Office of Communications for pre-approval;
- non-profit and/or not-for-profit organizations must provide a PDF or other electronic version of materials to Office of Communications for review via email to: [info@bsd.ca](mailto:info@bsd.ca);
- approved organizations will be contacted via email with authorization to contact and send/deliver materials directly to schools.

#### **Distribution Requests for SPECIFIC Schools:**

- must be submitted to the School Leader(s) for pre-approval;
- distribution of materials will be at the discretion of School Leader;
- contact information for schools can be found on the Brandon School Division website under the section titled [Schools](#).

- non-profit and/or not-for-profit organizations must provide a PDF or other electronic version of materials the School Leader for review
- approved organizations will be contacted via email with authorization to contact and send/deliver materials directly to schools

**Attention shall be given to the following guidelines when requests to advertise in schools are being considered:**

- All decisions must be within the requirements of Divisional Administrative Procedures.
- Staff should not use the schools or students as a vehicle to promote personal interests that could involve a financial benefit or gain.
- The primary function of the school is the education of students and all activities approved for advertising must have educational value to students.
- Schools should not become a vehicle for the circulation of materials intended primarily for commercial gain or which, for political or religious reasons, may be controversial in nature. Decisions regarding controversial matters should be discussed with the Superintendent/CEO or designate, who retains the authority to prohibit the distribution of material in the schools.
- Activities encouraging competition among schools, especially those awarding prizes for the winning schools, are to be discouraged.
- General information and/or announcements pertaining to an organization, agency, or individuals should be made to the students by the school administration rather than by a representative of the organization.
- Posting of materials distributed by the Administration Office shall be at the School Leader's discretion unless otherwise directed.

**Reminders:**

- Materials approved for distribution DO NOT indicate support or endorsement by the Brandon School Division or its staff.
- The Brandon School Division name and/or logo MUST NOT be used on any materials or supporting materials from external agencies.
- Any costs incurred with regard to the distribution and/or posting of materials are not the responsibility of the Brandon School Division or its schools.