



REQUEST BY OUTSIDE AGENCY FOR DISTRIBUTION OF MATERIAL

GUIDELINES

1. Agencies/Organizations must have an association or be reciprocal in nature with children.
2. No office or clerical services will be available (e.g. sorting, counting of materials, etc.).
3. School addresses and telephone numbers are available on the Board website: www.dsb1.ca.
4. Enrolment numbers are to be obtained directly from the individual schools.
5. If approved by the Superintendent, it is at the discretion of the principal of each school in the region whether or not they will accept or how they will distribute any materials at their school.

OUTSIDE AGENCY / ORGANIZATION - Complete this section

Agency/Organization: _____

Contact Name & Position: _____

Phone #: _____ email or fax#: _____

Description of document(s) to be distributed:

- Include:**
- Which school(s) & grade(s) you wish to receive material.
 - Sample of material you wish to distribute

Date of Request: _____

ONCE COMPLETED - Email with a copy of your material(s) to:

- ☐ NORTHERN REGION: Lisa.Nixon@dsb1.ca (Hearst, Kapuskasing, Cochrane, Iroquois Falls, Matheson)
- ☐ CENTRAL REGION: Lisa.Nixon@dsb1.ca (Timmins, Porcupine, South Porcupine):
- ☐ SOUTHERN REGION: Shanyn.Bradford@dsb1.ca
(Kirkland Lake, Englehart, Temiskaming Shores, Temagami, Kerns, Elk Lake)

SCHOOL BOARD – Will complete below and return to contact

NOTE: A copy of this form must accompany EACH package delivered to a school

Request has been: Approved ☐ Denied ☐

Date

Signature of Superintendent or Designate