



# DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

Schumacher Office

Tel: (705) 360-1151

Fax: (705) 268-7100

Mailing Address: P.O. Box 1020, Timmins, ON P4N 7H7

Site Address: 153 Croatia Ave, Schumacher, ON P0N 1G0

New Liskeard Office

Tel: (705) 647-7394

Fax: (705) 647-9212

Site & Mailing Address: 198022 River Road, R.R. #1  
New Liskeard, ON P0J 1P0

## 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 (i.e. sorting, counting of materials, etc.).
3. School addresses and telephone numbers are available on the Board website:  
[www.dsb1.ca](http://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 as to whether or not they will accept or how they will distribute any materials at their school.**



**OUTSIDE AGENCY/ORGANIZATION  
to complete this section & forward  
to appropriate Regional Office Administrator**

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). **NOTE: Sample must be submitted & a copy of this form must accompany EACH package delivered to the school(s):**



Date of Request: \_\_\_\_\_

Once completed, forward this form and the material to the appropriate Executive Assistant:

For **NORTHERN REGION** (Hearst, Kapuskasing, Cochrane, Iroquois Falls, Matheson) and **CENTRAL REGION** (Timmins, Porcupine, South Porcupine): [dianne.gaudreau@dsb1.ca](mailto:dianne.gaudreau@dsb1.ca) or fax 705-268-3228

For **SOUTHERN REGION** (Kirkland Lake, Englehart, Temiskaming Shores, Temagami, Kerns, Elk Lake): [shany.bradford@dsb1.ca](mailto:shany.bradford@dsb1.ca) or fax 705-647-8073



**SCHOOL BOARD- will complete below and return to contact**

Request has been: Approved  Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent of Schools/Designate