

# 107984

EGAE

### **Mail and Delivery Services**

An intra-division school mail and delivery service will be maintained in order that in-division communications, and authorized communications from outside sources, may be delivered to the intended recipient in the most practical way. Administration of the intra-division mail and delivery service will be assigned to the Transportation Department.

The intra-divisional mail and delivery services will not be used for commercial purposes, to promote the interests of any commercial or other non-school agency or organization, nor to distribute political campaign materials. Notwithstanding, the Superintendent or designate may authorize specific exceptions to permit distribution of appropriate non-school communications or materials, provided those items relate to the educational purposes of the division, and provided the distribution does not defeat the intent of this policy.

#### Interdepartmental Mail:

Inter-departmental envelopes will be used when sending information from the Board Office to schools or between schools. They are not to be used for delivery and processing by Canada Post.

Envelopes can be obtained by calling the Board Office.

#### Mailing of Books and Parcels from Schools:

Principals and staff are asked to properly package books and audiovisual resources which are to be delivered to other Division destinations.

To avoid delay, teachers are requested to ensure that audiovisual resources are placed in the same packaging as sent (with labels attached) before returning them to the Professional Staff Development Centre (P.S.D.C.).

Library/Media Services will arrange courier pickups and delivery of educational materials borrowed from Winnipeg locations.

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Mailing of Cash:

Cash must not be sent through the mails. Monies shall be deposited intact into the school's bank account and a cheque written to transmit the funds.

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