

## **APPLICATION FORM FOR REQUESTS BY EXTERNAL ORGANIZATIONS/INDIVIDUALS TO DISTRIBUTE INFORMATION**

The Toronto Catholic District School Board is committed to Catholic social teachings and achieving the Ontario Catholic School Student Expectations.

It is the purpose of the Toronto Catholic District School Board to accept Proposals that support the Mission, Vision and Goals of the Board for the purposes of enhancing learning opportunities for students. In particular, TCDSB Multi-Year Strategic Plan focuses on fostering student achievement and well-being

All external individuals or organizations seeking authorization to deliver resource materials, presentations, information, etc. to TCDSB schools, students or staff, or requesting similar information from TCDSB, are requested to complete and submit this form.

Each request will receive fair and consistent consideration and will be confirmed based on TCDSB policies. Please note that submitting a request does not guarantee acceptance. Only requests submitted with this form will receive a response. Due to the volume of requests submitted, verbal requests and confirmations by telephone will not receive a response.

- ONLY ORGANIZATIONS WITH PROPOSALS OF INTEREST WILL BE CONTACTED
- REQUESTS MUST BE RECEIVED FOUR TO SIX WEEKS PRIOR TO THE DATE REQUESTED
- NO PHONE CALLS PLEASE
- DECISIONS WILL BE MADE FOUR TO SIX WEEKS AFTER RECEIPT OF SUBMISSIONS

All requirements, documentation, and information obtained by the Proponents in connection with this request are the property of the Board and must be treated as confidential and not used for any purpose other than for replying to this request, and for fulfillment of any subsequent action(s) if awarded.

Proponents may be requested to reimburse TCDSB for any costs that will be incurred by the Board.

For further information as well as an application form, [CLICK HERE](#)

# APPLICATION FORM FOR REQUESTS BY EXTERNAL ORGANIZATIONS/INDIVIDUALS TO DISTRIBUTE INFORMATION

All external individuals and/or organizations seeking authorization are to provide the following:

\* indicates required information

## SECTION 1 – CORPORATE INFORMATION

- 1) Name of organization\*
- 2) Street Address\*
- 3) City\*
- 4) Postal Code\*
- 5) Contact Name\*
- 6) Contact Phone\*
- 7) Contact Email\*

## SECTION 2 – LINK TO TCDSB MULTI-YEAR STRATEGIC PLAN

Below are six categories of interest that align with TCDSB Multi-Year Strategic Plan. Please identify the category(s) and include a brief description of how your organization will address it.\*

- 1) teaching and learning
- 2) research collaboration
- 3) institution and program-building
- 4) applied and development work
- 5) enhancing community connections
- 6) faculty and staff development

## SECTION 3 – SHARED VISION

- 1) How does your proposal respect Catholic values? \*
- 2) How does your proposal foster student achievement and well-being? \*\*
- 3) How does your proposal support students in meeting the Ontario Catholic Graduate School Expectations? \*
- 4) How does your proposal create a learning and work environment that is equitable and diverse, that supports professional learning, innovation and collaboration? \*
- 5) How does your proposal support responsive and responsible allocation of resources? \*

#### **SECTION 4 - EDUCATION COMPONENTS**

1. What are student expectations including grade level and subject area?\*
2. What are major elements will enhance TCDSB students' learning experience? \*
3. Provide sample instruction/lesson plan and how it applies to the student expectations (if applicable)

#### **SECTION 5 – CORPORATE IMAGE**

- 1) Has there been anything in the media that would reflect negatively upon your organization? If so, how has the organization dealt with it?
- 2) Is your organization looking solely for PR opportunities by aligning itself with the TCDSB?
- 3) Is your organization only or primarily looking for procurement opportunities or money from the TCDSB?
- 4) Is your organization willing to engage with the school in a transparent manner without expecting an exclusive relationship?
- 5) Is your organization willing to accept limitations on the publicity (i.e., press and media coverage) of the alliance so as to ensure that the school is not perceived to be endorsing the organization or its products and services?

#### **SECTION 6 – FINANCIAL SOUNDNESS & CAPACITY**

- 1) Please provide proof that your organization has the resources needed to fulfill its commitment? \*
- 2) How many years has your organization been in business?
- 3) Outline any direct or indirect costs to TCDSB/school/students/staff\*
- 4) Provide Charity Number (if applicable)

#### **SECTION 7 – SOCIAL RESPONSIBILITY**

Provide information and examples of what your organization is doing in the area of corporate social responsibility (CSR).

## **SECTION 8 – POLICY COMPATIBILITY**

Is your organization involved in activities, business sectors, or customers that would cause a reasonable person to believe that TCDSB is acting inconsistently with TCDSB policies or the Education Act?

## **SECTION 9 – BUSINESS PLAN**

- 1) Outline your implementation/marketing plan (provide target audience include grade level, where applicable, timeline/specific date(s) that you want access to a TCDSB site, any TCDSB data required, sample flyer, brochure, etc. by emailing them to [partnershipdevelopment@tcdsb.org](mailto:partnershipdevelopment@tcdsb.org) \*)
- 2) Is a permit required for use of TCDSB property? \*
- 3) Is parking required? If so, please provide specifics

## **SECTION 10 - REFERENCES**

1. Provide four names & addresses of references and supporting documentation\*
2. Has your organization worked with other TCDSB schools or school boards in the past?\*

## **SECTION 11 – DECLARATION OF INTEREST**

Please indicate if the applicant and/or any members of the organization the applicant represents are current TCDSB employees\*