



POLICY SECTION: Administration

SUB-SECTION:

POLICY NAME: Business Cards

POLICY NO: A. 17

Date Approved: January 29 th , 2015 March 1987	Date of Next Review: 2019	Dates of Amendments: March 1987 January 29 th , 2015
Cross References <ul style="list-style-type: none"> • 11 Copyright Policy A.11 • 26 Letterhead • Logo Use Policy T.16 		
Appendix		

Purpose

To ensure that all those individuals representing the Toronto Catholic District School Board are fulfilling their duties in a manner that allows for professionalism, consistency and transparency.

Scope and Responsibility

This policy applies to Trustees, board officials, employees and long-term contractors. The Director of Education is responsible for this policy.

Alignment with MYSP:

Providing Stewardship of Resources
Inspiring and Motivating Employees

Policy

The standard business card shall be provided to Trustees, board officials and other employees, who meet the public on a regular basis on behalf of the Toronto Catholic District School Board.



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Regulations

1. The layout of the card shall be that approved by the Board of Trustees.
2. (a) The card shall contain ~~burgundy colour for the~~ **employee name** lettering **and the Toronto Catholic District School Board** ~~with a gold logo using font in burgundy colour for.~~ **All other text including contact information, title and department name shall contain black lettering.** ~~and a gold line across the bottom on white paper.~~
(b) The variables shall be the name of the person, ~~and position,~~ **department** ~~the address and~~ **work** telephone number.
3. (a) Provision of business cards to trustees shall be through the Director of Education.
(b) Provision of business cards to staff shall be through the respective Associate Director or designate.
4. The source of funding will be identified from the originator's existing Departmental operating expenditure budget.

Definitions

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

The printing department shall keep records of all billing related to the distribution of business cards.