votonto Catholic	POLICY SECTION:		Administration	
T	SUB-SECTION:			
	POLICY NAME:		Business Cards	
Est School Bo	POLICY NO:		A. 17	
·				
Date Approved:		Date of	Next	Dates of Amendments:
January 29th, 2015 March 1987		Review: 2019		March 1987 January 29 th , 2015
Cross References 41 Copyright Policy A.11 				
• <u>26 Letterhead</u>				
• Logo Use Policy T.16				
Appendix				

Purpose

To ensure that all those individuals representing the Toronto Catholic District School Board are doing so 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 dD irector of eE ducation 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.

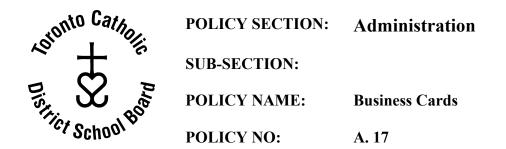
Regulations

1. The layout of the card shall be that approved by the Board of Trustees.

(a) The card shall contain burgundy colour for the lettering with a gold logo colour for in burgundy font; the employee's name, suggested lettering and the Board logo. All other text including contact information, title and the department's name shall contain black lettering. and a gold line across the bottom on white paper.

(b) The variables card shall be the contain the; name, of the person, and position, department, business the address and telephone number of the person.

(c) The business card may be paper or digital.



 (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.

 The source of funding will be identified from the originator's existing Ddepartmental 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.