



## ADVERTISEMENT / LEAFLET DISTRIBUTION POLICY

Bismillah, Assalaamualaikum,

Thank you for your interest in serving the community at the Islamic Centre of Canada.

Distribution of ALL materials from organizations (that are external to ISNA Canada) shall be in accordance with the following:

1. A copy of the materials must be emailed ([operations@isnacanada.com](mailto:operations@isnacanada.com)) or physically submitted at the head office reception area for approval,
2. Materials must be submitted for approval at least **five** days in advance of distribution date,
3. A maximum of two individuals (for any individual distribution request) may hand out materials on premises,
4. The distribution shall be for a maximum of TWO consecutive juma prayer timings,
5. Distributers must ensure they are not standing or blocking any high traffic areas of cars/people,
6. A maximum of two organizations shall distribute on any given juma – these will be scheduled strictly on a first come, first serve basis.
7. Materials are to be personally handed to people,
8. No materials shall be posted up on walls, pillars, doors or left on tables,
9. No materials shall be posted on any vehicles in the car park,
10. Any surplus flyers, cards and distribution materials must be removed from the premises promptly.
11. No samples of food items shall be distributed on the premises, without prior approval.
12. Any organization seeking pledges/donations must be a registered charity in Canada and provide current registration details.
13. Distribution is not permitted during other times (e.g. weekends and taraweeh prayers)
14. Management reserves the right to final approval and changes to the above.

Note: We do not distribute flyers on behalf of individuals or external organizations. It is solely the responsibility of the requester.