

POLICY: SOLICITATION IN THE SCHOOL

J PAUL TAYLOR ACADEMY

www.jpaultayloracademy.org

Adoption date: March 14, 2018

I. PURPOSE

J Paul Taylor Academy (JPTA) shall establish reasonable, fair and equally applied limitations and restrictions on the number, timing and extent of any such solicitations such as to limit disruptions to staff and students and any related costs.

II. AUTHORIZATION BY THE EXECUTIVE DIRECTOR REQUIRED

A. The purchase of any goods or services is authorized only by duly executed purchase order.

B. Authorized Solicitation Process:

While school is in session, sales representatives may request sales visits by appointment only, at the discretion of the Executive Director

C. Campus Visits by Appointment Only:

1. No person, including employees, shall solicit the sale of goods or services during employee work hours on school property except as authorized by the Executive Director or designee. Soliciting and selling on school property shall be only for purpose of school business or Governance Council authorized employee benefit programs.

2. Prospective vendors shall mail or email a letter of introduction to the Executive Director that includes:

a. a request for appointment, product/service brochure, or other such literature describing the product/service offered.

b. any food or beverage products offered in connection with fundraising activity are restricted to the nutritional guidelines promulgated by JPTA.

c. In the event that the Executive Director is interested in the product/service being offered and desires a meeting with the prospective representative, an appointment with that representative will be scheduled by the Executive Director.