

Pasadena ISD Local Rules on Campus Solicitation (Includes 403b Solicitation)

SOLICITATION: All agents, representatives, vendors, salesmen, etc. are required to adhere to the following guidelines:

- Vendors, agents, etc. are NOT to solicit school personnel on campus during the school day.
- Personal transactions between school personnel and vendors, agents, etc. are not permitted during the school day. Transactions may occur after the end of the school day with approval of the School Principal.
- Vendors, agents, etc. will receive one (1) warning for improper solicitation or misconduct; the second will prohibit them from any future campus visits.
- Brochures or flyers are allowed in the teacher's lounge only with approval from School Principal.
- Vendors may place snacks, refreshments, lunch, etc. in the teacher's lounge only with approval from the school principal. Vendors may not stay during the school day to perform any informational presentations or to conduct any personal business with staff.
- Campus/Department informational presentations by vendors, agents, etc. are not allowed unless after the end of the school day and with approval of the School Principal. However, informational presentations by vendors, agents, etc. for 403b products are not allowed unless approved in writing by the Business Office.
- Exceptions to these guidelines, for other than 403b solicitations, may be granted in writing by the Superintendent or designee.
- Questions on 403b solicitation or general solicitation should be directed to the Business Office.