

Regulation KHD-R Las Cruces Public Schools

Related Entries: [KHD](#)
Responsible Office: Associate Superintendent for Operations

Business Solicitations In Schools

I. PURPOSE

The District 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 employees and students and any related costs.

II. AUTHORIZATION BY SUPERINTENDENT, PRINCIPAL, BUILDING ADMINISTRATOR 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 conduct sales visits by appointment only during the following times:

	Before: _____	After: _____
ELEMENTARY SCHOOLS	7:00 a.m.	2:45 p.m.
MIDDLE & HIGH SCHOOLS	8:00 a.m.	3:35 p.m.

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 Superintendent, Principal, or designee. Soliciting and selling on school property shall be only for purpose of school business or Board authorized employee benefit programs.
2. Prospective vendors shall mail a letter of introduction to school principals 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 the school district.
 - c. a listing of school principals and addresses to send introductory letters pursuant to Section B.2. can be obtained from the Operations Department of the Las Cruces Public Schools' administration building.
 - d. In the event that a school principal 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 principal.
- e. Unless otherwise approved by the Superintendent or designee, appointments must be made at the times authorized by Paragraph A. above.

History: New

Legal Reference: Chapter 13, NMSA, 1978



/Bob Telles/

Aug. 7, 2007

Approved: Interim Assoc. Supt. for Operations

Date Approved