

DATE: June 10, 1998

SOLICITATIONS BY VENDORS

RESPONSIBILITY:

It is the responsibility of the Superintendent to develop, implement, and monitor procedures for this policy.

PROCEDURES:

The Board of Education recognizes that schools, through outside vendors, regularly provide services to students and their parents and aid the orderly operation of the school through such things as student photographs. In addition, PTO organizations, student clubs, classes and other groups regularly use outside vendors to aid in fund-raising to help support their organizations' activities.

In those types of instances, the principal should make a recommendation to the Board of Education, through the Superintendent of Schools, indicating the need for the funds, the name of the vendor, and a brief rationale for the selection of that particular vendor.

For those outside vendors who approach the school requesting permission to solicit business or sell goods or services, the Superintendent of Schools shall make the decision to:

- Allow the request in the case of Township sponsored or local non-profit groups; or
- Take the request to the Board of Education in the case of commercial individuals, groups, or businesses.