

SHELDON INDEPENDENT SCHOOL DISTRICT

*Michael R. Null, Director of Human Resources*

11411 C. E. King Parkway

Houston, TX 77044-7192

(281) 727-2075 Fax (281) 727-2095

District Rules for Solicitation

1. Solicitors are not allowed on campus.
2. Solicitors must sign Solicitor's Agreement with TPA.
3. Solicitors must comply with all of TPA's regulations.
4. Any solicitor who violates any of the district's policies will lose any and all privileges for soliciting Sheldon ISD employees.
5. Solicitors do not have permission to send sales materials to employees' campus through interoffice mail.
6. Paperwork for any changes, or new applications, must be submitted to First Financial Administrators, Inc. by the 1<sup>st</sup> of each month for the following month that payroll is to be affected.
7. Phone calls to district employees by solicitors are not permitted during school hours.
8. Literature will be distributed to break rooms by the principal of each campus after receiving the approval of the Director of Human Resources.
9. Literature will not be placed in employees mail boxes.