

# **ALIEF INDEPENDENT SCHOOL DISTRICT AGENT SOLICITATION PROCEDURES**

The practice of **Alief Independent School District** regarding solicitation of approved benefits is:

1. Employee requests appointment with agent to be held before or after the instructional/work day.
2. Employee request and receives approval from building principal or department administrator to meet with agent at District Site.
3. Appointment is set for a time before or after school/work hours, at a location determined by the employee.
4. Agent reports his or her presence on the campus or site to the building principal or department administrator.
5. Agent may not solicit business from other employees while on site. An appointment must be arranged for other employees and above procedures followed.
6. Solicitors do not have permission to send sales material to employee's campus through inter-office mail.

Abuse of this procedure by any agent will result in revocation of the privileges of the procedure for the agent.