

# LYFORD CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

## Rules of Solicitation\*

1. Solicitors must sign solicitor's agreement with the Third Party Administrator (TPA). Solicitors must comply with all of the TPA's regulations. Any solicitor that violates the solicitor's agreement will lose any and all privileges of soliciting Lyford CISD employees.
2. Solicitors will be allowed on campus only during enrollment periods. The enrollment periods are the first two weeks in October and the month of March, subject to review by LCISD administration.
3. Solicitors are not allowed on campus without prior written authorization from the business office. Failure to obtain authorization or to abide by instructions from the business office will result in loss of solicitation privileges.
4. Solicitors must show written authorization and must check in with the campus principal (when on campus) or departmental supervisor, before meeting with an employee. Solicitors may meet with employees before school, after school, during lunch or during conference periods.
5. Group presentations by 403(b) solicitors are prohibited. Presentations regarding retirement information will be scheduled and conducted by LCISD, or designated representative.
6. Distribution of marketing materials is permitted during enrollment periods only.
7. Phone calls to district employees by solicitors are not permitted during school hours.
8. Paperwork for any changes or new applications must be submitted to First Financial Administrators, Inc. by the 1<sup>st</sup> of each month in order to affect payroll for the following month.
9. Any solicitor that violates any of the district's policies and/or procedures will lose any and all privileges of soliciting the employees of Lyford CISD.

**\* These rules apply to solicitation of 403(b) and 403(b)(7) programs, by any and all companies, carriers, agents, & representatives. Solicitation of any other product, of any kind, other than 403(b) & 403(b)(7) as noted in the rules of solicitation, is prohibited.**