



Lubbock Independent School District, 1628 19th Street, Lubbock, TX 79401-4895, 806-766-1000

Where the future takes flight

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AGENT SOLICITATION PROCEDURES

The practice of Lubbock I.S.D. regarding solicitation of approved benefits is:

1. Solicitors must sign Solicitor's Agreement with the TPA.
2. Solicitors must comply with all of TPA's regulations.
3. Employee requests appointment with agent.
4. Employee requests and receives approval from building principal or department administrator to meet with agent at District Site.
5. Appointment is set for a time before or after school/work hours, during lunch period, or during conference period, and at a location determined by the employee.
6. Agent reports his or her presence on the campus or site to the building principal or department administrator.
7. Agent may not solicit business from other employees while on site. An appointment must be arranged for other employees and above procedures followed.
8. Abuse of this procedure by any agent will result in revocation of the privileges of the procedure for the agent.