

Category: <b>4000 PUBLIC RELATIONS</b>	Policy Number: <b>4340</b>
Policy Title: <b>SALES REPRESENTATIVES</b>	Effective Date: <b>October 16, 2013</b>

**All qualified representatives and vendors wishing to present instructional materials must contact the principal before visiting the teachers in the individual buildings.**

**Any new representative or vendor must contact the Superintendent or designee to obtain permission to visit the schools.**

**Insurance salespersons, solicitors, etc., must first have prior approval of the Superintendent or designee to visit buildings within the District or to make appointments for presentations to staff or faculties.**