

SOLICITATIONS IN SCHOOLS/DEPARTMENTS

Schools/departments shall refer businesses and/or organizations including online solicitations to Volunteer Services and Community Partnerships (hereinafter referred to as Volunteer Services) to obtain information on engaging with Colorado Springs School District 11 (the District). Volunteer Services will acknowledge all requests with directions as to further steps.

Schools will require a visiting privileges letter to verify the completion of the process with Volunteer Services.

The principal or executive leadership will make a decision regarding engagement with the solicitor. Volunteer Services will notify principals and/or executive leadership upon approval.

Distribution of handouts and/or flyers is discouraged.

Approval for specific handouts and requests for distribution must be authorized by Volunteer Services.

District employees will follow the same policies for their own business activities, advertising or other activities for which they are not paid through the District payroll. This includes facility rental, use of warehouse delivery system and pony system.

Revenue-enhancing activities that benefit the District are governed by Board policy and regulations concerning advertising in schools. (see Board Policy KHB).

Current practice codified 1994

Approved May 1995

Revised May 14, 2014

Revised March 18, 2015

CROSS REFS.: DFG, Revenues Generated from School or District Activities (School Fundraisers)
 DJG, Vendor Relations
 GBEA, Staff Ethics/Conflict of Interest
 GBEBC, Gifts to and Solicitations by Staff
 KCD, Gifts/Donations to Schools
 KFA, Public Conduct on School Property
 KHA, Solicitations in Schools/Departments
 KHB, Advertising in Schools/District
 KHE, Political Solicitations in Schools/District
 KI, Visitors to District Schools
 KJJ, Relations with Community Fund-Raising Groups
 KJK, Relations with Partisan Political Organizations