

PRESTON COUNTY BOARD OF EDUCATION FILE: 10 – SCHOOL AND COMMUNITY RELATIONS File: 10-12 Solicitation by Outside Business Agents	Last Reviewed: 6-28-10 Next Review: 7-01-12
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The Superintendent is given authority to grant permission to agents desiring to meet with employees on school premises. The following stipulations shall be in effect:

- ❖ It is understood that all agents, before making such calls, shall be required to have a letter of introduction and authorization from the Superintendent's Office;
- ❖ Agents shall not be authorized, nor shall principals allow agents or other persons, to exhibit in classrooms or other parts of the school plant, any books or articles for sale or subscription. Agents may not distribute circulars, handbills, or advertisements of any sort;
- ❖ Principals are not to permit anyone to utilize the employee work day for commercial lectures or addresses of any kind;
- ❖ Agents may leave business cards for employees to pick up and may post a sign up sheet to schedule appointments. All appointments must be after the employee's regular school hours;

(WVC §18-5-13 and §18-5-14)

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Adopted: November 28, 1983
Amended/Revised: