

Application will not be processed without a business card attached

**Austin Independent School District
1111 West Sixth Street, Suite A-330
Austin, Texas 78703-5399**

Materials Management

GUIDELINES FOR SALES REPRESENTATIVES

1. All sales representatives who wish to enter an AISD school to contact teachers, counselors, principals or other staff, for fundraising or sales to the school, must obtain a permit card from the Office of Materials Management, Room A330, Carruth Administration Center. This permit is good for one year from the date issued. **No direct sales to teachers, staff, or students will be allowed.**
2. Sales representatives must complete the attached application form and submit to the Office of Materials Management for approval. Each application will be judged on the criteria of amount of profit to the school, ease of marketing, support services provided by sales representatives, and ability to receive credit for unsold merchandise.
3. Representatives are asked to present their permit to the school secretary when entering a campus. This card is a permit to enter the school, not an endorsement of a product.
4. Sales representatives are asked to limit contacts. No school visits are to be made during the first two or last two weeks of the school year, or at the end of a semester.
5. Sales representatives are asked to avoid marketing the same product in more than one school in a feeder pattern. This can be checked by asking the principals about the feeder pattern for that school.
6. It is the option of the school staff to determine if the cardholder will be granted an appointment. It is also the option of the Office of Materials Management to decide if a permit will be issued to a particular firm or sales representative.
7. Any school group or organization does not permit raffles of any kind as fundraisers. This is in accordance with AISD.

Failure to abide by these guidelines or complaints received from schools will result in the cancellation of the permit to contact school personnel.

APPLICATION FOR PERMIT FOR SALES REPRESENTATIVES TO CONTACT SCHOOL PERSONNEL

Date: _____

Company Name: _____ Company Phone No. _____
***Please attach your business card to this application**

Address: _____

E-mail address: _____

Representative's Name: _____ Phone No. _____

Address: _____

Representative's Immediate Supervisor: _____

Phone No. _____ Address: _____

If you want to sell to schools, fill out Section A. If this is for fund raising purposes, fill out Section B.

SECTION A

Brief description of product.

SECTION B

Description of product or service including range of unit costs and suggested retail costs, percentage profit earned by school, guarantees provided for product or service and other pertinent information.

How is the product marketed?

What services and support are provided school sponsors by sales representatives during the fundraising activity?

Can unsold merchandise be returned to the sales representative and credit issued to school?

Circle one: **YES** **NO**

APPROVED: _____

James Sessions - Director, Materials Management

REJECTED for reason(s) listed below: _____

James Sessions - Director, Materials Management

1. Direct sales to teachers and/or students are not allowed.
2. Students cannot take advertisements home to parents.
3. The Food Service Dept. has recommended against this project.
4. Insufficient profit potential.
5. Board Awarded Contract already in effect on items sold by this company
6. Other _____