

INFORMATION DISTRIBUTION AND SALES ON DISTRICT PROPERTY

PURPOSE: To monitor and control distribution of outside materials and the attempt to sell goods or services on District property.

Distribution of materials produced by organizations or individuals external to Tulsa Public Schools is prohibited at District locations unless the material has been approved in writing by the Superintendent or designee. The material must meet the following criteria:

- Selected governmental agencies
- Approved charities
- Support organizations specifically incorporated for the direct benefit of the District, its schools and their students and foundations; or other approved organizations
- Institutions, agencies and/or individuals with common education as the known beneficiary of service and activities

Material may be placed on a counter or table in the office, hall, at faculty meetings, PTA meetings, etc. but quantities may be limited to prevent unwarranted clutter or litter. It is not necessary for the Superintendent or designee to approve the distribution of site-related materials such as PTA newsletters, etc. Such material is approved by the site administrator/principal.

The District's direct distribution system may not be used by external sources, including charter schools, without the approval of the Superintendent or designee.

Any person calling on the principal or other school employees for the purpose of selling some commodity or service, must present a "vendor's card" issued by the Public Information Office.