

4610 Solicitation and Use of District Mail Services

Building principals/supervisors may designate one or more areas in their buildings for employees to display printed materials (sales catalogs, pamphlets, business cards, etc.) promoting employee activities designed for personal profit or gain. Only one copy of each promotional item is to be displayed at a time. Size of items will be governed by space available.

Neither employees nor non-employees will be allowed to distribute sales or other promotional materials, or solicit for orders, on School District property if such is not school-related or District-approved. Orders may be accepted, and products may be delivered by employees, if such activities occur during off-duty periods (non-work hours and scheduled lunch and coffee breaks) and do not disrupt the operations of the buildings or offices involved.

ADOPTION DATE: August 28, 1984; Revised February 28, 1990; Editorial Revision August 6, 1991; Revised July 11, 1994 (formerly 4136); Reviewed October 23, 2007; Reviewed September 8, 2015; **Minor Revisions January 9, 2024**

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5129, **7200-R Email Security**

ADMINISTRATIVE REGULATION: 4610-R

