

**ST. TAMMANY PARISH SCHOOL BOARD
LETTER OF INTRODUCTION
ANNUAL APPLICATION INFORMATION/PROCESS**

IMPORTANT INFORMATION:

The Letter of Introduction must be renewed every school year. Submit one completed application packet for all events in one school year.

The School System does not promote one business over another.

Permission may be revoked by the Superintendent or her designee at any time.

If seeking approval for a fundraiser, please review the attached Fundraising Guidelines to determine if you qualify.

There cannot be a “buy one get something free” stipulation within the offer.

Flyers cannot contain sponsors or inappropriate language/pictures adversely affecting the School System.

If direct contact with students is sought, there may be a requirement of fingerprinting with the STPSB for all employees of the agency actually entering the schools. The cost of fingerprinting is \$85 for each agency employee and is paid by the agency. If required, payment must be made payable to the St. Tammany Parish School Board in the form of a money order, cashier’s check or certified check. The agency request will then be reviewed once the fingerprinting is complete which may take up to 3 weeks for clearance. A clearance determination will be made followed by an acknowledgement phone call or letter.

For all maintenance equipment/cleaning solutions, contact the Maintenance Supervisor at (985) 898-3350.

For all services offered to employees, contact the employee benefits program, STAR, at (985) 898-6498 for possible inclusion in the program.

For all computer equipment, supplies and software, contact the Director of Information Technology at (985) 898-3239.

A School Directory and information can be found on the School System website, <http://stpsb.org/>.

APPLICATION PROCESS:

The application must be legible and complete in its entirety. Submit it to the Administrative Supervisor for approval which can be accomplished via:

Fax - (985) 898-6452

Mail - P.O. Box 940, Covington, LA, 70434

Drop off - 321 N. Theard, Covington or

Email - cathy.aime@stpsb.org.

Once a determination has been reached, a notification will follow.

**ST. TAMMANY PARISH SCHOOL BOARD
LETTER OF INTRODUCTION
ANNUAL APPLICATION
SCHOOL YEAR 20___ /20___**

Mr., Mrs., Ms.: _____ **AGENCY:** _____
NAME (Print) (Print)

ADDRESS: _____
(Street) (City) (State) (Zip Code)

PHONE #: _____ **FAX #:** _____

EMAIL: _____ **AGENCY:** PROFIT _____ NON-PROFIT _____

NAME OF ANY REPRESENTATIVES INCLUDED IN REQUEST TO VISIT SCHOOL SITES:

(Print)

CATEGORIES: (Check those that apply)

- | | |
|--|---|
| <input type="checkbox"/> Achievement Award / Contest / Scholarship | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Camp / Clinic | <input type="checkbox"/> Fundraiser (See attached guidelines) |
| <input type="checkbox"/> Community Event | <input type="checkbox"/> Contact with adults only |
| <input type="checkbox"/> Company Offering Service | <input type="checkbox"/> Contact with students |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Membership |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Recreational District |
| <input type="checkbox"/> Presentation \$ _____ Fee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Program \$ _____ Fee | <input type="checkbox"/> Explain _____ |
| <input type="checkbox"/> Field Trip | |

REQUEST CONTAINS:

- Letter requesting Letter of Introduction on agency letterhead
 Copy of flyer and information to be distributed
 Survey for students and/or employees (Superintendent or designee approval required as part of process.)
 Program sample/outline
 Presentation demo/outline

WILL YOU:

- Contact the media?
Explain _____
 Use information obtained from the School System to an outside source?
How _____
 Have direct contact with students?
How _____
 Do you have a Letter of Introduction from a previous school year?

Signature Position Date

GUIDELINES FOR SCHOOL-WIDE FUNDRAISING

Effective Beginning Second Semester, 1996-97

A school-wide fundraiser is a fundraising activity that directly benefits the school in which the students will be selling items or soliciting contributions, pledges or orders.

GUIDELINES FOR SCHOOL-WIDE FUNDRAISING ACTIVITIES

- Fundraising activities shall not be used as the primary means of providing equipment, materials and services that are ordinarily financed by capital outlay or maintenance and operational funds.
- Principals should involve parents in all aspects of school-wide fundraising including planning, conducting and providing accountability.
- Students may not participate without permission from a parent or guardian.
- The statement, "Door-to-door sales by students are not sanctioned by schools," must be included in a parent information letter. (Southern Association of Colleges and Schools [SACS] prohibits door-to-door sales for grades pre-K through grade 6.)
- Fundraising activities should not be done during instructional time, except as provided for under the Board of Elementary and Secondary Education's policy relative to extracurricular activities. School identification should accompany the product.
- Parents will be notified of the following:
 1. Purpose and goals of the fundraiser,
 2. Fundraiser begin date,
 3. Fundraiser end date,
 4. Estimated net revenue, and
 5. Total revenue earned, and how money is spent or retained.

GUIDELINES FOR INCENTIVES FOR SCHOOL-WIDE FUNDRAISING

- Group incentives used for fundraisers must not exclude students that did not participate.
- Incentives will not include extra credit nor have any effect on a student's grade, whatsoever.

Ref: Board Minutes November 14, 1996