

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

**IMPORTANT INFORMATION:**

The Letter of Introduction must be renewed every school year. If you would like more than one event approved during a school year, an application must be submitted per event.

The School System does not promote one business over another.

Permission may be revoked by the Superintendent or his 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 sponsor names 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 applicant agency/ business/organization 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) 898-3297 for possible inclusion in the program.

For all computer equipment, supplies and software, contact 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 completed in its entirety. Submit to the Administrative Supervisor, Jerry Leonard, for approval:

Mail to: 321 N. Theard St., Covington, LA 70433, Attention Jerry Leonard

Or

Email – [Gerald.Leonard@stpsb.org](mailto:Gerald.Leonard@stpsb.org)

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

**ST. TAMMANY PARISH SCHOOL BOARD LETTER OF INTRODUCTION  
ANNUAL APPLICATION  
SCHOOL YEAR 2023/2024**

\_\_\_\_\_ AGENCY/BUSINESS/ORGANIZATION: \_\_\_\_\_  
Name (Print) (Print)

ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

PHONE #: \_\_\_\_\_ AGENCY: PROFIT / NON-PROFIT EMAIL: \_\_\_\_\_  
(Circle one)

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"/> Doctoral Research                    |
| <input type="checkbox"/> Camp/ Clinic                            | <input type="checkbox"/> Employment Opportunity               |
| <input type="checkbox"/> Community Event                         | <input type="checkbox"/> Fundraiser (See attached guidelines) |
| <input type="checkbox"/> Company Offering Service                | <input type="checkbox"/> Membership                           |
| <input type="checkbox"/> Educational Presentation/ Program       | <input type="checkbox"/> Recreational District                |
| <input type="checkbox"/> Field Trip                              | <input type="checkbox"/> Other                                |
|  | Explain: _____  |

**REQUEST CONTAINS:** (Check those that apply)

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

**WILL YOU:** (Check those that apply)

- Contact the media? YES/NO Explain: \_\_\_\_\_
- Use information obtained from the School System to an outside source? Who? \_\_\_\_\_
- Have direct contact with students? YES/NO Explain: \_\_\_\_\_
- Do you have a Letter of Introduction from a previous school year? YES/NO List year: \_\_\_\_\_

\_\_\_\_\_  
Signature Position with Agency/ Business/ Organization Date

\*\*\*\*\*

**FOR OFFICE USE ONLY**

**APPROVED TO SPEAK WITH THE ADMINISTRATION**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Flyer approved              | <input type="checkbox"/> Student distribution   | <input type="checkbox"/> Flyer in school office only |
| <input type="checkbox"/> Post in faculty lounge only | <input type="checkbox"/> Must have school staff present at all times when there is direct contact with students |  |
| Other: _____   |   |  |

**FINGERPRINTING PROCESS REQUIRED** (Must be completed before final approval.)

Date Notified \_\_\_\_\_ Initials \_\_\_\_\_  
Date Completed \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

**DENIED**

- |  |  |
|--|--|
| <input type="checkbox"/> Does not meet needs of system | <input type="checkbox"/> Sponsors listed on flyers |
| <input type="checkbox"/> System has similar program    | <input type="checkbox"/> No fingerprint clearance  |
| Other: _____   |  |

**APPROVED/DENIED BY:**

\_\_\_\_\_  
Signature Supervisor of Administration Position Date

**COMMENTS:**

\_\_\_\_\_

## **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