



SCHOOL VISITATION PASS APPLICATION

20__ - 20__ SCHOOL YEAR

Vendors and others wishing to solicit schools for advertising, fundraisers, or the sale or offer of products or services (“vendors”) must first complete this application and submit it to the Operations Department. Vendors may not approach any school or employee for solicitation until the Operations Department has approved the vendor’s completed application and granted a visitation pass.

Vendor Name: _____ Address: _____
Contact Name: _____ Phone Number: _____ Email: _____
Tax ID Number: _____ 501(c)(3) or other tax exempt status: Yes No

Type of Business: Sole Proprietor Partnership Limited Liability Company (LLC) Corporation

Purpose of Solicitation (check all that apply)

- Sale or presentation of curriculum or other education-based products or services
- Charitable Fundraiser
- School Fundraiser
- Fliers to send home with students (note that only fliers for Nebo School District sponsored and other governmental programs may be sent home with students).
- Advertising products, services, programs, etc.

School(s) to be solicited: _____

Name and phone number of three references:

Name: _____ Phone Number: _____
Name: _____ Phone Number: _____
Name: _____ Phone Number: _____

Nebo School District Policies Reviewed (see www.nebo.edu/pubpolicy/).

- #KAC – School Fundraising Activities
- #KACA – School Advertising Restrictions
- #IIA – Student Instruction and Materials (If selling curriculum materials.)

Vendor Signature

By signing below you verify that the information you provided is true, correct, and complete. Your signature indicates you have read and agree to comply with applicable Nebo School District Policies.

Signature of Vendor Representative: _____ Date: _____

For Operations Department Use Only

To approve a vendor and issue a school visitation pass, the following conditions must be satisfied.

- Completed and signed School Visitation Pass Application
- Utah Division of Corporations active status
- Better Business Bureau checked
- Vendor agrees to read and abide by applicable District policies
- W-9 Completed

Visitation Pass issued? Yes No

Signature of Director of Operations: _____ Date: _____