



Mobile County
PUBLIC SCHOOLS

**Request for a Letter of Introduction
to visit Mobile County Public Schools
or to solicit business from a school**

Name of person requesting permission: _____

Address: _____

Email: _____ Phone: _____

Organization (if applicable):

Address: _____

Which of these best describes the purpose of your proposed visit?

- _____ Offering a free program or service for the school(s)
- _____ Selling a program or product to a school
- _____ Hosting a school fundraising program
- _____ Military or college recruiter
- _____ Business wishing to sell a product or service to employees and/or students
- _____ Offering a promotion to school system employees or students
- _____ Dropping off promotional materials
- _____ Requesting to speak to students on the topic of _____
- _____ Sharing fliers or other materials promoting an out-of-school activity or event
- _____ Recruiting students for an organization
- _____ Other: _____

Please tell us about your organization (if applicable).

What school(s) are you requesting to visit?

Please summarize in more detail the purpose of your visit, including who you want to visit with.

When are you requesting to visit the schools, and how long should the visit(s) take?

If you charge for your service, how much do you charge?

List all of the individuals from your organization who would be participating in the visit.

Have the individuals listed had a background check conducted by the Alabama Department of Education or another organization?

_____ Yes
_____ No

