

Non-salaried Accounts**PHOTOGRAPHS OF STUDENTS--SALE**

The following rules are to apply for all activities involving individual photographs of the general school body, and the subsequent offering for sale to students or parents of packages of picture prints, when the school is to be entitled to a commission on such sales. These rules are not meant to apply to the photographing activities of senior high school yearbooks.

- I. Each school determines its own specifications for photographs of individual students. The specifications will include all items which the school will receive and/or for which it will collect money from the students.
- II. The principal shall solicit at least three sealed quotations from photographers of the principal's choice each year. The principal shall accept the lowest price meeting specifications, or must explain, in writing, to the appropriate director why the low quotation was unacceptable.
- III. A one-year contract shall be devised which would adequately cover all specifications that would be binding on both parties. Items to be included in the contract are:
 - A. The amount of money which the school receives for its internal account will be as follows:

Up to 50% delivery of gross.....	20%
From 50% to 60% delivery.....	5%
From 60% to 70% delivery.....	30%
From 70% to 85% delivery.....	35%
From 85% up	40%

(no bonuses or gifts can be accepted in addition to the above scale).
 - B. The photographer provides either two pictures of a prescribed size or one picture and one identification card, as determined in the specifications, at no cost to the school.
 - C. Each package shall contain a definite number of pictures of prescribed sizes.

- IV. Requirements for completion of contracts and performance shall be in keeping with the policies of the Division of Financial Management and the Board Attorney's Office. It will not be necessary for the photographer to post a bid bond.
- V. Where bids include fractions of dollars, the amount shall end in "0" or "5" (for instance \$1.50, \$1.55, and so forth, to facilitate the making of change on the part of the classroom teacher).
- VI. Communications sent to parents prior to the taking of pictures and when the pictures are offered for sale must contain the words: "Parents are under no obligation to have children's pictures taken or to purchase any pictures." This statement must appear in type as large as the other information on the notice. No fine print.
- VII. It is intended that there will be only one such photographing of students and one sales campaign for picture packets in any one school year. If the school intends to have the photographer reproduce the same pictures in a book form (referred to as class book or memory book) the school must request a quotation on the book as a part of the original specifications and the original quotations for picture packets. The specifications should include the number of books required and the quotation must state the selling price and rate of commission. These rules are not meant to apply to photographing activities of yearbooks such as those produced in the senior high schools, where printing is contracted with firms other than the picture-packet photographer.
- VIII. If the usual program is varied to provide for the sale of packets at a reduced price, but with payment in advance of the time of photographing, then packets will be delivered for only those students making payments. Therefore, sales will be 100% of packets delivered and the maximum commission of 40% will apply.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 237.02(1)(a) F.S.

History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA

Repromulgated: 12-11-74