



403(b) RETIREMENT PLAN

SOLICITATION GUIDELINES

The intent of Traverse City Area Public Schools (TCAPS) is to, whenever possible, provide equal access and opportunity to all approved agents who wish to solicit and/or service 403(b) accounts within the district. Approved agents must meet the requirements listed below and follow the solicitation guidelines noted. Failure to do so may be cause for non-acceptance of any contract submitted by that agent or representative.

Agent Approval. Core or Wildcard Vendors (Investment Providers) must be recognized and approved as authorized Investment Providers by the Michigan Retirement Investment Consortium (MRIC) and TSA Consulting Group (TSACG). Agents of the Core Vendors (Investment Providers) are approved through the MRIC and the TPA (third-party administrator), TSACG. TCAPS' Wildcard Vendor (Investment Provider) agents must enter into an Agent Agreement with TCAPS, requiring that the agent/representative maintain current state insurance licenses and only sell products available through and in conjunction with the Wildcard Vendor with which s/he is affiliated.

TCAPS seeks to restrict and limit the number of approved agents with access to employees. In the event an approved agent no longer represents a Core/Wildcard vendor (Investment Provider), retires or otherwise leaves the business, or moves out of this service area, TCAPS will evaluate and approve a replacement agent to service TCAPS employees. Any agent who does not adhere to the TCAPS 403(b) plan document requirements and solicitation guidelines or misrepresents him/herself will lose his/her approved status and will be prohibited from servicing TCAPS employees.

Solicitation/Service of Accounts. The following guidelines are set forth for all approved Core and Wildcard agents/representatives:

1. Solicitation of *new* accounts on school premises (whether through individual or group presentations/seminars) is prohibited at all times unless approved by or sponsored by the TCAPS Business Office.

2. TCAPS will seek to provide an opportunity once a quarter (as schedules permit) for all approved agents to have access to employees for the purpose of soliciting new accounts. At that time, TCAPS will sponsor a retirement seminar given by a financial advisor (or other qualified individual) of the District's choosing. This individual will give a non-biased presentation on retirement savings options available to TCAPS employees (including MPERS, 403(b), 457(b) and other individual retirement savings vehicles). Immediately following the presentation, Core/Wildcard agents will have the opportunity to meet with employees. Agents will be notified as soon as these seminars are scheduled and may choose to attend one, several, all or none of these retirement sessions to solicit new accounts.
3. Meetings with individual employees on District property are limited as follows:
 - a. The employee must initiate the contact, scheduling a meeting outside of working hours with the agent for purposes of establishing a new 403(b) account or reviewing/updating the status of an existing 403(b) account.
 - b. In all cases, the employee must request and receive approval from the building principal or department administrator prior to scheduling the meeting on TCAPS property.
 - c. All such appointments on TCAPS property must be made on the employee's own personal time and in such a location as to not disrupt other employees.
 - d. Agents may not solicit business from other employees while on site for an individual employee meeting.
4. Solicitation by use of phone or e-mail is not permitted.
5. Agents may not send sales materials or other literature to employees through interoffice mail, nor may it be dropped off at a site to be placed in employee's mailboxes. All sales material/literature must be reviewed, approved and distributed by the TCAPS Business Office.
6. All third-party administrator rules, regulations and guidelines have been approved by TCAPS and agents/representatives must comply with all TPA requirements. All forms must be properly completed and signed by the employee and agent/representative (if applicable).