



TASB PUBLICATIONS ORDER FORM

District Operations		Quantity	Member	Nonmember	Subtotal
			Price	Price	
338	The Administrator's Guide to the Fair Labor Standards Act, 13th edition ©2020		\$50.00	\$60.00	
440	The Administrator's Guide to Managing Leaves and Absences, 4th edition ©2022		\$50.00	\$60.00	
417	The Administrator's Guide to Managing Employee Performance, 1st edition ©2022		\$50.00	\$60.00	
418	The Administrator's Guide to Strategic Staffing, 1st edition ©2022		\$50.00	\$60.00	
419	The Administrator's Guide to Designing & Managing Pay Systems, 1st edition ©2023		\$50.00	\$60.00	

HR Services Work-Site Posters

413	Federal and State Employment Poster Set (Quantities of 9 or fewer) (Includes Federal and State posters in English and Spanish text)		\$52.00	\$62.00	
	Federal and State Employment Poster Set (Quantities of 10 or more) (Includes Federal and State posters in English and Spanish text)		\$42.00	\$52.00	
414	State Work-Site Poster (Quantities of 9 or fewer) (One set of two posters—English and Spanish text)		\$27.00	\$37.00	
	State Work-Site Poster (Quantities of 10 or more) (One set of two posters—English and Spanish text)		\$22.00	\$32.00	
432	Federal Work-Site Poster (Quantities of 9 or fewer) (One set of two posters—English and Spanish text)		\$27.00	\$37.00	
	Federal Work-Site Poster (Quantities of 10 or more) (One set of two posters—English and Spanish text)		\$22.00	\$32.00	
433	Firearms and Handguns Prohibited Poster Set (Quantities of 9 or fewer) (Includes Concealed Handguns Prohibited, Openly Carried Handguns Prohibited, and Firearms Prohibited Posters—both English and Spanish text on each poster)		\$32.00	\$50.00	
	Firearms and Handguns Prohibited Poster Set (Quantities of 10 or more) (Includes Concealed Handguns Prohibited, Openly Carried Handguns Prohibited, and Firearms Prohibited Posters—both English and Spanish text on each poster)		\$28.00	\$46.00	
435	Firearms Prohibited—Two Firearm Posters (Quantities of 9 or fewer) (One poster—English and Spanish text)		\$16.00	\$25.00	
	Firearms Prohibited—Two Firearm Posters (Quantities of 10 or more) (One poster—English and Spanish text)		\$14.00	\$23.00	
462	No Smoking Poster (Quantities of 9 or fewer)—(English only)		\$10.00	\$15.00	
	No Smoking Poster (Quantities of 10 or more)—(English only)		\$8.00	\$13.00	

Legal

103	The School Official's Guide to the Texas Open Meetings Act, ©2024—PDF Format		\$30.00	\$40.00	
104	TASB Legal Services' Guide to Educator Contracts, ©2022—PDF Format		\$45.00	\$55.00	
415	Hearing Guide for Nonrenewal (Term Contracts)		\$10.00	\$20.00	
416	Hearing Guide for Grievances		\$10.00	\$20.00	
421	Nepotism Issues for School Officials		\$10.00	\$20.00	
422	Open Meetings Act Basics		\$10.00	\$20.00	
423	Closed Meetings		\$10.00	\$20.00	
430	Nonrenewals		\$10.00	\$20.00	
431	School Official's Quick Guide to the Texas Open Meetings Act		\$10.00	\$20.00	
447	School Official's Quick Guide to Nepotism and Other Conflicts of Interest		\$10.00	\$20.00	
459	School Official's Quick Guide to Grievances		\$10.00	\$20.00	
510	Hearing Guide for Expulsions		\$10.00	\$20.00	
515	Grading and Class Rank Issues		\$10.00	\$20.00	
518	Compensation of School District Employees		\$10.00	\$20.00	

School Board Candidates

304	2024 Guide for School Board Candidates		\$10.00	\$10.00	
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General Information

307	Texas Lone Star magazine (1 yr. September/October–August; Call for prorated amount during year; S&H included)		\$39.00	\$39.00	
	Texas Lone Star—2-year subscription		\$75.00	\$75.00	
	Texas Lone Star—3-year subscription		\$110.00	\$110.00	
308	Texas Lone Star (single issue)—Specific issue: _____		\$5.00	\$5.00	

Legislative

525	2023 Legislative Summary for School Officials		\$50.00	\$60.00	
526	2023 Legislative Summary for TASB Members		\$20.00	\$40.00	

Subtotal:	
Shipping:	
Total:	

WAYS TO ORDER:

- **ONLINE:** store.tasb.org
- **E-MAIL:** communications@tasb.org
- **FAX:** 512.483.7159
- **CALL:** 800.580.8272, extension 2480

PAYMENT OPTIONS:

- MAIL checks with order form:
TASB, Inc., P.O. Box 975112
Dallas, Texas 75397-5112
- FAX credit cards and purchase orders:
512.483.7159
- E-MAIL purchase orders:
communications@tasb.org

Shipping Charges

The shipping fee may cover one or more of the following: shipping, handling, and electronic delivery. Shipping is based on the total cost of your order and the shipping method that you select: USPS, UPS ground, or UPS next day.

ORDER TOTAL	USPS (3-5 DAYS)	UPS GROUND (1-3 DAYS)	UPS NEXT DAY
Less than \$25	\$10.00	\$13.70	\$31.00
\$25 to \$49	\$10.25	\$14.70	\$36.00
\$50 to \$74	\$10.50	\$15.70	\$38.00
\$75 to \$99	\$16.70	\$40.00
\$100 to \$124	\$17.70	\$42.00
\$125 to \$149	\$18.70	\$44.00
\$150 to \$199	\$19.70	\$46.00
\$200 to \$249	\$21.70	\$49.00
\$250 to \$499	\$22.70	\$51.00
\$500 to \$999	\$41.70	\$66.00

FOR ORDERS OVER \$1,000 PLEASE CALL FOR SHIPPING AMOUNT.

Ordering Information

- Member pricing is available to employees and trustees of districts and entities that are TASB members.
- If the customer is an entity that is eligible for Active, Associate, or Affiliate TASB membership, the entity must be a member to purchase at member rates. An individual may purchase at nonmember prices.
- Member-priced orders are confirmed by TASB before the order is completed.
- The TASB Store accepts several forms of payment: credit card, check, or purchase order.
- All orders are shipped via USPS, UPS ground, UPS next day, or document download.
- Shipping is based on the total cost of your order and the shipping method that you select: USPS, UPS ground, UPS next day, or electronic delivery.

- Please note that tracking for USPS delivery is limited to date and time of receipt at local post office.
- All prices are subject to change without notice.

Returns/Refunds

- Items may be returned for refund within 20 days of shipment. To receive a refund, all returned items must be in good condition. Shipping for returned items is not refundable.
- TASB does not accept returns from bookstores or for downloadable documents.
- Refunds will be made promptly after the item has been received by TASB. The refund will be made according to the method of payment.

Name _____ E-Mail Address _____

District/Company _____

Mailing/Street Address _____ City/State/ZIP _____

Daytime Phone _____ Fax _____ Date _____

____ Check/Money Order (Payable to TASB, Inc.) District Purchase Order No. _____

Amex Visa MC Credit Card No. _____ Exp. Date _____

Cardholder's Name _____ CID or CVV2: _____
(Please print.) (3- or 4-digit security code)

Credit Card Billing Address _____

Signature _____

