

Alder Grove Charter School

714 F Street Eureka, CA 95501

707-268-0854

2020-2021 COMMUNITY VENDOR CONTRACT

Required Student Information (a separate form is required for each student):

Student Name: _____ Grade: _____ Phone Number: _____
Parent Name: _____ Alder Grove CT: _____
Required or Elective Course Covered by Vendor: _____

Required Vendor/Business Information:

Vendor/Business Name: _____ Vendor Phone: _____
Vendor Mailing Address: _____
Vendor Fax Number: _____ Vendor Email Address: _____
Type of Service Provided: _____
Name of Class: _____
Dates & Times of Proposed Service*: _____

(*Please note that the school does not pay for any lessons given on school breaks or holidays – Spring Break, Thanksgiving, etc.)

Total number of sessions / classes being taken: _____ Fall Semester (8/24/20 –1/15/21)
Rate per hour / session: _____ Spring Semester (1/19/21–5/26/21)
Total amount requested: _____

Required Signatures (Parent, Vendor, Teacher, and Administrator):

By signing this form, the **PARENT** understands that all vendors or individuals who may have contact with his/her child during the course of this activity may not have undergone a fingerprint clearance for a criminal background check. The parent accepts full responsibility for the safety of his/her child.

EMPLOYEES AND INDEPENDENT CONTRACTORS: It is strongly recommended that vendors never meet alone with minors. Vendors are advised not to begin providing services until they have received notice that this contract has been approved. If services are provided prior to approval, payment may not be made for those services. Vendors are advised to keep a copy of this contract for their records.

INDEPENDENT CONTRACTORS ONLY: Alder Grove Charter School agrees to pay the above amount for a student for a semester in advance with the provision that we receive an accounting of the student's attendance in the above mentioned class at the end of the semester. **If the student withdraws from the school, the above named vendor must issue a proportional refund.**

The **CREDENTIALLED TEACHER** is responsible for keeping track of progress and attendance for all Community Vendor classes. The CT awards the credits and/or progress on the student's Report Card. CT verifies that the course has been added to the Master Agreement.

Parent Signature: _____ Date: _____
Community Vendor Signature: _____ Date: _____
CT Signature: _____ Date: _____
Administrative Signature: _____ Date: _____

PO#: _____ Approved: _____ Requisition made by CT: _____