

COMMUNITY VENDOR CONTRACT

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

Student Name: _____ Grade: _____ Phone Number: _____

Alder Grove Teacher Name: _____

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: _____

Dates of Proposed Service (check only one; a separate form is required for each semester):

Fall Semester (8/24/09 – 1/15/10) Spring Semester (1/18/10 – 5/27/10)

Type of Service Provided: _____ Specific Name of Course: _____

Total number of sessions / classes being taken: _____

Rate per hour / session: _____

Total amount requested for services: _____

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.

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

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 vendor classes. The CT awards the credits and/or progress on the student's Report Card. CT verifies that the vendor course has been added to the Master Agreement.

Parent Signature: _____ **Date:** _____

Vendor Signature: _____ **Date:** _____

Teacher Signature: _____ **Date:** _____

Administrative Signature: _____ **Date:** _____

Date Paperwork Complete: _____ **Date Vendor Notified:** _____