



## BEN FRANKLIN PTA – VENDOR CONTRACT FORM

Independent Contractor Services to be filled out by Vendor Dated: \_\_\_\_\_

Class Description: \_\_\_\_\_

Class Location: \_\_\_\_\_ Estimated Class Size: \_\_\_\_\_

Class Schedule/Include Days of the Week and Time:-  
\_\_\_\_\_

### Rules of use (materials, space, cleaning up, etc.):

- Vendor will provide all materials required for the class for students registered in the class.
- Use of space is conditional on making sure the classroom is kept tidy and all tables and chairs are kept clean after class is done.
- Vendor is not allowed to use any materials belonging to the classroom including the white boards, computers and other materials.

Note: contractor will be held liable for any district property that is damaged during contractual time.  
PTA is not liable for such damages. Please initial here: \_\_\_\_\_

**Cancellation Policy:** \_\_\_\_\_

Independent Contractor Fee: \_\_\_\_\_

Student Tuition Fee Per Session (include 6crickets cc fee): \_\_\_\_\_ or Per Class: \_\_\_\_\_

Contractor services will be provided: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Contact Name, phone and email of the instructor(s) who will be providing the service described above:  
\_\_\_\_\_  
\_\_\_\_\_

Is the above instructor currently cleared with the LWSD to work with children (current Background Check through LWSD)? \_\_\_Yes \_\_\_No

### Contractor information:

Tax ID Number No (attach W-9): \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

As a before and/or after school vendor, I certify that I have provided truthful information and that this contract is in binding agreement with the Ben Franklin PTA for the instruction of the above mentioned classes. Please initial here: \_\_\_\_\_

**PTA fees:** The PTA requires a fee of **\$10** for each session (not class). This fee will be added to the per session fee listed above and will be the final charge to our participants. All participant fees are to be paid through 6crickets. 6crickets will pay for vendor services. Initial here: \_\_\_\_\_

**Attendance Policy:** If a vendor is sick or has an emergency, the vendor needs to find a LWSD approved replacement instructor for the class and contact the school main office and the Afterschool VP at [afterschool@mybenfranklinpta.org](mailto:afterschool@mybenfranklinpta.org). If school is cancelled due to inclement weather, the vendor is not obligated to offer a make-up class. Late arrivals of the instructor will be marked and if we have two or more late class starts, contracts will be terminated. Please initial here: \_\_\_\_\_

**End of Class Dismissal:** The PTA has a policy of only releasing student to parents or those people authorized by parents in their registration form to pick-up their child after school activities. To this end, we have instituted a check in/check out system which will be handled by the PTA chaperone. Parents will not be allowed to stay in their car and have their children walk out; a parent needs to come into the building. Late parents will be called to pick up their child. Following the 3<sup>rd</sup> late pick-up, that child will be dropped from the class with no refund.

**Registration and Invoicing:** All registrations and fee payment will be handled through 6crickets. A roster of enrolled students and parent contact information will be given to the vendor before the class session begins.

**Required Forms:**

W-9 \_\_\_\_\_ Copy of Business License: \_\_\_\_\_

Copy of Vendor Liability Insurance: \_\_\_\_\_ Approved LWSD volunteer: \_\_\_\_\_

Signed Contract from Vendor: \_\_\_\_\_

I have read the above policies and agree to the terms presented.

Independent Contractor: \_\_\_\_\_ Dated: \_\_\_\_\_

PTA AfterSchool VP: \_\_\_\_\_ Dated: \_\_\_\_\_

PTA President: \_\_\_\_\_ Dated: \_\_\_\_\_