



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, chairs, and carpets are kept clean and placed appropriately when class is complete.
- 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. **Initial here:** _____

Cancellation Policy: _____

Independent Contractor Fee: _____

Student Tuition Fee Per Session (include \$3 PTA + Stripe cc fee): _____

Instructor(s) Name, phone and email:

Is the above instructor currently cleared (approved volunteer) with the LWSD to work with children (must be renewed every other year)? ___ Yes ___ No (date applied: _____)

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. **Initial here:** _____

PTA fees: The PTA requires a fee of **\$3** for each student for each session. This fee should be wrapped into the final charge quoted to our participants. All participant fees are to be paid through 6crickets (Stripe adds 2.9% + \$0.30 for each transaction). 6crickets will pay for vendor services. **Initial:** _____

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. 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. **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 and Kirkland Police notified if over 15min late. Following the 2nd 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 available to vendor online.

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:_____