



## 2017/2018 Vendor Application Package

---

Dear Vendor,

Enclosed is your application packet. Please fill out the Services Agreement and W-9 Form. Turn the completed paperwork into Bekah Everett at the Independent Study Office. Once your application has been accepted and authorized, you will need to obtain a **Live-scan Form** for fingerprinting from Bekah Everett. You will need to take the **Live-scan Form** with you to a Community Service provider **such as** the Sonora Police Department (532-8141) or the County Schools Office (536-2000). **YOU'RE RESPONSIBLE FOR THE COST OF THE FINGERPRINTING.**

You will also find a "**Student Introduction Form**". This is a sample so that you know what it looks like. Every student with Gold Rush Home Study Charter School ***must*** present this form to you completed by his or her teacher to be kept by you. This is your assurance allowing you to invoice Gold Rush Charter School for services rendered. Please use the "**Vendor Course Instructor Invoice**" enclosed to present your bill to us. Invoices must be submitted on a monthly basis.

You must show proof of LIABILITY INSURANCE to be a vendor with Gold Rush Charter School if we are your only source of income.

If you have other income we will need verification in the form of a letter from your other source of income. Upon receipt of letter from other source will waive the need for proof of Liability Insurance.

We thank you and look forward to doing business with you.

Thank you-  
Gold Rush Charter School



**SERVICES AGREEMENT**

(\$5,000 or Less) REV. 6/15/2016

THIS AGREEMENT shall be between the Gold Rush Charter School and \_\_\_\_\_.

The compensation amount will be: **\$25.00 per Month, per student.**

THE TERM OF THIS AGREEMENT shall be effective on the \_\_\_\_\_, and shall continue through the **31st day of June 2017.**

THIS AGREEMENT MAY BE TERMINATED by giving 10 days written notice of termination to the other party thereto.

**INSURANCE**

Neither the Charter School nor district assumes liability for workers' compensation or liability for loss, damage or injury to person(s) or property during or relating to the performance of service under this Agreement.

The Contractor agrees to hold harmless and to indemnify the district and Gold Rush Charter School Any injury to person or property sustained by the contractor or by any personal firm or corporation employed directly or Indirectly by the contractor or by any of the individuals participating in or associated with him/her, and any injury to person or property sustained by any person, firm or corporation, caused any act, neglect, default or omission, of the Contractor, or of any person, firm, or corporation directly or indirectly employed by the Contractor upon or in connection with the Agreement, or any other person/parties performing services arising out of or in the course of the form of this Agreement, and the Contractor at his/her own cost, expense and risk, shall defend any and all actions, suits, or other legal proceedings that may be instituted against the district or Gold Rush Charter School for any such claim or demand, and pay or satisfy any judgment that may be rendered against the district in any such action, suit or legal proceedings or result thereof.

Nothing herein provided shall be construed to require the Contractor to hold harmless or indemnify the Gold Rush Charter School for liability or damages resulting from the negligence or willful act or omission of the school or its officers, agents, or employees.

Regarding discipline of the students: There is to be no use of physical discipline *OR* loud or threatening verbal statements. Please have student sit out of activities until you are able to speak to assigned instructor or parent about behavior in question

Sole proprietor Yes  No  If Yes, Owner's Name \_\_\_\_\_ Social Security # \_\_\_\_\_

\_\_\_\_\_  
Contractor (Vendor ) Name *(please print)*

\_\_\_\_\_  
Contractor Address

( )

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date



# STUDENT INTRODUCTION FORM

This form must be completed by the assigned teacher of any student wishing to receive vendor services. A copy must be presented to the vendor BEFORE Gold Rush Charter School can be billed for services.

Student Name: \_\_\_\_\_

Assigned GRCS Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_ Vendor: \_\_\_\_\_

For school year 2017-2018

X \_\_\_\_\_  
Assigned GRCS Teacher Signature

\_\_\_\_\_  
Date

Gold Rush Assigned Instructors need to make 1 copy of this form.

- 1) The original should be given to the student to submit to the vendor
- 2) One copy for Brittney Schertz

