



Vendor Application Packet

Please send the completed VCI packet to:

Evergreen Institute of Excellence

ATTN: Dena Hagan
19500 Learning Way
Cottonwood, CA 96022
dhagan@evergreenusd.org

If you have any questions, please contact: Dena Hagan, Administrative Assistant, at:
530-377-7850

All required forms and documentation must be completed and attached to the application packet. Any missing or incomplete paperwork could delay the vendor approval process.

1. Completed Service Agreement (required)
2. Completed Form W-9 (required)
If you are a Sole Proprietor/Individual entity, you must include your sole name and SSN on your W-9 Form for IRS compliance.
3. All applicants must be at least 18 years old and can provide proof of qualifications in their expertise service area to become a vendor.
i.e. teaching credentials, college transcript, etc.
4. Copy of Certificate of Liability Insurance (required)
5. Copy of a current Business License (required)
All businesses within a city limits are required to provide a copy of your business license. If your business is outside city limits, you are exempt but must provide both a business flyer and business card to meet this requirement.
6. Copy of Safety Policies and Procedures
(required for applicable vendors, ex. horseback riding, karate, dancing, gymnastics, yoga....)
7. Accident History Report
(required for applicable vendors, ex. horseback riding, karate, dancing, gymnastics, yoga....)
8. Signed Vendors Guidelines (required)
9. Signed Vendor Payment Information form (required)
10. Submit a copy of your Mandated Reporter certificate (required)

19500 Learning Way
Cottonwood, CA 96022
(530) 377-7850

Mandated Reporter Training Requirement

We greatly value our community vendors and the enrichment opportunities you provide to our students. Thank you for being an important part of their educational experience.

As a California public charter school, we are implementing updated compliance requirements for our Community Partners, related to Mandated Reporter training. Individuals providing services who interact directly with students will be required to complete Mandated Reporter training and provide us with a copy of their certificate of completion.

Mandated Reporter training helps adults who work with children understand how to recognize and appropriately report suspected child abuse or neglect. This requirement is an important part of our responsibility to protect students and comply with California law.

What You Need to Do

- Complete the free online Mandated Reporter Training available at:
<https://mandatedreportertraining.com/training>
- California> Child Abuse Prevention> Volunteer
- Save your **certificate of completion** after finishing the training.
- Submit a copy of your certificate to us as part of your vendor compliance documentation to dhagan@evergreenusd.org.

We understand that this is an additional step, and we appreciate your cooperation. In order to be in compliance with this requirement, we will need the certificate(s) along with the remainder of the application/packet emailed prior to being effective as a vendor. This will allow us to move forward with monthly payment of invoices. We value our partnership and would love to work with you to provide meaningful enrichment opportunities for our students.

Thank you for helping us maintain a safe, supportive, and compliant learning environment for all students.

Sincerely,

Leila G. Dumore

Leila G. Dumore
Director



Vendor Service Agreement

This agreement, between the charter and _____, shall be effective beginning on the date of the Director's signature until otherwise stated by the vendor or EIE. Giving 10 days' written notice of termination to the other party thereto may terminate this agreement.

Vendor Name _____

Vendor Address _____

Vendor Mailing Address (if different) _____

Vendor City _____ Vendor County _____ State _____ Zip _____

Vendor Phone Number _____ Vendor Fax Number _____

Vendor Email _____

* Class Name _____

* Class Description: _____

* How often would students meet with you: _____

* Cost: _____

Vendor Service Agreement

The Vendor agrees to **hold harmless, defend, and indemnify** Evergreen Institute of Excellence for:

1. **Any injury to person or property** sustained by the Vendor or by any person, firm, or corporation employed directly or indirectly by the Vendor, or by any individuals participating in or associated with the Vendor, **however caused**; and
2. **Any injury to person or property** sustained by any third party, caused by any act, neglect, default, or omission of the Vendor or any person, firm, or corporation employed directly or indirectly by the Vendor in connection with this Agreement or in the performance of any services related to this Agreement.

The Vendor, at their **own cost, expense, and risk**, shall defend any and all actions, suits, or other legal proceedings that may be brought against Evergreen Institute of Excellence or its chartering district, and shall be responsible for any resulting legal judgments or settlements.

Exception:

Nothing in this provision shall be construed to require the Vendor to indemnify Evergreen Institute of Excellence for **liability or damages resulting from the negligence or willful misconduct** of the school, the chartering district, or their officers, agents, or employees.

Student Protection & Content Assurance

The Governing Board affirms that personal beliefs are a private matter.

Without **written notice and consent** from a parent or guardian, no student shall be given any test, survey, questionnaire, or examination containing questions about **personal or family beliefs or practices** related to sex, family life, morality, or religion.

The Vendor hereby certifies that:

- All instruction purchased by Evergreen Institute of Excellence shall be **non-religious (secular)** and **aligned with California State Standards**.
 - All materials purchased with charter funds shall be **non-religious**.
 - All vendor-provided instruction and activities shall be **free from discrimination** based on disability, gender, nationality, race, ethnicity, religion, or sexual orientation.
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Liability & Insurance

Evergreen Institute of Excellence assumes **no liability** for:

- **Worker's compensation**
- **Loss, damage, or injury** to persons or property during or related to the performance of vendor services

All vendors are required to carry **liability insurance**.

EIE **recommends** that vendors list **Evergreen Institute of Excellence** as an **additional insured** on their liability insurance policy.

Vendor Acknowledgements

Please **initial** each item below to acknowledge your understanding and agreement:

_____ I agree **not to hold classes without prior approval** for each named student. I understand that if I do not have written pre-approval, EIE will not be responsible for payment.
(Pre-approval can be obtained via email from the EIE Vendor Coordinator.)

_____ I understand that classes **may not begin until EIE has approved** my vendor application.

_____ I understand that this application is **not valid until signed** by the Charter Director.

Authorized Vendor Signature: _____

Date: _____

Charter Director Signature: _____

Date: _____



Vendor Guidelines

1. **Independent Contractor Status**

Vendors understand that they are independent contractors operating their own businesses and offering their own services. As such, they will be treated accordingly. The charter reserves the right to accept or decline vendor services.

2. **Use of School Name**

Vendors agree **not to use** the name **Evergreen Institute of Excellence** in any business-related advertising or promotional materials.

3. **Instructional Materials**

Vendors are paid for instructional services only. Minor materials used during instruction should be included in the class fee. Materials that become a finished product (e.g., items taken home or given as gifts) **must be purchased separately** by the parent or student.

4. **Withdrawn or Exited Students**

Vendors will **not be paid** for students who withdraw from a class or exit from EIE. Vendors must review their EIE rosters **monthly** to verify student attendance. If a vendor receives a check for a student who is no longer enrolled or attending, they must notify the school at **530-377-7850**.

5. **Fair Pricing**

Fees charged to EIE students must **not exceed** the rate charged to other students in the community.

6. **No Prepayment for Summer Instruction**

Instructional fees during the school year **may not be used to pre-pay** for summer classes. Approved billing months are from the **first school day in August through the last school day in May**. The charter does **not** pre-pay for vendor classes.

7. **Registration & Other Fees**

Vendor class descriptions should clearly state if a **registration fee** is required. These fees, along with **memberships, uniforms, and other non-instructional costs, are the responsibility of the parent** and will not be paid by EIE.

8. **Annual Updates & Confirmation**

Vendor information—including class descriptions, address, phone number, current business license, and proof of liability insurance—must be updated **annually**. Vendors must also submit a **confirmation email or letter by August 15th** each year to maintain active vendor status. Failure to meet this deadline will result in **account deactivation and non-payment**.

9. Timely Invoicing

Vendors must invoice EIE **after the last service day of the month** in order to be paid for services provided during that month.

10. Business Operations

Vendors are responsible for arranging their own **class space, supplies, and copies**.

11. Liability Insurance Requirement

All vendors are required to carry **liability insurance**.

EIE strongly recommends naming **Evergreen Institute of Excellence** as an **additional insured** on the policy.

The Charter Director must approve exceptions to the above guidelines.
Please sign and return.

Signature _____ Date _____

Vendor Fingerprint Clearance Statement

Dear Valued Partner:

Due to changes in existing Educational Code, section 45125, we are now required to verify your businesses' interaction with our pupils and agreement to complete criminal background checks. Please initial the appropriate statement(s) and return to: dhagan@evergreenusd.org or mail it to: EIE 19500 Learning Way, Cottonwood, CA 96022. Without this statement on file, with your original Independent Contractor packet, we will not be able to pay you for services.

_____ All employees who interact with pupils, not under immediate supervision and control of the pupil's parent/guardian or school employee, have a criminal background check completed. Any changes or subsequent arrests will be reported to Evergreen Institute of Excellence.

_____ This business is a sole proprietorship who has direct contact with pupils not under immediate supervision and control of the pupil's parent/guardian or charter school employee and criminal background checks must be provided by the school. I will contact the charter to schedule the required state screening.

_____ This business does not operate without the pupils being in the immediate supervision and control of the pupil's parent/guardian or school employee and does not require criminal background checks.

Business Name

Business Phone

Name of Person Completing Form (print)

Name of Person Completing Form (sign)

Date



Vendor Payment Information

1. Prior Approval Required

Vendors must receive confirmation from EIE before beginning lessons with EIE students. **No services are to be provided without prior approval.** The charter **cannot guarantee payment** for services rendered without this approval.

2. Vendor Packet Requirements

Vendors must submit a completed vendor packet, including all required documents listed on the first page of this packet. The charter reserves the right to withhold payments for any missing paperwork.

Vendor accounts may be deactivated if we do not receive a **confirmation email or letter by August 15th** each year, confirming your intent to continue as an EIE vendor.

3. Monthly Invoicing & Deadlines

Vendors must invoice the charter **monthly** to receive payment.

- Invoices must be received within **90 days** of service completion, or the charter reserves the right to waive payment.
- Students may utilize Extended Learning Funds across multiple vendors/materials. If funds are exhausted, the **parent is responsible** for the remaining balance.
- All invoices must be submitted **by June 1st** for processing by the fiscal year-end on **June 30th**. Invoices received after this date may not be paid.

4. Invoice Requirements

Each invoice must include the following:

- Vendor remit name, address, and **phone number**
- Billed to: **Evergreen Institute of Excellence**
- Invoice number
- Invoice date
- **Description of services, including service dates/month**
- Student name(s)
- Total amount due

5. Submission Process

- Submit **only one invoice per month**, covering all services/students for that month.
- Invoices can be **emailed** to:
Dena Hagan
dhagan@evergreenusd.org
Or **mailed** to:
Evergreen Institute of Excellence

6. No Pre-Payment Policy

EIE does **not pre-pay** for vendor services.

Approved service months are from **August (first day of school)** through **May (last day of school)**. Vendors may not bill for classes held outside of these dates.

7. **Missed Lessons**

Vendors will **not** be paid for any missed lessons or classes with no student attendance. Rescheduling of missed lessons is at the discretion of the parent and vendor. The responsibility for missed lessons lies with the parent.

8. **Payment Schedule**

EIE follows the **TCOE payment schedule**.

Turnaround time for checks may vary from **1–2 weeks or more**, depending on when invoices are received. Charter holidays and breaks may delay payment processing.

9. **Payment Method**

All payments are issued via **check** and **mailed** to the vendor's address on file.

Signature_____

Date_____