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Plumas Charter School Procedure for Becoming a Paid Instructional Services Vendor

Thank you for your interest in becoming an Enrichment Instruction Vendor for Plumas Charter School. We are happy to be able to offer our students the opportunity to take advantage of the rich variety of artistic, musical, dance, dramatic and athletic instruction available in our communities. As a school, we are legally obligated to complete the following documentation before approving student participation in your classes. We appreciate your patience in helping us to do so.

1. Enrichment Course Vendor Application
2. Fingerprint clearance
3. W-9
4. A Certificate of Insurance [liability], with Plumas Charter School listed as an Additional Insured; and, an endorsement stating that, should the policy lapse for any reason, Plumas Charter School will be notified within ten (10) business days.
5. For instructors employing one or more persons who will work directly with students, a Certification by Contractor of Criminal Records Check will be required for each employee.
6. A completed Plumas Charter School Instructional Service Contract for Student Enrichment Activities (this will be prepared after submission and approval of items 1-5).
7. **PLEASE NOTE:** *PCS can pay only for instruction of students who have a completed **Request for Enrichment Vendor Services** form, signed by the student's parent and ES, on file with the school office.*
8. **TO RECEIVE PAYMENT for your services:** At the beginning of each month, please submit an invoice for the classes you provided during the previous month, along with your Attendance Record (included in Vendor Packet). We're sorry, but California law prohibits our providing payment in advance of services rendered.

If you have a question about any part of this process, please contact our Administrative Secretary, Shannon Mallory, at 283-3851.

Thank you!