



Uncharted Shores Academy

INDEPENDENT VENDOR AGREEMENT

Vendor Business Name: _____ Phone: _____
Address: _____ Email: _____
Activity for which the vendor service will provide instruction: _____

Vendor Responsibilities in Order to Be Authorized. *USA Office will approve after receiving proof of:*

- Vendor must hold and **provide a copy** of a current business license with this contract
- Vendor must **complete and return** a W-9 Taxpayer Identification and Certification
- Vendor must hold a **current certificate of liability insurance** for a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate, add Uncharted Shores Academy as an additional insured to said liability insurance policy, and **provide a copy** to USA office
- All Vendor Employees who have interaction with students must have a cleared **fingerprinted background check** through the DOJ before meeting with students *if an authorized adult is not accompanying the student and keeps the student in sight at all times.*

Vendor Agreement for Services:

- Vendor agrees to provide services that further the educational goals of a **public school** student. Religious instruction/services/materials are not allowed.
- Vendor agrees to **invoice for services** after the provision of said services on a monthly basis. Invoice should indicate the service provided and the student as client, but billed to Uncharted Shores Academy, 330 E St, Crescent City, CA. Invoice must include vendor's business name, address, and phone number.
- Vendor agrees to only bill for services rendered after the vendor is approved, and that the vendor will only be paid for services performed **during the school year**, excluding holidays.
- Vendor agrees to sign a student attendance report **on a monthly basis**. (report will be provided by the parent/guardian of the student and returned to school by parent/guardian)

I will provide, or have already provided, the documents indicated above to the USA office and will abide by the terms of this agreement. Services will not begin until this form has been approved and I receive an authorization indicating approval.

Name of Vendor Authorized Signer: _____ Title: _____

Vendor Signature: _____ Date: _____

USA will send the Vendor an official authorization form when Vendor is approved.