

Booster and Parent Club funds are governed by AR1230 and BP1230-School Connected Organizations. A Vendor is any person or company offering something for sale. For purpose of these guidelines, a school activity vendor is any person or company offering services such as assemblies, restaurants, DJ's, tutoring, presenters, sports, student or parent training and any educational purpose. This includes vendors involved in school fundraisers for silent auctions, carnivals, walk-a-thons and food preparation and sales on district property. For liability purposes the Vendor must provide insurance naming TUSD as additional insured. The Facility Use department verifies vendor's insurance, vendor's contract and prepares the Board Agenda for Board approval.

### Steps to approve a Vendor

**Tell the proposed vendor the district will require the following items:**

1. Certificate of Insurance (See page 1 sample)
2. Endorsement Letter naming TUSD as additionally insured (See page 2 sample)
3. Vendor's contract establishing the terms and conditions including price, terms of payment, dates for commencement and termination of services, a description of services to be provided and terms of liability and indemnification.

### **School Site:**

1. Fills out the Vendor Request form. The type of activity and contact information is very important! ***The Vendor does not fill out this form.***
  - a. Site contact signs the form under TUSD Required signatures at bottom of page
  - b. You obtain other required signatures (high school activity director when applicable and principal).
2. Site contact submits Civic Permits facility use request for all vendor related activities that take place regardless of time of day (including school hours).
3. Fax the vendor request form and facility use application to the Facility Use department – 830-3259.

The Facility Use department follows up with the Vendor and ensures their insurance meets our requirements, also noting the Board Agenda deadlines. Facility Use Department prepares the Board Agenda and submits to Business Services Division Secretary. Please allow yourself the correct time limits for the Board Agenda approval. It is up to the vendor to comply with the required insurance to meet the deadlines. They only have to be approved one time by the Board and will remain on the Approved List unless their insurance expires or if they are providing a different type of service not listed on the Approved Vendor List. We recommend you do not pay the vendor in advance until they have been Board approved.

**If you are choosing a vendor that is already on the approved list, check to see when their insurance expires and the type of activity listed on the Approved Vendor List.**

**Booster and other parent organizations are independent of both the district and the student organizations/ASB. Boosters and parent clubs must enter into their own contracts and agreements with external organizations in compliance with Parent/Booster Club bylaws and must not be appended to or be part of existing district or student organization contracts. Parent/Booster Clubs are not to use the district tax identification number for any of their activities.**