
TUSTIN HIGH SCHOOL

1171 El Camino Real, Tustin, CA 92780
(714) 730-7414; FAX (714) 730-7568
www.tustin.k12.ca.us/tustinhs

TO: BOOSTER CLUB PRESIDENTS/COACHES/ADVISORS/ATHLETIC DIRECTORS
FROM: TOM GIEBE
DATE: 7/25/2024
RE: OUTSIDE VENDORS

Outside Vendors- When outside vendors are providing a service to your group such as an E-Waste/ Recycling Drive on school grounds, the following information must be provided from the vendor:

1. Insurance Certificate showing a minimum of \$1,000,000 liability insurance and stating Tustin Unified School District and Tustin High School as "other insured." This includes a second page called "Additional Insured Endorsement".

If you are using outside vendor(s) to sell food and drink at various events including banquets, we encourage these partnerships, but we need the following items from the vendors:

1. Copy of Valid Seller's Permit issued by California State Board of Equalization, and the Certificate of Liability Insurance.
2. Insurance Certificate showing a minimum of \$1,000,000 liability insurance and stating Tustin Unified School District and Tustin High School as "other insured." This includes a second page called "Additional Insured Endorsement".

If the vendor cannot provide the insurance certificate, they must provide proof of liability insurance forty-eight hours prior to the event. Tustin High and TUSD Business Services will review the insurance and determine if the coverage is adequate. Tustin High will keep copies of approved vendors on file and publish a monthly list of approved vendors.

Tustin High administration reserves the right to cancel previously arranged vendor sales up to and during the scheduled event.

Again, we encourage fundraising using outside vendors during school events. Please contact Michele Boudreaux at Tustin High School to calendar fundraising events and to turn paperwork into.

Thank you for your help and support of Tustin High School.