Vendor Course Instruction General Information

VCI Program Services
Vendor Course Instruction (VCI) is the use of outside Community Partners (CP) to supplement and enrich core curriculum content. A Community Partner is an individual or a company that contracts with Gorman Learning Charter Network (GLCN) to provide services such as tutoring, science labs, and performing arts classes. Funding cannot be applied to registration and/or material fees [Ed. Code. 51747.3].

Extracurricular activities can cover a wide variety of subjects and activities, GLCN draws upon unique offerings of local community instructors who have individual styles and approaches. As a result of these factors, what GLCN offers through its VCI Program changes from year to year based on the involvement of parents and CPs.

GLCN may not provide to a student, via the VCI Program or other means, any goods or services of monetary value that a school district could not provide to a student under comparable circumstances. GLCN will not necessarily provide all materials or programs available from a particular district school. In addition, not all offerings available from an approved community partner will necessarily be available for use at GLCN.

VCI Policy at a Glance
- Services must be provided by an approved VCI Community Partner.
- Can be used for tutoring services or special workshops to broaden basic knowledge and skills.
- VCI funding is available during the service agreement period.
- The student must have a purchase order to start and/or continue receiving services.
- Parent/Student are advised to contact the community partner to confirm purchase order approval before beginning or continuing services.
- VCI does not pay for registration and/or material fees [Ed. Code. 51747.3].

Purchase Order Requests
Community Partners must have an approved purchase order prior to offering services to a GLCN student. Having a Purchase Order ensures that students, the school, and the community partners are all protected from undue financial hardship. GLCN VCI will not pay for any services for students unless a PO has been received.

A community partner may **not** expect payment of instruction for GLCN students until they receive an approved purchase order, and services have been provided.

Community Partner Approval Guidelines

Community partners, parents or teachers may initiate the VCI approval process. Their approval process may begin with the completion of VCI application and required documentation.
A prospective CP must be able to work within the school's parameters.

Requirements for Community Partners

- Be open to the public.
- Provide services offsite of GLCN.
- Complete and submit the forms and documentation required to be approved.
    - VCI Application
    - A copy of a current business license. If no business license is required a resume and reason for not having a business license is submitted.
    - A current completed W-9
    - A copy of a current certificate of liability insurance for a minimum of $1,000,000.
    - Clear Live Scan through the Department of Justice for GLCN
    - Community Partners that have employees must be an "Applicant Agency" and have an ORI # with the California Department of Justice. A business wishing to establish as an "Applicant Agency" with the California Department of Justice in order to be authorized to submit background checks as a contractor may do so by contacting the California Department of Justice at http://oag.ca.gov/fingerprints/agencies
    - Certify that no employee working with students of GLCN has been convicted of a violent or serious felony as defined by statute, nor has a criminal action pending upon charges of commission of a violent or serious felony as defined by statute.

- Be willing to accept Purchase Orders (PO)
- Must be willing to invoice for services and accept payment after the receipt of services..
- May not invoice GLCN for any religious materials or services for a student. This includes instruction, books, tapes, CDs, etc.
- Must disclose any relation to employees, students, parents, providers or board members of GLCN, Gorman Joint Unified School District, or Lucerne Valley Unified School District

Payment
A community partner can be assured of payment when:

- A student receives an approved purchase order from the school noting the amount for the period requested
- A student registers for that class
- A student attends the class

Once the service is rendered, the community partner may invoice GLCN for up to the amount of the purchase order.

Any funds not used by the student for the month are returned to the student's VCI fund.

GLCN reserves the right to cancel an approval.

Non-Attendance or Disenrollment
Students and the family should familiarize themselves with the CP's cancellation policy.

When a student has disenrolled from the school, GLCN will pay through the end of the billing period, in which the student is disenrolled. After that period, no further funds will be due to the community partner for that student.