

Sample Contract between PTA and Independent Contractor for After-School Enrichment Class

Date: ____/____/____

Program/Class Description: _____

What will happen with student work after the class is over (art/pictures): _____

Rules of use (school and PTA materials use, space, cleaning, closing door upon exit, food/drink):

Note: Contractor will be held liable for any ABC School District property that is damaged during contracted time.

Cancellation policy: _____

Independent contractor fee: _____
Student tuition: _____ **PTA administrative cost:** _____

Name of independent contractor that will be providing the service(s) described above: _____

Name of instructor(s), if different: _____

Tax ID Number: _____ **Email:** _____

Address: _____

Phone number: _____ **Mobile:** _____

Do you hold a Master Business License? _____ Yes _____ No

Do you hold a city business license*? _____ Yes _____ No

*If yes, attach a copy of the business license(s) to your W-9 when submitting this form.
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Contractor services will be provided:

Starting _____ / _____ / _____

Ending _____ / _____ / _____

Holidays/days class will not be offered: _____

Date of end-of-class activity: _____

Instructor's contact information (if different than above): _____

Mobile: _____

Email: _____

Has the instructor submitted the volunteer application to _____ school district for approval? ____ Yes ____ No

As an enrichment class instructor, I certify that I have read and understand the PTA enrichment class policy and will adhere to the policy as it pertains to instructors. I also certify that I will release the students solely to their parent/guardian or per written instructions signed by the same. I will not use the PTA registration list for my own promotions or communications.

Signatures

Independent Contractor: _____

Date: ____/____/____

PTA Elected Officer: _____

Date: ____/____/____

PTA Elected Officer: _____

Date: ____/____/____

Note: Signatures of independent contractor and two elected PTA officers are required.

Note: Retain a copy of the documents in both the secretary and treasurer's notebooks.