Sample Independent Contractor Services Contract with [PTA NAME]

Date: / /

Program description: What will happen with student work after the program 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 Issaquah 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: Cell:

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 form. Contractor services will be provided: Starting / / Ending / / Holidays/days program session will not be offered:

Date of end-of-program activity:

Instructor’s contact information (if different than above):

Has the instructor submitted the volunteer application to PTA for approval? ☐Yes ☐No

As an enrichment program 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/PTSA elected officer: | Date: | / | / |
| PTA/PTSA elected officer: | Date: | / | / |

***Note****: Independent contractor and two elected PTA/PTSA officer’s signatures are required.*

***Note****: Retain a copy of the documents in the legal documents notebooks.*