

Hickman Charter School Vendor Approval Process

1. All vendors must be “sponsored” by a Hickman Charter School staff member. Families may recommend a vendor to their Education Coordinator for possible sponsorship.
 - Vendor funds may be used for group classes only (three or more students in the same instructional session). Vendors may not provide private lessons.
 - Vendor funds can only be used toward tuition costs. Any registration fees, maintenance fees, annual fees, or equipment, clothing, travel costs, etc. are the responsibility of the parent.
2. A school administrator or designee will review the vendor recommendation to determine if they provide a duplicate service, sell religious product, provide a service deemed inherently dangerous, or has been previously denied as a vendor. If any of this is found to be true, a packet will not be sent to the vendor.
3. If all of the requirements have been met, a Vendor Packet will be sent. Vendors will be required to provide:
 - a signed Vendor Contract for the current school year.
 - a certificate of insurance with Hickman Community Charter District listed as an additional insured party in the amount of \$1,000,000.00.
 - a completed W-9
4. The vendor understands that all required documents need to be returned within the number of days specified in the Vendor Packet and must be completed prior to providing services.