

Vendor Fund Curriculum Policy (2020-2021)

We are proud to offer our families a variety of materials, supplies, and curriculum to support all the wonderful instruction going on at home. However, you may decide that you want to use something other than what we stock in our annex. Each student has an account that can be used towards a combination of classes and/or curriculum/materials.

Vendor Fund Curriculum/Materials Request forms may be submitted to your Education Coordinator two times per year, on or before **September 1st and/or February 1st**. Since your EC will need to confirm the request and get approval, please submit your requests early if possible.

All requested materials must support the learning goals of Hickman Community Charter District. Check with your Education Coordinator to determine if this curriculum is already available in the Hickman collection. **We will not accept requests for reimbursements of expenses for materials you have purchased.** The guidelines below are a general guide to gauge the appropriateness of your request.

- **Curricular Projects vs. Hobbies:** We will approve materials that promote or extend the learning in a particular subject, but we can't fund personal hobbies, recreations, or pastimes. For example, we will approve leather materials to make a wallet or bracelet as part of a Native American unit, but we will not approve the purchase of bulk items for a student to make gifts for family or materials which support personal pursuits such as ballet, Scouts or 4-H.
- **Non-sectarian and Non-religious:** We are not able to purchase materials that teach or promote a particular faith, such as history materials that promote a particular religion's view of historical events.

Ownership and Use of Vendor Funds: All non-consumable materials purchased by Hickman Charter School remain its property and are to be returned in good condition.

Record Keeping: Hickman Charter staff will maintain an up-to-date record of your vendor account(s). Balance is available upon request. Orders may not exceed the balance remaining in the vendor account.

Procedures for Using Your Supplementary Curriculum Account:

1. Do your research for items that will enhance your student's education. See the [list of pre-approved vendors](#). Other vendors will be considered on a very limited basis.
2. Complete the Vendor Fund Curriculum/Materials Request Sheet. Use a separate form for each vendor. Include the number of items, description, catalog or ISBN number, unit price and total price or attach supporting information such as an online shopping cart. If your supporting information is attached there is no need to separately list items on the form. Certain vendors require a form in lieu of a shopping cart. Please see the current [Pre-Approved Vendor List](#) for links to these forms.
3. Your EC and an administrator will review and approve items to be purchased using your vendor units.
4. Upon final approval, your order will be placed. Shipping and sales tax if applicable will be added to your order.
5. Please allow time for us to process and receive your order. You will receive a call when your curriculum is ready for pickup.
6. Keep non-consumable materials in good condition and return them promptly when requested.