



**Cougars**  
Home-Based Learning  
"Bound For Success"  
WASC Accredited TK-12

David Cline, Principal

# Hart-Ransom Academic Charter School

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[www.Hart-RansomCharter.com](http://www.Hart-RansomCharter.com)



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**2015-2016**

## Community Course Vendor Packet

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Hart-Ransom Academic Charter School would like to thank you for your interest in being a course vendor for our students. It is our belief that students should have the opportunity to supplement the core academic studies with enriching programs that enable well-rounded growth and development. We review all vendor applications annually in order to ensure that we offer quality programs. Included in this packet are the essential forms and paperwork you need to be a vendor with our school:

- Vendor Instructions
- Vendor Application
- Vendor W-9 (also available online at [www.irs.gov](http://www.irs.gov)) NEW VENDORS ONLY
- Vendor Billing Procedures
- Vendor Fingerprint Clearance Certification
- Vendor Class Listing/Pricing for HRACS

### HRACS STAR PROGRAM FOR COURSES

STARs do not equal a set dollar amount. HRACS processes vendor course information, reviews the cost of the class and assigns a STAR value. The STAR value is published in the school course catalog that is made available to parents/students. Vendors should provide as much detail as needed to assess the class, especially if a co-pay is required or if there are uniform costs, registration fees or other fees that are not covered by the school. If you have questions about your class please contact David Cline, HRACS Principal before submitting your vendor application for approval.

### 2015-2016 IMPORTANT DATES

#### Vendor Applications Due to HRACS: Friday, May 1, 2015

Fall Registration Window for Students: August 3 – 19 (Registration closes Wednesday, 8-19-15)

Fall class rosters due to Lois Elledge at HRACS: August 24, 2015

Fall class session begins: August 31, 2015

Fall class session ends: November 30, 2015 (Thanksgiving Break is November 23-27)

Spring Registration Window for Students: November 23 – December 4 (Registration closes Friday, 12-04-15)

Spring class rosters due to Lois Elledge at HRACS: December 9, 2015

Spring class session begins: January 4, 2016

Spring class session ends: April 29, 2016

Spring final invoices due to Lois Elledge at HRACS: April 15-22, 2016



## VENDOR INSTRUCTIONS

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**Vendor Applications Due to HRACS: Friday, May 1, 2015**  
**Return via mail, fax or email to David Cline at HRACS**

Fall classes are offered between August 31 and November 30, 2015  
Spring classes are offered between January 4 and April 29, 2016  
Classes outside the session dates are the responsibility of the parent.

### Vendor Checklist:

- Complete and return application including information sheet, fingerprint clearance, W-9, and class list with cost to HRACS. You may enter class titles and information on the attached form or the excel version available online at:  
<http://www.hart-ansomcharter.com> **under the Classes/Curriculum tab**
  - Please add you website information so that we can reference that in our course catalog. Please note if online registration is available or required.
  - PLEASE NOTE IF THERE ARE ANY DISCOUNT SITUATIONS OR CO-PAY SITUATIONS THAT HRACS NEEDS TO ADDRESS IN ASSIGNING THE STAR VALUE.
  - Note that HRACS is a public school and can pay for group instruction only. HRACS cannot pay for summer classes, registration fees, clothing expenses, private rates, or for services a vendor provides to his or her own child.**
- Note that TK-8 homeschool students are allocated a greater amount of STAR credit than high school students. Note that high school students have a total of two STAR credits to utilize and a co-pay may be required by parent/student. Verify with David Cline if you have questions.
- Note that purchase orders and agreements are written for the entire school year (both fall and spring), but vendors may submit the fall class lists by May 1 and then submit the spring class list separately in December. An additional reminder for the spring session will be sent to vendors.
- Register students at your location and submit rosters to HRACS no later than 8-24-15 for fall and 12-9-15 for spring. We realize this is a very short turnaround time, but the completed rosters are needed so the POs may be completed and in place before classes begin. Please adhere to this deadline. If you are coordinating registration through HRACS you must contact David Cline when submitting vendor agreement.
- Collect all required STARs from students and return them to HRACS by first week of classes.
- Submit monthly student attendance sheets and invoices to HRACS for payment.



**VENDOR APPLICATION**

**Submit info sheet, fingerprint clearance, W-9, and class list information with cost to HRACS**

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Business Name (dba): \_\_\_\_\_

Tax Id or SSN#: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Website: \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

We always appreciate additional information regarding your program (resumes, brochures, accolades and awards, pictures or videos of our students engaged in activities and learning).

If you have any questions about our vendor program, please contact our Principal, David Cline at (209) 523-0401.



## VENDOR BILLING PROCEDURES

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After becoming an approved vendor with Hart-Ransom Academic Charter School (HRACS), you may not begin student instruction with an HRACS student until you receive an approved purchase order number. Purchase orders are based on student rosters submitted from the vendor and calculated according to the fee structure of the Vendor Agreement. You must submit student attendance sheets and invoice to receive payment. You may invoice for an entire semester after the student has completed the course or you may invoice monthly as the student completes the course. **Hart-Ransom Academic Charter School will not pay for any service rendered without an approved purchase order or a complete HRACS Vendor Agreement including current W-9.**

HRACS will mail, email or fax a purchase order for services to you. In order to receive payment from HRACS, you must email, fax or mail an invoice and student attendance for completed courses. You may not invoice for future courses. Remittance is Net 60 days.

Remit your invoices and student attendance to:

Hart-Ransom Academic Charter School  
Accounts Payable – Lois Elledge  
3920 Shoemake Avenue  
Modesto, CA 95358  
209-523-0401 (tel)  
209-523-1064 (fax)  
[lledge@hartransom.org](mailto:lledge@hartransom.org)

All invoices must contain the following information:

- Invoice date
- Vendor name, address, phone and fax numbers
- PO Number
- Description of service provided
- Date(s) service was provided
- Amount due
- Student name(s)
- Vendor's authorized signature

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**VENDOR FINGERPRINT CLEARANCE CERTIFICATION**

I certify that I, CONTRACTOR, have conducted a criminal background check of all employees who will have contact with HART-RANSOM ACADEMIC CHARTER SCHOOL students, through the Department of Justice (DOJ), in accordance with Education Code Section 45125.1 and I certify to HART-RANSOM ACADEMIC CHARTER SCHOOL and the HART-RANSOM UNION SCHOOL DISTRICT that no employee of CONTRACTOR working with students of HART-RANSOM ACADEMIC CHARTER SCHOOL 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.

\_\_\_\_\_  
Contractor (Company Name Printed)

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

List all employees or partners who will have contact with HART-RANSOM ACADEMIC CHARTER SCHOOL students. You may attach another sheet if necessary.

\_\_\_\_\_ Check box AND initial if no employees/partners

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Hart-Ransom Academic Charter School

Vendor Name: \_\_\_\_\_  
 Class Location(s): \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

Register by: (telephone, website, in person)

	Class	Grades	# of weeks	Day	Time	Start date	Specify class cost: (ie. per class/per student/per month)