

To Interested Vendors:

We want to offer exciting and educational classes that compliment our school philosophy. We invite you to complete an application. Please note that there are fees associated with some items that will be the responsibility of the vendor. Our requirements and agreement are a guideline for all vendors and we invite you to direct any questions or concerns to us as we understand your situation may vary. We look forward to our mutual relationship in enriching children's lives.

Thank you,

Karen Irvin, Jessica Tjioe, and Eva Payne
After School Program Coordinators
afterschool@scvcharterschool.org



Vendor Instructions and Checklist

Review our calendar dates and sessions

_____ Complete Vendor Application

_____ Email to afterschool@scvcharterschool.org

When your Application is accepted, please send the following to Karen Irvin:

Address: 28049 Smyth Dr., Valencia, CA 91355

Email: afterschool@scvcharterschool.org or

Fax: 661.607.0295

_____ Signed Vendor Agreement

_____ Complete Background Check

_____ TB Test Approved-Current as of 3 years

_____ Completed W-9