SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement for Board Approval at least 1 month prior to services.
2. Forms must be completed with all required signatures and have Board approval before the consultant/independent contractor can perform services for the District. (Requests submitted after services are performed will jeopardize payment.)
3. Clearances must be obtained with Human Resources Dept. (if applicable) prior to the start of services. Originating Dept. will follow up with HR once the contract is received.

Requested by: Elisa Alvarez / Elisa Alvarez / 6/19/16
[SLUSD] Print Name / Signature / Date

Name of Consultant/Organization: Boys & Girls Clubs of San Leandro

401 Marina Blvd — Address
San Leandro — City
Ca — State
94577 — Zip

510 483 5581 — Telephone Number
483 5584 — Fax Number
Bob @bgcsl.org — Cell # or E-Mail Address

SCOPE OF WORK: Youth Development Coordinator
Provide enrichment activities for LCAP non ASES students after school (2-4 p.m. as well as ASES students (1-5p.m.)

LOCATION OF SERVICES: Washington Elementary School 250 Dutton

DATE(S) OF SERVICE: 9/17/2016 to 6/8/2017

ESTIMATED COST: $14,695.00 (and/or hourly Rate: $_____)

NAME OF PROGRAM: LCAP After school enrichment Activities ($10,000 from LCAP)

BUDGET NUMBER: 010-5809-0888-1110-1000-008-08-001

010-5809-3010-1110-1000-008-08-320) Administrator/Program

Manager Approval:

Elisa Alvarez / Elisa Alvarez /Date: 8/1/16
Print Name / Signature

Consultant/Contractor:

Robert Glotch / /Date: 6/27/2016
Print Name / Signature

Business Manager: Initial: _____ Date: _____ Human Resources: Initial: _____ Date: _____

The Contracted Services Agreement must include the following before going to Purchasing Dept. for processing. Check off and attach all documentation that applies.

___ BOARD APPROVAL DATE: _____
___ Clearances with Human Resources: _____ Fingerprinting ___TB
___ Add as Vendor ___W-9 Tax Form ___EDD form (Employment Development Dept.)
___ Copy of Requisition ___Invoice Attached

Note: District staff cannot be employed as a consultant/independent contractor.