



COMMUNITY PARTNER APPLICATION

Dear Friendly Community Partner:

I wanted to welcome you into the Logos community! Thank you for choosing to partner with Logos to provide an incredible enhancement to our student's educational choices. Our Business Office is looking forward to team up with you and facilitate different educational activities that our students can be a part of outside of their enrollment here at Logos.

I wanted to explain the protocol we have for processing your invoices for ease of mind and understanding. Our students each receive an amount of funds to spend during the year prioritizing first curriculum, then campus classes, and outside activities with Community partners. This amount of funds is called an "Allotment". When I receive your bill, I submit a request to the student's teacher to use part of their allotment for this activity, then, the teacher has to place an order in our system if they deem the funds available. Our teachers are essentially account managers for sometimes 25 different individual students, managing their allotment and making sure they spend it throughout the year on: first and foremost curriculum, then Campus Classes, school supplies, and then Community partners. Community partners are most of the time an extra-curricular activity and therefore the teachers need to make sure the priorities are met and accounted for. Sometimes, they have to communicate with the families back and forth to make sure there isn't curriculum the student needs before they use their funds. This can sometimes delay the payment process on the Business Office end but our staff as a whole, including the teachers has a main goal of excellent communication with our students and maintaining a strong relationship with our Community partners. I do my best to provide prompt payment for any invoice received. However, because of the chain of communication that we go through, sometimes payment can take a few weeks. I do ask that you give us up to 30 days to submit Logos payments to you, normally it does not take this long though. I would like to accommodate your billing cycle as well, so feel free to bill for the upcoming month to ensure you have payment in time for your invoices to be reconciled.

There may come a time when the student has used all of their allotment or it is needed for educational curriculum. I have encouraged our families to in constant communication with their teacher (ES) as to where their account is at and hopefully they will be able to let you know ahead of time to not bill Logos if they are out of funds. Sometimes, that may not happen though. In that case, I will let you know via email or on the invoice you submitted when I send in payment that the student is out of funds. Once they are out of funds, you will want to bill the family from that point forward. They will not receive more allotment until the next school year.



COMMUNITY PARTNER APPLICATION

The Parent/Community Partner Agreement I have provided will help with that communication as well. This document is for your records (Logos does not need a copy). I suggest to keep a credit/debit card on file for you to bill the family for if/when they run out of school funds and you are able then to ensure payment for yourself. Sometimes, that may not happen though. In that case, I will let you know via email or on the invoice you submitted when I send in payment that the student is out of funds. Once they are out of funds, you will want to bill the family from that point forward. They will not receive more allotment until the next school year.

I am including a few items in your Welcome Packet, such as:

- A Logos Community partner sticker to place at your business to let families know that you are a Logos Community partner and that they can use their EU's to pay for your services.
- A Parent/Community Partner Agreement that you are welcome to make copies of and use for your purposes if desired for each one of your customers that is a Logos family. This document is intended to bridge communication as to what the expectations are for the family in using their funds to pay for your services.
- A copy of the letter that was given to all of our families this school year concerning Community partners so that you know what has been communicated to our families as far as expectations.

I will be doing a monthly drawing for active Community partners that I have received an invoice from this year! There will be something fun in your mailbox if you win!

The information enclosed will help you make the most of our Billing Policy. If you have any questions, I will be happy to help you. I look forward to working with you and striving for the same goals. Again, thank you for your partnership with Logos Public Charter School.

Sincerely,

Mackenzie Fiano, Business Manager's Assistant, 541-842-1933
mfiano@logoscharter.com



COMMUNITY PARTNER APPLICATION

Community partners for Logos Public Charter School **MUST** be independent contractors within the meaning of ORS 670.600 and as used in ORS chapters 316, 656, 657 and 701. Logos reserves the right to refuse any community partner contract.

- **To be considered as a community partner for Logos, a prospective community partner must provide evidence that the person is an independent contractor.**

We need the following items to keep on file:

1. A 3 month history of invoices showing some students that do not attend Logos Public Charter School.
2. A Business License for the business applying as community partner.
3. A copy of Liability Insurance for the business applying as a community partner.
4. A form W-9
5. The website address for the business applying as community partner if applicable.

Please email these items along with your community partner application to our Business Office at accounting@logoscharter.com. If you would prefer to mail them to Logos, you can do so at:

Logos Public Charter School
1203 N. Ross Ln.
Medford, Or. 97501

- ❖ **BACKGROUND CHECK:** Our school board has established a policy, in accordance with state law, in which all Logos community partners and their employees must complete a background check in order to be or remain a Logos community partner. Please complete your background check here: (This is through the Medford School District and it is used to background check VIMS as well. This is the correct link to use!) www.medford.k12.or.us/Page/461.
- ❖ **ODE Sexual Misconduct Verification:** Senate Bill 155 passed in 2019, enacted the requirement for all contractors and volunteers not licensed with TSCP as a school employee in Oregon must complete a verification through the Oregon Department of Education. Please complete the verification [here](#).

Once we have approval on the background check from the Medford School District, we will notify you that you are approved as a community partner. Once you receive an email from Kylie McDermott confirming that you are approved:

1. Your name and website will go on our website under our Community partner tab
2. Your information will be accessible to our teachers and staff in our school software
3. You are now able to invoice for Logos students using your services. Invoicing can be done via email, or USPS. The email to send invoices to is: accounting@logoscharter.com. Our school address is listed above.
4. We have a page on Facebook, “Logos Community Bulletin Board”, where you can post monthly specials or events for your business and it will get the word out to our families.



COMMUNITY PARTNER APPLICATION

THIS IS AN INDEPENDENT CONTRACTOR AGREEMENT FOR SERVICES RENDERED TO LOGOS PUBLIC CHARTER SCHOOL, A CHARTER SCHOOL EXISTING PURSUANT TO CHAPTER 338 OF THE OREGON REVISED STATUTES AND THE COMPANY/INDIVIDUAL LISTED BELOW HEREINAFTER REFERRED TO AS "COMMUNITY PARTNER."

Company Name _____

Email Address _____ Phone _____

Address of Business _____

Please attach form W-9

The parties agree as follows:

1. This agreement will be effective for the duration of each school year (first day of school to the last day of school) from 2020-2023. This is a (3) year community partner contract.
2. The Community partner will invoice monthly for services rendered. Community partners may invoice for the upcoming month (ex. For services in April, you may invoice at the end of March).
3. The Community partner shall comply with all applicable federal, state and local laws, rules, regulations and ordinances regarding their employees, including as to the protection of confidential student information, including, without limitation, the Family Educational Rights and Privacy Act (FERPA).
4. Services may not be subcontracted by the community partner. Services must be rendered by the company/Individual on the contract.
5. Logos Public Charter School may terminate this agreement upon 5 working days' written notice to community partner. In such event, the community partner shall be reimbursed for all serviced performed to date, as determined by Logos Public Charter School. If the



COMMUNITY PARTNER APPLICATION

community partner is convicted of any crime or offense, fails or refuses to comply with the written policies or reasonable directive of Logos Public Charter School, engages in serious misconduct, or materially breaches the provisions of this agreement, Logos Public Charter School may terminate this agreement immediately without prior written notice to Community partner.

6. This agreement shall not render the community partner as an employee, partner, or agent of Logos Public Charter School for any reason. The community partner acknowledges that they are an independent contractor with respect to Logos Public Charter School. Logos Public Charter School will not be responsible for withholding taxes with respect to the Community partner's compensation.
7. The community partner shall have no claim against Logos Public Charter School for vacation pay, sick leave, retirement benefits, Social Security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.
8. The community partner will carry liability insurance on terms acceptable to Logos Public Charter School. Logos Public Charter School may require proof of insurance from time to time. The community partner shall indemnify, defend and hold Logos Public Charter School harmless from any and all claims, rights or actions related to any of the community partner's activities under this agreement, including as to attorney fees and court costs.
9. The community partner agrees to complete the background check for all staff that will be interacting with Logos Public Charter School students. Approval is not complete as a community partner of Logos Public Charter School until the background check comes back approved through the Medford School District.
10. Per Senate Bill 155, all staff that will have direct unsupervised contact with Logos Public Charter School students must complete the Oregon Department of Education Online Sexual Misconduct Verification. Approval is not complete as a community partner of Logos Public Charter School until the background check comes back approved through the Oregon Department of Education.

Signature _____

Print Name _____



COMMUNITY PARTNER APPLICATION

Your Business Information will appear on our school website.

Please add the information how you would like it to appear on our website.

Company Website _____

Specialty: _____

Grades services are offered for: (K-12) _____

Contact Person: _____ Phone # _____

Email: (please print) _____

If you have any questions, please contact Mackenzie at mfiano@logoscharter.com or _____
541-842-1933.



COMMUNITY PARTNER APPLICATION

Note to Community Partner:

This document is for you as a Community Partner to have the student and parent sign when they come in to use the services at your place of business and want to use their school funds to pay for it.

Feel free to make as many copies as you need!



COMMUNITY PARTNER APPLICATION

Place of business: _____

We are pleased to be an approved Community Partner for Logos Public Charter School!

As you are aware, each student receives an allotment of funds to spend during the year. The priority for these funds is in the following order: curriculum, campus classes, then outside activities with Community Partners. The bills are submitted to the Business Office, and the ES will determine if funds are available.

Please note the following:

- If funds are available to fully-cover the service billed, then Logos will pay the business directly.
- If only a portion of the funds are available, you will be responsible for paying the balance to LOGOS, then Logos will pay the business directly for the full amount of the invoice.
- Once the available Logos funds are exhausted, the parent will pay fees directly to our Business.

By signing this form, you agree to the following terms:

- I agree to communicate with my ES first before promising payment from Logos to the Business to make sure I can allocate my child’s funds to this activity.
- I agree to keep tabs on my child’s account balance with their EU’s each month and to communicate with this Community Partner if my child does not have any funds left so that the Community Partner can bill me directly.

Child’s Full Name: _____

Parent’s Signature: _____

Date: _____



COMMUNITY PARTNER APPLICATION

We would like to keep a card on file for payment in the case that your child is out of educational units (EU's) to pay for our services.

Name on card: _____

Card number: _____

Exp. Date of card _____

3 digit code on the back of the card: _____

**This card will only be charged in the event of lack of educational units (EU's) to pay for an outstanding bill.