

# Vendor Application



The Etiwanda Teacher Association Executive Board will consider all vendor request to present or distribute information to Etiwanda School District Teachers from the following organizations: non-profit civic and cultural organizations, nonpartisan and nonsectarian individuals/organizations, accredited colleges and universities, state sponsored 403B programs, certain financial institutions and programs\* and local health clubs.

## Benefits of Approved Vendor Status

- Placed upon the approved vendor list
- Access to all Etiwanda School District Teachers
- Granted permission to distribute flyers and/or informational documents
- Granted permission to host Site Presentations – (Pending site administrator approval for date/time)

Please use the following guidelines when submitting a vendor application

- Applications are valid for the current academic school year
- Submit a completed application (incomplete applications are not considered)
- Provide nonprofit tax id number, if applicable
- Submission of original copy of flyer and/or information to be distributed with application
- All materials must include the following disclaimer

***“This is NOT an Etiwanda Teachers Association nor an Etiwanda School District sponsored activity and this material is NOT prepared at ETA nor Etiwanda School District expense”.***

## Application process

- Applications will be reviewed and processed by the ETA Executive Board
- Vendors will be notified of application status following the application review
- Applications are not accepted and/or processed during the last month of school (May)

**Please allow up to 30 days for the processing of application decisions.  
Applications are reviewed during the monthly ETA Executive Board Meetings.**

Please submit application to

Etiwanda Teacher Association  
Attn: ETA Secretary  
P.O. Box 276  
Etiwanda, Ca 91739

\*Financial Institutions and other programs – institutions such as credit unions and banks may submit applications to advertise programs, services and discounts for teachers. Financial organizations offering home loans and multilevel programs are reviewed on a case-by-case basis depending upon the services provided.

## Application for the 2018-2019 Academic School Year

**My organization is:**

For-profit\*       Non-profit (Tax ID # \_\_\_\_\_)

*\*If you are for-profit and offering teacher discounts or fundraisers, approval will be on a case-by-case basis.*

**Name of Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Return Approval by: (circle one)**    **FAX**                      **Pick up in Person**                      **Email**                      **Mail**

**My flyer contains the required disclaimer**    ( ) yes    ( ) no

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### THE FOLLOWING CRITERIA MUST BE MET BEFORE FLYERS CAN BE APPROVED AND DISTRIBUTED:

1. The flyer MUST have the following disclaimer:  
*“This is NOT an Etiwanda Teachers Association nor an Etiwanda School District sponsored activity and this material is NOT prepared at ETA or Etiwanda School District expense.”*
2. After receiving ETA approval, please contact the school sites to deliver the flyers to the school.
3. A copy of the ETA approval letter must be provided to each school office upon delivery of the flyer.
4. The final decision concerning flyer distribution, and the manner in which the flyers are distributed, is at the site administrator’s discretion.
5. School site presentations can only be approved by site administrators.
6. Duplication of flyers is the responsibility of the organization requesting permission to distribute.
7. The flyer must not cause disruption to the operation and discipline of the school.

(For ETA Executive Board Use Only)

Date Received: \_\_\_\_\_      Criteria Met: Y N      

Approved:	Declined:
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Notification sent: \_\_\_\_\_      ETA Signature \_\_\_\_\_