So you want to hire a coach, consultant or use an outside vendor for your school? There are 3 ways to do this.

1. **HIRE AN INDIVIDUAL**

2. **If you want to pay for an Independent Consultant, NOT a BUSD employee.**

3. **If you want to pay for an outside SERVICE Provider (ie. MathMagic or Fresh-i-Films)**
**OPTION 1: HIRING AN INDIVIDUAL**

If the person is a **BUSD** employee, full time or part time...

- Get Site Administrator’s Approval
- Site will call Budget department for the hourly rate (should include benefits)
- Boosters Gifts the Funds to BUSD by filling out the **Gift Form**
- All proper signatures must be on the form
- Send completed paper work and check (written to School site or BUSD) to BUSD District Office - Budget department
- The Gift will go to the Board for approval

If the person is **currently NOT** a BUSD employee...

- Get Site Administrator’s Approval
- Site administrator starts the BUSD hiring process for Booster Clubs by contacting HR.
- Individual reports to HR to fill out a BUSD Booster Club Information Form, supply copy of Drivers license and get live scanned –finger printing (at their expense) – Person **MUST** be cleared before working.
- Boosters Gifts the Funds to BUSD by filling out the **Gift Form** (all proper signatures must be on the form)
- Send completed paper work and check (written to School site or BUSD) to BUSD District Office - Budget department
- The Gift will go to the Board for approval
**OPTION 2: HIRING AN INDEPENDENT CONSULTANT**

Get Site Administrator’s Approval

- **Will they be working with kids?**
  - **No**
    - Site administrator will fill out the consultant contract and forward to Instructional Services who will then take it to the board for approval.
    - Boosters Gifts the Funds to BUSD by filling out the Gift Form.
    - All proper signatures must be on the form.
    - Send Paper work and check (written to School site or BUSD) to BUSD District Office – Budget Department.
    - The Gift will go to the Board for approval.
  - **Yes**
    - Site Administrator will fill out consultant contract and forward to Instructional Services who will then take it to the board for approval.
    - While waiting for contract to be approved, CONSULTANT needs to get LIVE SCANNED.
    - Once Board approves contract the Consultant can begin working as long as the Live Scan has been completed.
    - Boosters Gifts the Funds to BUSD by filling out the Gift Form (all proper signatures must be on the form).
    - Send Paper work and check (written to School site or BUSD) to BUSD District Office – Budget Department.
    - The Gift will go to the Board for approval.
OPTION 3: HIRING OUTSIDE VENDOR

Get Site Administrator’s Approval

Vendor must fill out the “Application for Use of Facilities” form which can be acquired from BUSD website under Departments/Facilities Services/ Use of Facilities/Overview-Process & Forms

Submit completed form to the Facilities Services Department  
510 S. Shelton St., Burbank CA

The Facilities Department will notify the requestor if it has been approved.