



CyberLynx
PO Box 599
Nenana, AK 99760

Toll Free: 1-888-424-5969
Website: [http:// cyberlynx.org](http://cyberlynx.org)

Vendor Information Packet

Dear Prospective Instructor / Tutor / Service Provider;

CyberLynx welcomes tutors, instructors and instructing institutions of art, music, dance, and physical education to join our vendor list. We also encourage local in-state business owners to provide appropriate non-doctrinal products for homeschoolers. Our vendor list is distributed to each family enrolled with our correspondence program. If you prefer not to be listed, you may still offer your services to CyberLynx families.

It is important to the integrity of our program that we require adequate instruction within a subject area to qualify as a "class or course." Please provide information on the specifics of each class or program you offer. We also require a resume or proof of certification if you are providing instruction and a current copy of your business license. All information is confidential, and used only to confirm credibility in the student's records of accomplishments. If you have a prepared brochure, pamphlet, or other publication which includes the information listed below, you may send that to us.

- 1) Name of class or course or program (ex. "Little Twirlers")
- 2) Goals
- 3) Objectives
- 4) Number of class periods / weeks / etc. (ex. 3 sessions per week for 14 weeks)
- 5) Number of hours (ex. 1 ½ hours per session)
- 6) Required materials (ex. paint brushes, music sheets, etc.)

If a high school student wishes to receive credit for your classes there are additional specific requirements and a course agreement must be completed and approved by the NCSD School Board. Please contact us if there are any questions from a student or parent in such a case.

Sincerely,

CyberLynx Correspondence Program

Please use the check list below to make sure that you have submitted all the appropriate documentation:

- _____ Vendor Information Form
- _____ W-9 Tax form (required if you wish to receive payment directly from CyberLynx)
- _____ Current Business License or State of Alaska Teaching Certificate
- _____ Requested Information if providing services (Lesson plans, Brochures, Pamphlets, etc.)

PLEASE NOTE: CYBERLYNX IS A TAX EXEMPT ORGANIZATION.

