The current Guest Service form, now Sponsored Services form is being used for activity that is not the intent of an invitee. HR, Purchasing and Risk Management have agreed with the classifications of services below. The majority of requests will be a vendor and initiated by the department needing the service.

Many of the Sponsored Services being submitted are actually vendors/contractors and should be processed as such.

**Vendors/Contractors** provide a service, product or task that is marketed to the public and is requested by AWC to fulfill a purpose. The activity is part of their business or employers operations or livelihood and performed on an ongoing basis to the public. A request of payment for services rendered is agreed upon. In most cases a specific, skill, talent, equipment, education and certification or credentials are needed. A vendor/contractor can be a sole proprietor, partnership, corporation or LLC. Vendors/Contractors will submit a proposal for services for acceptance and an invoice for payment after services are rendered. Payment can be by PO. Insurance is required with coverages reflecting the proposed services.

**Sponsored Services** form will be used for an invitee for a one-time action/ activity. The invitee is an individual and not a business enterprise marketing to the public. The activity is not a repeated service or supplemental to their livelihood. The invitee receives a nominal stipend or honorarium for their participation relating to the educational purpose they performed or filled. In most cases background checks and insurance are not required for an invitee and will be reviewed on an individual basis for verification.

**Employees** are hired to perform a specific task under the control of AWC that is needed and part of the core purpose of AWC. Individuals hired to instruct students in a class or program for a required objective are employees. Individuals hired to fill identified positions to support the purpose of AWC are employees.

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