



## Charter School Purchase Order Instruction Youth Hands-on STEM Shop Class

We are delighted to work with you and would like to thank you for your part in making Urban Workshop's Youth program, one of the largest and most successful STEM programs in North America. As we have grown to nearly 1,000 students annually, we need to have procedures in place to work with schools and the families efficiently. Hence, we have created this one-page instruction sheet for the Charter Schools with the information needed for creating and submitting Purchase Orders on behalf of the families.

The youth program runs as a 12-week semester in the spring and the fall. Each 12-week semester constitutes one level. We offer four levels. During the winter break, the same levels are offered as a week-long camp for the same price. The classes cost \$800 per student per level and include all project and material costs. Winter camps are invoiced in full upon commencement.

Our Class Tracks are either 4-weeks or 6-weeks in duration and are priced ala-carte. The track prices include all project and material costs and are invoiced in full upon commencement.

Please to issue Purchase Orders according to the monthly schedule below.

<u>Fall Semester</u>		<u>Spring Semester</u>			
September	\$200	January	\$200	Winter Camp	\$800
October	\$200	February	\$200	Blacksmithing Track	\$800
November	\$200	March	\$200	Wood Track	\$570
<u>December</u>	<u>\$200</u>	<u>April</u>	<u>\$200</u>	3D Printing Track	\$650
Total =	\$800	Total =	\$800	Stained Glass	\$699
				Electric Guitar Making	\$699

**All Purchase orders must include: Calendar year, Semester (spring, fall or summer camp), Class Level (1 -4), Class day, and Class time. For example: 2019 Spring, Level 1, Tuesday, 9am.**

**Purchase Orders need to be received prior to the class start date. If we have not received the P.O. by the start date, your student may not be admitted into the class.**

Please email Purchase Orders and / or Enrichment Certificates from your Charter school to our Accounting Department at [accountingOC@urbanworkshop.net](mailto:accountingOC@urbanworkshop.net) or send by mail to:

Urban Workshop  
c/o Youth Program PO's  
365 Clinton Street, Suite A  
Costa Mesa, CA 92626

If you have any other questions or require assistance, please call our Education Team at 949-296-2153