Independent Contractor Questionnaire

Yes/ No

__ 1. For this project will you be given instructions on how to accomplish it?

__ 2. Will the Sierra Club be training you on how to do this work?

__ 3. Can you hire others to help you complete the project?

__ 4. Will you be setting your own hours?

__ 5. Do you have a continuing relationship with the Sierra Club?
(Continuing meaning ongoing work without an end date. Non-continuing meaning you have a specific goal or end date. Projects that are frequent but at irregular interval constitutes non-continuing).

__ 6. If you have any, do you control your own assistants?

__ 7. Do you control where you work?

__ 8. Do you control the manner and method of how the work will be performed?

__ 9. Will you be providing interim or progress reports to Sierra Club?

__ 10. Are you paid by the job and not by time?

__ 11. Are you responsible for your own business expenses?

__ 12. Do you furnish your own tools and equipment?

__ 13. Do you have other current clients outside of Sierra Club? If yes, please provide the contact information for one to three of them below.

   Name Phone Number

   A)  __

   B)  __

   C)  __

__ 14. Do you file self-employed tax returns?

__ 15. Do you carry any personal or business liability insurance?

__ 16. Are you the sole proprietor of your business?

__ 17. Are you currently an employee of the Sierra Club or have you ever been an employee of the Sierra Club (if yes, what years)?

__ 18. Are you a resident of the state of California? If not, indicate your residence below.

__ 19. As part of this project, will you be providing services in California?

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YOUR SIGNATURE DATE

PRINT State of Residence if not California

Please attach your business card. If you have any questions, contact Sierra Club Human Resources Department at (415)977-5599. Approval:

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FINANCE HRD DATE