

# PROFESSIONAL DEVELOPMENT AGREEMENT



This agreement, dated Friday, February 7, 2014, is by and between Harlem School District 122 (Hiring Party) and SDE. The parties agree that Rick Wormeli will conduct professional development training for grades K-12 educators in Machesney Park, IL, on January 16, 2015, for a maximum of six instructional hours.

### THE HIRING PARTY AGREES (initial each):

\_\_\_\_\_ To pay \$7,900.00 for the workshop, which includes the Speaker's honorarium and all related travel expenses. If the Hiring Party requests modifications to this training in any manner, both parties agree that the terms of this agreement may need to be renegotiated. Applicable state and local sales tax will be added to the final invoice if a Tax Exempt number is not provided.

\_\_\_\_\_ The Tax Exempt number for the Hiring Party is: \_\_\_\_\_.

\_\_\_\_\_ To sign and return a copy of this agreement with a 15% deposit of \$1,185.00 payable with a purchase order, check, credit card, or money order. **If you are unable to make a deposit at this time, please provide a purchase order number for the full contracted amount.**

\_\_\_\_\_ To pay the balance of the fee no later than 30 days after the engagement or a finance charge may be applied. All payments must be made payable to SDE, Inc., (Federal ID 31-1330847).

\_\_\_\_\_ All future professional development with the SDE presenter will be contracted through SDE, Inc.

\_\_\_\_\_ To make duplicates for all participants from a master set of handouts provided by the presenter.

\_\_\_\_\_ To provide the following: an overhead projector or LCD projector, a 10-foot screen, 3 tables up front for the Speaker, and a wireless lapel microphone (if the room is large). If unable to provide this AV equipment, the Hiring Party must discuss options directly with the Speaker.

### CANCELLATION POLICY:

If the **Hiring Party cancels** this training, they must call SDE at (877) 388-2054. If the Hiring Party cancels the engagement, this may result in the loss of your deposit and you may incur travel related expenses. However, if the Hiring Party reschedules the training for a future date, SDE will apply any paid monies towards that contract.

In the unlikely event that the **Speaker scheduled for this training must cancel**, SDE will provide an alternate speaker that we consider having equal or greater presenting ability and authority on the necessary topic(s). If an appropriate alternate is not available and SDE must cancel the training due to the Speaker's cancellation, we agree to provide this training at no charge to the Hiring Party on a later date that is mutually agreeable to SDE and the Hiring Party.

If **SDE must cancel the training** due to an Act of God or other circumstance completely beyond our control, the Hiring Party will be notified immediately and their paid deposit will be fully refunded. At the request of the Hiring Party, SDE will make every effort to reschedule the training for a future date(s) convenient for the Hiring Party.

**The Hiring Party agrees to the terms as stated.**

**SDE agrees to the terms as stated.**

\_\_\_\_\_  
Signature / Date

\_\_\_\_\_  
Title  
Harlem School District 122

Marc Patterson  
Account Executive, Educational Partnerships  
SDE, Inc.

February 07, 2014



Harlem School District 122  
Kim Lewis  
8605 N 2nd St  
Machesney Park, IL 61115-2003

Dear Kim,

Thank you for choosing SDE to meet your on-site professional development needs.

I am enclosing a Professional Development Agreement for on-site staff development training with Rick Wormeli. **Please sign and initial this contract, make a copy for your records, and return the original to me.** Please note the 15% deposit to be returned with the signed contract may be satisfied with a purchase order, money order, check or credit card.

Also attached is a Travel Logistics form, vital in planning the presenter's travel. Please fill it out and fax or mail it along with your signed contract.

**Prior to the engagement:**

- The presenter(s) will contact you directly to discuss the content and objectives of this training.
- A master copy of the presentation handouts will be sent to you to duplicate for the participants at the training.
- Our Travel Coordinator will contact you if they have any questions relating to travel. Once these arrangements are complete, a copy of the travel itinerary will be sent to you approximately 2 weeks before the engagement for your records.
- A link to an online evaluation survey will be sent to you to distribute to the participants at this training. We encourage you to have your staff complete this survey to ensure the program continues to be a success and that both SDE and your presenter have met your expectations.
- I will contact you 1-2 weeks prior to your engagement to confirm any final details and to answer any questions that you might have. I will also follow up with you just after the engagement takes place to make sure that everything went well.
- If this training includes participant resource books or any purchased materials, they will be shipped to you at this address 1-2 weeks prior to the event. If you prefer an alternative shipping address, please contact me with the details.

**In addition:**

- SDE is a provider of professional development credit in most states. If you would like your staff to receive credit with your state for this training, please contact me no later than 60 days prior to your training.
- Books and other teacher resources are available to enhance your in-service. Contact me to discuss your options!

If you have any questions or if there is anything else I can do to help you, please call me at 800-247-6532, or email me at mpatterson@SDE.com. Once again, thank you for your business. We appreciate your commitment to top-quality professional development, and I know this training will be a great success!

Kind regards,

Marc Patterson  
Account Executive, Educational Partnerships  
Phone: 800-247-6532  
Fax: 800-910-4104

# TRAVEL LOGISTICS



**To:** Kim Lewis  
**From:** Marc Patterson  
**RE** Professional Development  
**Training Date(s):** January 16, 2015

In order to make sure Rick Wormeli gets to your training, please take a moment to fill out the information below:

Training Site: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Est # of participants: \_\_\_\_\_

In case of emergency:

Contact Name: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Please fax or mail this form along with your signed contract to SDE, Inc. as soon as possible.

**Fax:** 800-910-4104

**Mail:** SDE, Inc  
 Attn: Professional Development Training  
 PO Box 577  
 Peterborough, NH 03458

Thank you!