

**Orange County School of the Arts
PERFORMANCE SERVICES AGREEMENT**

Name of event contact: _____

Contact cell: _____ Contact email: _____

This agreement dated _____ is between _____

and Orange County School of the Arts (OCSA) for entertainment to be provided on

_____ from _____

to _____ at the _____.

OCSA to provide entertainment for this event as follows:

It is agreed that _____ will donate funds in support of the students of Orange County School of the Arts, made payable as follows:

- OCSA: in the amount of \$ _____.
- In the memo section of the check please write _____.

_____ to mail or deliver all checks by

_____ along with this signed agreement to:

Orange County School of the Arts
Attn: Cindy Peca
1010 N. Main Street
Santa Ana, CA 92701

AGREED AND APPROVED

Cindy Peca - OCSA Creative Director
Orange County School of the Arts

Date

Date

Orange County School of the Arts
1010 N. Main St. Santa Ana, CA 92701 t: 714.560.0900 f: 714.664-0462



MEET THE MASTERS INC. meetthemasters.com

Mgr. Name: Lupe McDonald Phone:909-969-1299

Email: lupe@meetthemasters.com



CONTRACT AGREEMENT for School Year 2018-2019

This agreement is made between **MEET THE MASTERS**, administered by Bonnie Steele, and:

School:	Alderwood Elementary
Address w/ zip code:	2005 Knollcrest
	Irvine, CA 92603
Phone & FAX w/area code	949-936-5400 FAX: 949-936-5406
Contact, Title, Phone:	Shannon Paigah, 949-422-0964
Contact E-Mail Address:	paigahs@yahoo.com
Date of Agreement:	04/19/2018

#Total Enrollment including Inservice or Extras:	500
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MEET THE MASTERS (MTM) shall provide:

Full Service: Inservice: _____ Multiple locations: _____ Mileage: _____ #of print sets: **1**
 # of Art Supply Sets (1 classroom set of 36 per Unit supplies 750 students): **1 set**

#/#LB	Instructional time:	# of Artist Units: 6
3	# of Assemblies per Artist by MTM Staff grade levels k-3	Artists in TEACHING ORDER:
13	# of Classroom Art Lessons per Artist by MTM Staff	1. Van Gogh
0	# of Inservice Art Lessons per Artist by MTM Staff	2. Miro
4	# of Kindergarten Classroom Art Lessons with artist history rug talk per Artist by MTM Staff K Artists: all	3. Kahlo
		4. Picasso
		5. Klimt
		6. Renoir
		7.

SCHOOL shall provide:

Art Supplies: Paper goods, paint, glue, scissors, pencils, paper towels, paper plates
 Duplicating: Learning Packets, Lesson Plans, Awards, Volunteer Instructions, Artist Profile Slips.
 Implementation Assistance:

1. Coordinator is to schedule, duplicate, order, recruit, and communicate with MTM.
2. Volunteer or staff shall prepare materials for each lesson.

Terms of Agreement:

1. Unavailability of appropriate room for assemblies can result in cancellation with no refund.
2. Assemblies to be delivered in one location on any given day; multiple locations will be an additional charge. _____
3. Schedule changes of confirmed dates will result in a charge of \$34.00 per date change.
4. Curriculum is for sole use of contracting school or district and may not be duplicated, resold, used or shared in other locations. No MTM lessons/visuals may be posted online.
5. Make-up of missed lessons by School are only permitted on dates previously scheduled.
6. Non-teaching breaks for MTM Instructors, totaling more than 60 minutes per day, will be assessed a charge of \$34.00 per day, & \$34. per each additional 30 minutes.
7. Filming or recording any part of MTM lessons is not permitted.
8. School's teachers are required to be present during all MTM instruction.
9. Minimum # of assemblies and/or classes per scheduled day is 3. Less than 3 is subject to additional charges.
10. Assemblies/Art Activities can only be rendered as a unit.

I have read and agree to all the above Terms and Agreement. _____(initial)

Financial Agreement:

CONTRACT AMOUNT	\$6110.00
Art Supplies, Prints	\$837.00
Tax (tax rate: 7.75%)	\$64.87
TOTAL	\$7011.87

Payment Schedule	Amount	Due Date
Deposit (Payment 1) or full payment	\$1,000 or \$	*6/10/2018
*Return one completed, signed copy of this contract via EMAIL to: NAME: Janine Warner EMAIL: Janine@meetthemasters.com		
Payment 2	3005.94	11/15/2019
Payment 3	3005.93	2/15/2019

Invoices will be sent to the address provided under "Billing Address" below.
Payments are due on the above listed Due Dates made out to *Meet the Masters*.
A monthly late charge of \$25.00 will be assessed as per due dates listed above.

Payments should be mailed to:

**Meet the Masters
Attn: Lisa Garcia, Finance
11720 Lemonwood Ct.
Fontana, CA 92337
909-429-2787
Lisa@meetthemasters.com**

Payment Source:	PTA/PTO	SIP	District	Grant	Other
School Board approval required:			If yes, date of meeting:		
Is a Consulting Agreement required (to be signed by MTM Regional Manager)?					
Purchase Order #:			Requisition Order #:		

**INVOICES will be sent to the following address for payments 2 and 3:
Billing Address (Payment Source):**

School/PTA/PTO/District/Other: _____
Attn: Name/Title _____
Address: _____
Phone: _____ **FAX:** _____ *** EMAIL:** _____

CHECK HERE IF INVOICES CAN BE EMAILED:

**Responsible Parties: The Parties Below Agree to all Contract Terms & Conditions.
PLEASE Initial: __ School JW CM Regional Mgr.: Steve Johnson**

School Representative
Type Name:
Title:

MTM Manager
Type Name: Lupe Mc Donald
E-Mail: lupe@meetthemasters.com
Phone:909-969-1299

Scholastic Book Fairs (SBF) Certificate of Agreement

We're in this together! From fair planning to delivery, a team of consultants will assist you every step of the way to make sure you have the best book fair ever.

Here are some of the helpful products and services we promise to provide you:

- Books and educational products
- A dedicated support and service team
- An online Toolkit full of planning resources & tools
- Quick and easy product restock
- Planning Kit & Setup Kit with how-to guides and promo materials
- Access to online shopping for up to 21 days (not available on BOGO Fairs)
- The Book Fairs app for leveling, shopping, videos, and more
- Convenient point-of-sale system that allows you to accept all major credit cards

As a Scholastic Book Fairs (SBF) customer, the school or organization listed agrees to:

- Use SBF as the exclusive provider of all books, merchandise, and promotional materials during the book fair event.
- Store and display all merchandise, cash, checks, credit card machines and sale slips in a locked and secure location when not in use at your book fair.
- Make products for sale by you available to all qualified event attendees at the listed price designated by Scholastic.
- Collect sales tax as required by your state law, as purchases of books and educational materials from SBF are for resale.
- Repack all unsold products, supplies, and displays for pickup and/or return.
- Return all credit card machines, sale slips, point-of-sale machines, unsold products, and merchandising materials/displays to Scholastic Book Fairs promptly at the conclusion of the book fair.
- Process the book fair financial forms and payment within two (2) working days after the fair has ended.
- Review the following credit card security instructional information and comply with the following security procedures:
 - Do not share or distribute the credit card device or data taken on behalf of Scholastic Book Fairs (card numbers, card readers, etc.).
 - Do not write down or copy any data from a customer's credit card (i.e. card numbers, expiration date, or security codes.)
 - Credit Card terminals are not to be used for personal use/gain; devices are only to be used for transactions at Scholastic Book Fairs events.
 - If a credit card is found, please call the toll-free number on the back of the credit card, report the card lost, and request further directions from the credit card company.
 - All unattended devices or credit card receipts must be in a locked or secure location.
 - Do not connect the credit card device to any unauthorized networks.
 - Volunteers should use good and reasonable judgment in the event of any issues, or contact the chairperson or the EasyScan Hotline for guidance.
 - The book fair chairperson is responsible for informing all book fairs volunteers of this credit card security instructional awareness information provided by Scholastic. Acceptance of the Services Agreement acknowledges notice of and agreement to this credit card security instructional awareness information.

Effective for fairs beginning August 1, 2018

Profit

If your book fair sales are \$2,500 and above, you may opt to take profit in all Scholastic Dollars, all cash, or you may take a combination of Scholastic Dollars and cash.

- When you elect to take a combination, Scholastic Dollars is worth double the value in cash.
- The total profit amount cannot exceed 25% of sales at cash value.
- Use the Profit Split page in the Financial Form to automatically calculate and optimize your profit and reward elections.

Scholastic Dollars Rewards

For sales \$2,500 and above you will earn a **5% reward** in Scholastic Dollars if you select all profit in Scholastic Dollars. You will not earn this reward if you elect to take all cash profit or a combination of profit.

Book Fair Sales	Scholastic Dollars Value		Cash Value
\$0 - \$1,199.99	30% of Sales		\$0
\$1,200 - \$2,499.99	40% of Sales		\$0
\$2,500 and up	50% of Sales	and/or	25% of Sales

A submitted copy of this Agreement confirms and secures your Book Fair dates, reserving product for your Fair.

Chairperson Information
DAWN MORTAZAVI
awpta.president@gmail.com

Book Fair Consultant
CATHERINE CAUGHRAN
8007922002
ccaughan@scholasticbookfairs.com

Number of Fairs Organized: 1st Fair
Role at School: PTA/PTO Member

School Information

ALDERWOOD ELEMENTARY SCHOOL
2005 KNOLLCREST
IRVINE, CA 92603
Account #: 242613

Fair Information

Fair Dates: 11/08/2018 to 11/16/2018
Fair ID #: 3900259

Agreement Date: 09/12/2018
Accepted Online Electronically

Note: Changes to this Services Agreement may be made at the discretion of Scholastic Book Fairs as permissible by law and/or as business conditions deem appropriate. We will notify you of any such changes by posting the revised Services Agreement in the Chairperson's Toolkit. Under certain circumstances, we may also notify you of changes to this Services Agreement by additional means, including, but not limited to, posting a notice on the Scholastic Book Fairs homepage, sending you an email if we have your email address, or by contacting you through your Book Fair consultant. At that time, you will have the opportunity to review and accept a new Services Agreement.

Scholastic Book Fairs (SBF) Certificate of Agreement

We're in this together! From fair planning to delivery, a team of consultants will assist you every step of the way to make sure you have the best book fair ever.

Here are some of the helpful products and services we promise to provide you:

- Books and educational products
- A dedicated support and service team
- An online Toolkit full of planning resources & tools
- Quick and easy product restock
- Planning Kit & Setup Kit with how-to guides and promo materials
- Access to online shopping for up to 21 days (not available on BOGO Fairs)
- The Book Fairs app for leveling, shopping, videos, and more
- Convenient point-of-sale system that allows you to accept all major credit cards

As a Scholastic Book Fairs (SBF) customer, the school or organization listed agrees to:

- Use SBF as the exclusive provider of all books, merchandise, and promotional materials during the book fair event.
- Store and display all merchandise, cash, checks, credit card machines and sale slips in a locked and secure location when not in use at your book fair.
- Make products for sale by you available to all qualified event attendees at the listed price designated by Scholastic.
- Collect sales tax as required by your state law, as purchases of books and educational materials from SBF are for resale.
- Repack all unsold products, supplies, and displays for pickup and/or return.
- Return all credit card machines, sale slips, point-of-sale machines, unsold products, and merchandising materials/displays to Scholastic Book Fairs promptly at the conclusion of the book fair.
- Process the book fair financial forms and payment within two (2) working days after the fair has ended.
- Review the following credit card security instructional information and comply with the following security procedures:
 - Do not share or distribute the credit card device or data taken on behalf of Scholastic Book Fairs (card numbers, card readers, etc.).
 - Do not write down or copy any data from a customer's credit card (i.e. card numbers, expiration date, or security codes.)
 - Credit Card terminals are not to be used for personal use/gain; devices are only to be used for transactions at Scholastic Book Fairs events.
 - If a credit card is found, please call the toll-free number on the back of the credit card, report the card lost, and request further directions from the credit card company.
 - All unattended devices or credit card receipts must be in a locked or secure location.
 - Do not connect the credit card device to any unauthorized networks.
 - Volunteers should use good and reasonable judgment in the event of any issues, or contact the chairperson or the EasyScan Hotline for guidance.
 - The book fair chairperson is responsible for informing all book fairs volunteers of this credit card security instructional awareness information provided by Scholastic. Acceptance of the Services Agreement acknowledges notice of and agreement to this credit card security instructional awareness information.

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A submitted copy of this Agreement confirms and secures your Book Fair dates, reserving product for your Fair.

Chairperson Information
DAWN MORTAZAVI
awpta.president@gmail.com

Book Fair Consultant
CATHERINE CAUGHRAN
8007922002
ccaughan@scholasticbookfairs.com

Number of Fairs Organized: 1st Fair
Role at School: PTA/PTO Member

School Information

ALDERWOOD ELEMENTARY SCHOOL
2005 KNOLLCREST
IRVINE, CA 92603
Account #: 242613

Fair Information

Fair Dates: 04/25/2019 to 05/03/2019
Fair ID #: 3969904

Agreement Date: 09/13/2018
Accepted Online Electronically

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