

# Just The Facts In-service Contract

Date of In-service:

School/Agency:

Attention:

<b>Just The Facts Workshops</b>	<b># of Teachers</b>	<b>per teacher</b>	<b>Cost per teacher for materials</b>	<b>Total</b>
<b>Pre-Kindergarten 1 Day Teacher Training Numbers to 10, Ten Frames, Counting to 30, Place Value</b>		<b>\$100.00</b>	<b>\$125.00</b>	
<b>Kindergarten through 2<sup>nd</sup> Grade; 1 Day Teacher Training Numbers to 20, Ten Frames, Counting to 100, Place Value</b>		<b>\$100.00</b>	<b>\$125.00</b>	
<b>Kindergarten Addition/Subtraction Mixes to 3 2 Day Teacher Training</b>		<b>\$200.00</b>	<b>\$250.00</b>	
<b>Addition and Subtraction Teacher Workshop 3 Day Workshop Mixes to 18</b>		<b>\$300.00</b>	<b>\$500.00</b>	
<b>Third – Fifth Grade; 3 Day Teacher Training Multiplication and Division to Multiples to 12</b>		<b>\$300.00</b>	<b>\$500.00</b>	
<b>Consulting per day</b> <span style="float: right;"><b>\$1000.00</b></span>				
<b>Travel</b>	Hotel	Car Rental	Total	
<b>**Travel; \$85.00 per night for Hotel stay Airfare and car rental will be determined based on training site.</b>				
<b>TOTALS</b>				

This contract is being made between **Just The Facts (JTF)** and the above listed school/agency. By signing this agreement, you and your school/agency consent to follow through with the set dates, payments, and rules of this contract.

The listed school/agency has agreed to allow staff and consultants of Just The Facts to have access to the designated site prior to the first scheduled training date for room set-up. JTF staff will coordinate with site staff for room accessories and set-up instructions. JTF staff will provide school/district with a "Training Site Checklist" with all the necessary equipment for training site.

Termination or change in dates; a school/agency will be required to make any termination or change in dates in writing to JTF staff within 30 days of the first scheduled training date.

There will be a 45 day payment deadline for all invoices from date received.

A travel cost will be included in the final invoice to the listed school or district on the contract if overnight stay for training purposes is necessary by **Just The Facts**.

If training site changes, and results in a change in travel site, the school/agency understands that there will be an updated contract made, and new fees will be assessed if necessary.

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**Please Sign and return with appropriate dates and number of teachers designated:**

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

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Official's Signature

\_\_\_\_\_  
Name of School/Agency

\_\_\_\_\_  
Printed Name of Authorized Official

\_\_\_\_\_  
Date

*If you have any questions please contact:*

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*Remit to:*

*Michelle Just*

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