



Letter of Agreement

This is an understanding and agreement between:

Kagan Professional Development (Kagan)
981 Calle Amanecer
San Clemente, CA 92673-2008

&

Boone County Schools
8330 US Highway 42
Florence, KY 41042

Federal Tax ID: 33-0593901

Kagan will present the following event:

Event 33496

Topic: Cooperative Learning Days 1-5

Date(s): June 13-17, 2022

Total Day(s): 5

Time: 8:30am-3:45pm

Participant Fee: \$749

Boone County Schools agrees to:

- I. Arrange a training site for the event(s) with equipment, as noted in III.2, to be eligible for the Regional Academy Host Benefits.
- II. Host the workshop at Ignite Institute. Please contact Lori Allnutt if any venue complications arise.
- III. Arrange for room set up per enclosed diagram.
 1. Ensure that arrangements are in order the day before the event.
 2. Provide the following equipment:
 - i. Tables and chairs
 - ii. LCD projector and table, podium, extension cord with power strip, and screen (minimum 8' x 8').
 - iii. Platform for presenter for groups over 50
 - iv. Display tables for book and material sales at the event
 - v. Lavalier wireless microphone and sound system for over 50 participants
 - vi. Three input cords to podium: 1) VGA cord to connect into venue projector; 2 & 3) two mini-jack input cords to connect into the venue audio system; one for the presenter's computer and the other for their iPod.
- IV. Provide one facilitator (usually the host of the event) for every 50 participants to assist with registration check in. (Please note these facilitators are not paid a helper bonus). They will be responsible for the following duties:
 1. Registration check in and handing out course materials
 2. Refreshment set up and clean up, if applicable
- V. Market the event:
 1. Distribute flyers to all local schools and districts
 2. Strongly promote the event to reach a maximum number of participants
- VI. Receive and store workshop materials.
- VII. Provide helpers for the Kagan sales display. Your Workshop Coordinator will determine the number of

sales helpers eligible to receive reimbursement for this event. Helpers will process sales orders during the workshop, and assist with the set-up and tear down of the display itself. Helpers must be available before and after the workshop and during breaks and lunch. Pre-authorized sales display helpers will be reimbursed \$100 per day (not to exceed \$200 per event) in the form of a check, or \$150 per day in Kagan materials (not to exceed \$300 per event). *The District Workshop Helper Form* must be completed and returned to Kagan within 30 days of the last day of the event for reimbursement. Please review the helper checklist in the *Host Packet* for full details

VIII. Collect a completed *Evaluation Form* from each participant:

1. Keep the yellow copy for your records
2. Give the white copy to the presenter

IX. After the event, return all required registration materials to Kagan (i.e.: Registration Lists and Registration Forms).

X. After the event, return unused course materials to Kagan.

XI. Comply with the terms of Kagan's Copyright: <https://www.KaganOnline.com/copyright>. Boone County Schools agrees not to offer trainings on the copyrighted content of this workshop without Kagan's permission or certification.

XII. Collect a completed registration form from each participant in order to verify attendance and provide each participant a certification of completion.

Kagan agrees to:

I. Cancel an event 30 days prior to the start date if the minimum number of participants (number to be determined by Kagan) is not met.

II. Design and ship flyers to host for distribution.

III. Ship to and from event, both event course materials and sales items for purchase.

IV. Provide each paid participant with course materials.

V. Award the Kagan Regional Academy Host Benefits which includes \$500 of Kagan-produced materials once the 1st event is called a GO! \$100 of Kagan produced materials will be awarded for additional events called a GO! If a Host Bonus is earned, host will receive a certificate that must be used within 60 days of the date of the event. **All purchases are subject to shipping charges of 10% as well as any applicable sales/GST taxes. Host Bonuses may not be used towards registration fees or as payment on existing Kagan invoices.**

VI. Award 1 free registration for every 10 paid registrations that Kagan receives, up to 12 free registrations. Free registrations can be applied to workshops of equal or lesser value.

VII. Award each pre-approved sales display helper \$100 per day (not to exceed \$200 per event) in the form of a check, or \$150 per day in Kagan materials (not to exceed \$300 per event). In order to be eligible for reimbursement, sales helpers must process sales orders during the workshop, and assist with the set-up and tear down of the display itself. Helpers must be available before and after the workshop and during breaks and lunch. *The District Workshop Helper Form* must be completed and returned to Kagan within 30 days of the last day of the event for reimbursement. Please review the helper checklist in the *Host Packet* for full details.

VIII. Collect registration fees. All checks and purchase orders should be made payable to Kagan.

IX. Market the event.

1. Advertise the event with all material orders shipped within the region.
 2. Mail flyers and send E-mails to names on the Kagan mailing list within the region.
 3. Distribute flyers at other Kagan events and conferences.
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Both parties understand that:

I. Kagan may cancel an event 30 days prior to the start date if the minimum number of participants (number to be determined by Kagan) is not met.

II. All checks will be made out to Kagan; all profits will go to Kagan.

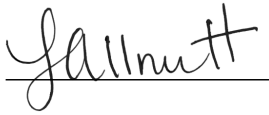
III. It is agreed by Boone County Schools that no videotaping of the presentation will be allowed without

prior written consent from the Director of Professional Development, Laurie Kagan.

- IV. If events beyond the reasonable control of the parties (including, but not limited to, acts of God, declared war, governmental authority, terrorist attacks in or near the workshop site, or curtailment of transportation to or from the workshop site) make it illegal, impossible, or unreasonable for the trainer to perform as originally contracted under this Agreement, Kagan may terminate this Agreement, without liability. In the very extraordinary instance that an event must be cancelled by Kagan, Kagan agrees to reschedule the event, but will assume no financial responsibility to Boone County Schools for the results of the cancellation.
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To indicate your understanding and agreement, please sign one copy of this Letter of Agreement and return it to Kagan.

Agreed to and accepted by:



(Signature)

Kagan Professional Development

Event Marketing Supervisor
(Title)

October 20, 2021
(Date)

(Signature)

Boone County Schools

(Title)

(Date)
