



April 3, 2025

Jennifer Russell  
Glasscock Elementary School  
773 Main Street  
Lebanon, KY 40033

Dear Jennifer,

I look forward to the possibility of Camp Invention® coming to Glasscock Elementary. I would like to take this opportunity to confirm our intentions and further explain each of our roles to ensure that your program is a success.

National Inventors Hall of Fame, Inc. (NIHF) will provide the administrative and curriculum manuals, materials, T-shirts, program team training, marketing flyers, media exposure, and centralized registration for the program. The administrative and curriculum manuals and materials are the intellectual property of NIHF and must be returned at the close of the program. All curriculum manuals and training materials should be treated as confidential. Glasscock Elementary will use these manuals and materials exclusively for the Camp Invention® program and shall not alter, reproduce, copy, create derivative works from, publicly display, or distribute the manuals and materials in any format.

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NIHF will determine the number of program team positions based on the number of participants registered and will run a program with as few as 35 participants. NIHF will compensate the Director and Instructors as independent contractors.

NIHF will provide general liability insurance covering program activities that protects NIHF and Glasscock Elementary against claims for bodily injury, personal injury, and property damage based upon or arising from the program.

Glasscock Elementary will provide the physical space, including enough classrooms to accommodate all color groups; a large multi-purpose or cafeteria space; access to restrooms, phone, and water; and use of outside play areas between 8:00am to 4:30pm during the week of the program. Before the program starts, you will receive the materials for setting up and organization. The Director will assist in marketing the program within the student population, including, but not limited to, the distribution of flyers in accordance with district policies.

Again, I am excited about the possibility of bringing the Camp Invention® program to Glasscock Elementary and I look forward to working closely with you and your program team to make it a success. If this letter does not accurately reflect your understanding in any way, please let me know.

Sincerely,

Tracie Merendino  
Vice President of Educational Partnerships  
National Inventors Hall of Fame



*Inspiring future innovators*