



Agreement to Host

This is an understanding and agreement between:

Kagan Professional Development (Kagan)
PO Box 72008
San Clemente, CA 92673-2008

Wilkinson Elementary School
& 4965 County Road 218
Middleburg, FL 32068

Federal Tax ID: 33-0593901

Kagan will present the following event:

- I. Topic: Kagan Structures for Cooperative Learning & Active Engagement Day 1
 - II. Date(s): August 12, 2011
 - III. Total Day(s): 1
 - IV. Time: 7:30am - 2:45pm
-

Wilkinson Elementary School will provide:

- I. Workshop Fees: \$4,499.00 (includes all expenses) for up to 100 participants from Wilkinson Elementary School only. At the time of booking, it was agreed this would be a single school event with no more than 100 participants. The fee will increase to \$4,999.00 per day for a participant count of more than 101 participants. Kagan will provide Wilkinson Elementary School with an invoice within 30 days of the last day of the event.
- II. Wilkinson Elementary School will purchase the Cooperative Learning Book (BKCL) and the binder with the Cooperative Learning Day 1 insert (NKCL1) at \$31.00 per person for each participant.
- III. Your signed agreement and approved purchase order must be received by Kagan by July 22, 2011. If your signed agreement, approved purchase order, and participant count are not received at least 21 days prior to your event, you may be responsible for any additional shipping costs incurred.
- IV. Kagan's Event Coordinator with a final participant count by July 22, 2011.
- V. A location to have the workshop.
- VI. The following services:
 1. Tables and chairs
 2. LCD projector with table, podium, extension cord with power strip, and screen (minimum 8'x8')
 3. Platform for presenter for groups over 40
 4. Lavalier wireless microphone and sound system for over 50 participants
 5. Input audio line from sound system to presenter table with quarter-inch mini jack for iPod
- VII. Wilkinson Elementary School may purchase Kagan product (except course materials) up to 3 weeks prior to the workshop at a 10% discount plus free shipping (if shipped with course materials). Please put your event date on your purchase order to ensure your discount.

If the above indicates your understanding and agreement, please sign one copy of this agreement and return it to Kagan.

Agreed to and accepted by:

Nancy K. Murray
(Signature)
Kagan Professional Development

Director of Workshops & Graduate Programs
(Title)

July 13, 2011
(Date)

Nancy J. Parie
(Signature)
Wilkinson Elementary School

Director of Purchasing
(Title)

July 19, 2011
(Date)

Required Billing Information (Host school/district to complete)

Yes, this agreement must receive board approval.

If so, date approved: _____

Yes, our school/district/organization requires a PO to submit payment.

If so, PO# _____ (Please attach PO to agreement prior to event)

Yes, the billing contact is different from the Host as listed in the above Agreement to Host.

Billing Contact Name: Patty Columbia

Title: Accts Payable

Billing Address: 814 Walnut Street, Green Cove Springs
FL 32043

Phone: 904 2846597 Fax: 904 2846529

Email: pcolumbia@mail.clay.k12.fl.us