



Training Confirmation Agreement

Prepared for
**William S. Hart Union High School
District**

October 20, 2017



Kathy Hunter
William S. Hart Union High School District
21380 Centre Pointe Parkway
Santa Clarita, CA 91350

Thank you for selecting The Flippen Group to provide your staff development needs. We look forward to serving you. Our goal is to provide you with a training that will both motivate and empower the participants to a new level of success. Please take a moment to review the information that follows and then sign and return this form to us promptly in order to confirm your training reservation.

SECTION 1: TRAINING INFORMATION

Product	Timeline	Pricing
CKH 1 Process Champions™ One, 2-consecutive-day training session for up to 30 participants * \$400 per person over 30 participants (not to exceed 35) * Prerequisite: Capturing Kids' Hearts 1™	January 16-17, 2018	\$12,000

SECTION 2: TRAINING SET-UP SPECIFICATIONS

Note: All facility details will need to be coordinated and funded by William S. Hart Union High School District. As you know, the environment in which the training is conducted impacts training effectiveness. In order to ensure outstanding results for those attending, we will need your help in arranging the facility based on the specifications found below.

- There are to be no more than 30 people per trainer because of group processes involved.
- As our training is a process, participants must attend all sessions consecutively and should not "come and go" to sessions.
- There are no make-up days for training. Please invite participants who will be able to attend both days.
- At least one campus-level principal (or leadership person) **MUST** attend the CKH 1 Process Champions training with his/her group. If not, the teacher group should not attend.
- A quiet and service-oriented facility should be selected for this type of training.
- A meeting room should be selected that is at least 2800 sq. feet in size.
- Room dimensions should be approximately 40' x 70' and arranged in a "Modified Chevron" shape with no participant's back positioned toward the presenter.
- Training cannot be in a long/narrow room.
- Each meeting room should comfortably be able to seat all participants. Each meeting room should have comfortable chairs, good acoustics, and lighting that can be dimmed or brightened on demand.
- In order to provide a quality presentation, we will need the following pieces of equipment to be provided, set up, and tested for function in each meeting room prior to our arrival at training:
 - Wireless lavalier microphone with house sound or adequate speaker system
 - Speaker's table or podium
 - Registration table for check-in needs
 - 2 display tables inside the meeting room(s)

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- Post-it style flipchart pad with easel and selection of colored markers
- Refreshments and light beverages (NO alcohol) need to be set up by the booking organization for the entire day for all participants. Meals can be coordinated by William S. Hart Union High School District with facility or caterer of choice or left up to individuals on their own.

SECTION 3: YOUR INVESTMENT

Contract Fee: Minimum of \$12,000.00

Travel Fee: \$1,500.00*

Other charges (if applicable): A \$400.00 fee will be charged per person over 30 participants (not to exceed 35). A \$12,000.00 fee will be charged if group size exceeds 35 people as another trainer will be needed and is subject to availability.

For services performed in the state of New Mexico, sales tax applies at the rate of 5.125%.

**Travel packages will be billed at rate of \$1,000.00 for one-day events, \$1,500.00 for two-day events and \$1,800.00 for three-day events (per trainer). Travel rates are subject to change. Travel expenses that The Flippen Group has incurred and that have to be cancelled as a result of rescheduling or cancelling of a service without two weeks notice, may result in an extra charge to your organization.*

SECTION 4: PAYMENT POLICIES

- Purchase order is required 45 days prior to each scheduled event.
- The fee for each service, including travel (if applicable); will be billed when services are rendered.
- Invoices are due upon receipt. Please make all checks payable to Flippen Group.

SECTION 5: EVENT CONFIRMATION

Both parties will consider this program confirmed upon the signing of this agreement prior to November 20, 2017. Upon execution of this Agreement, The Flippen Group will reserve your function at the exclusion of all other business opportunities.

William S. Hart Union High School District grants The Flippen Group permission to contact its employees and or faculty members via email.

SECTION 6: RESCHEDULING/CANCELLATION POLICY

- If William S. Hart Union High School District notifies The Flippen Group 90 days or more before the first day of the event, then training may be rescheduled for another time and payment will be transferred to new date.
- William S. Hart Union High School District notifies The Flippen Group less than 90 days before the first day of training, then both parties understand that this event has been cancelled and full contract fee will be assessed.
- Force Majeure: Neither party shall be liable for any failure to perform its obligations where such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity [or telephone service], and no other Party will have a right to terminate this Agreement in such circumstances.

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Any Party asserting Force Majeure as an excuse shall have the burden of proving that reasonable steps were taken (under the circumstances) to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other Party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.

SECTION 7: INTELLECTUAL PROPERTY POLICY

- The Flippen Group's intellectual property is a crucial part of providing training materials and consulting services to its clients, and The Flippen Group could not continue its work if its clients did not honor and respect The Flippen Group's intellectual property rights. None of our work or work product is done on a "work for hire" basis, and all of our material and work product is owned exclusively by The Flippen Group and is subject to one or more of the following: copyright, trademark, patent, license, or trade secret. Intellectual property and learning/know-how that may be developed while working with any client shall remain the property of The Flippen Group. By entering into this agreement you are expressly acknowledging and agreeing to the matters set forth in this paragraph, and you are agreeing that none of the training materials, notebooks, videos, presentations, processes, concepts, or parts thereof may be used by you, for any purpose, without the express advance written consent of The Flippen Group. In addition, you are agreeing to have any of your engaged contractors or subcontractors sign an agreement to protect The Flippen Group's intellectual property.
- Video and/or audio taping is strictly prohibited without prior written approval by The Flippen Group.
- Media representatives are not allowed to attend training without prior written approval by The Flippen Group.

SECTION 8: CONFIRMATION

I have read and understand the policies of The Flippen Group as printed in this agreement, and, as the contact person for this training, I will endeavor to see that all policies and related details are understood and completed by all involved parties in the planning of this event.

Signed: _____
(Group contact person or representative)

Date: _____

Print Name: _____

Title: _____

SECTION 9: CONTACT US

If you have any questions or need additional assistance, please do not hesitate to contact us.

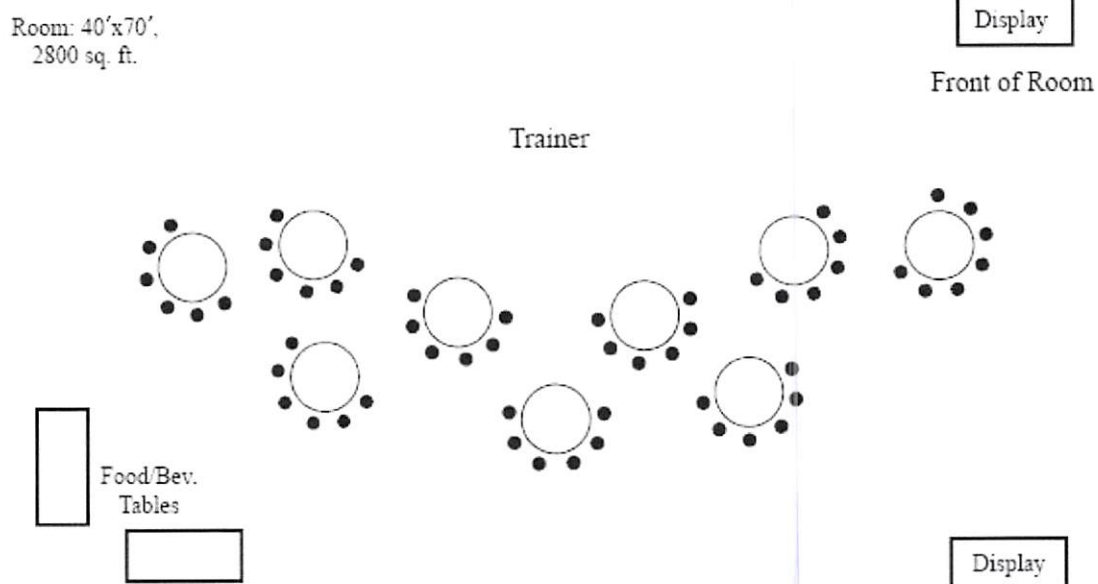
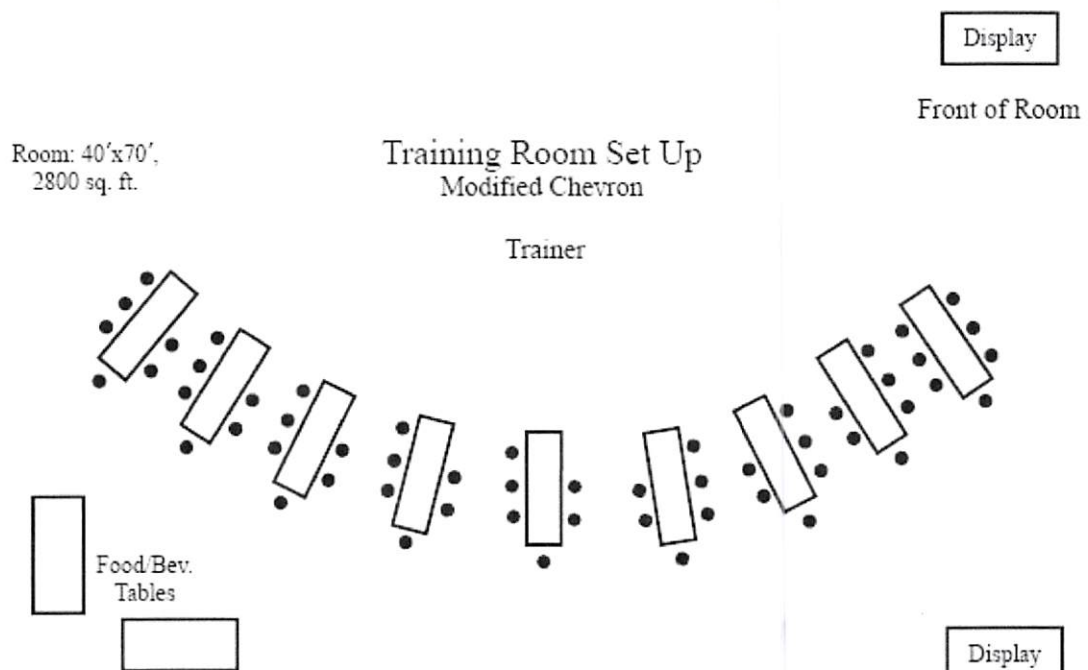
The Flippen Group
Attn: Kimberlee Wilson
1199 Haywood Drive
College Station, TX 77845

Phone: 888-608-8488
Fax: 877-941-4700
kim.wilson@flippengroup.com

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APPENDIX A



Please choose based on table type availability or if both table types available, please choose based on room shape/size to maximize walking/movement space for both the facilitator and participants.

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