



Professional Development Confirmation Agreement

Prepared for
Canyon High School

March 29, 2019



Canyon High School
19300 West Nadal Street
Canyon Country, California 91351

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

Training: Capturing Kids' Hearts Recharged*
Dates: August 9, 2019 (Friday)
Inservice Times: TBA (we will need a minimum of 2-3 1/2 hours in duration for each session)
Location: TBA
Audience: Up to 60 people per session
Presenters: 1 trainer from The Flippen Group

***Prerequisite:** A minimum of 80% of the participants must have completed Capturing Kids' Hearts 1 training.

SECTION 2: TRAINING SET-UP SPECIFICATIONS

Note: All facility details will need to be coordinated and funded by Canyon High School. 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.

The following pieces of equipment to be provided, set up and tested for function prior to our arrival at the presentation:

- o Wireless lavalier microphone allowing much freedom of movement
- o Table or podium for materials
- o Post-it style flipchart pad with easel and selection of colored markers
- o Location must have good lighting.
- o Video projector, laptop, connections cables, remote, large screen and speaker system
- o Location must have comfortable seating and good acoustics.
- o Cannot be held in a gymnasium.
- o Meeting room should be set in a "Modified Chevron" shape with no participant's back positioned toward the presenter (See Appendix A).

Authorized Signer Initials



SECTION 3: YOUR INVESTMENT

Contract Fee: \$4,500.00
Travel Fee: \$1,000.00*
Total: \$5,500.00

*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 April 29, 2019. Upon execution of this Agreement, The Flippen Group will reserve your function at the exclusion of all other business opportunities. Canyon High School grants The Flippen Group permission to contact its employees and or faculty members via email.

SECTION 6: RESCHEDULING/CANCELLATION POLICY

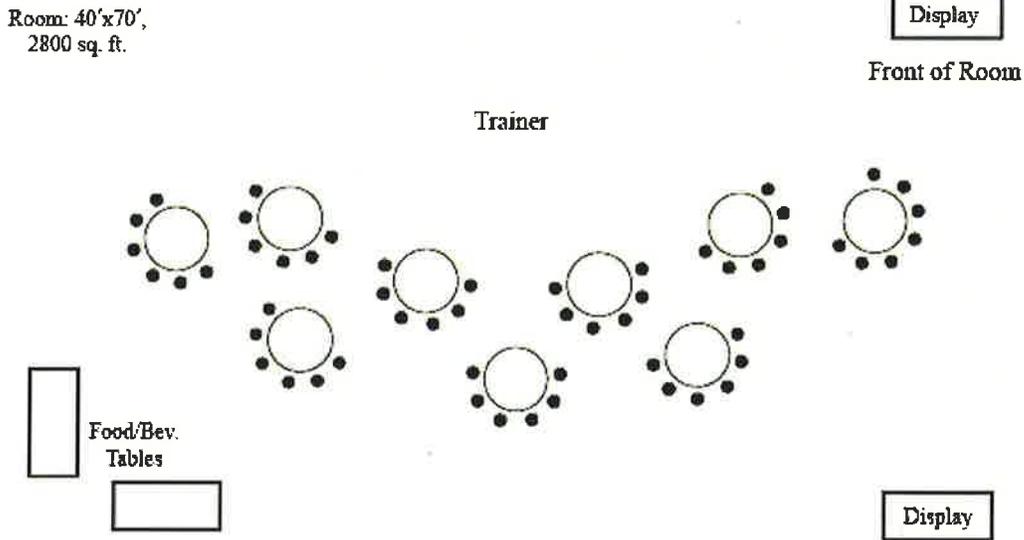
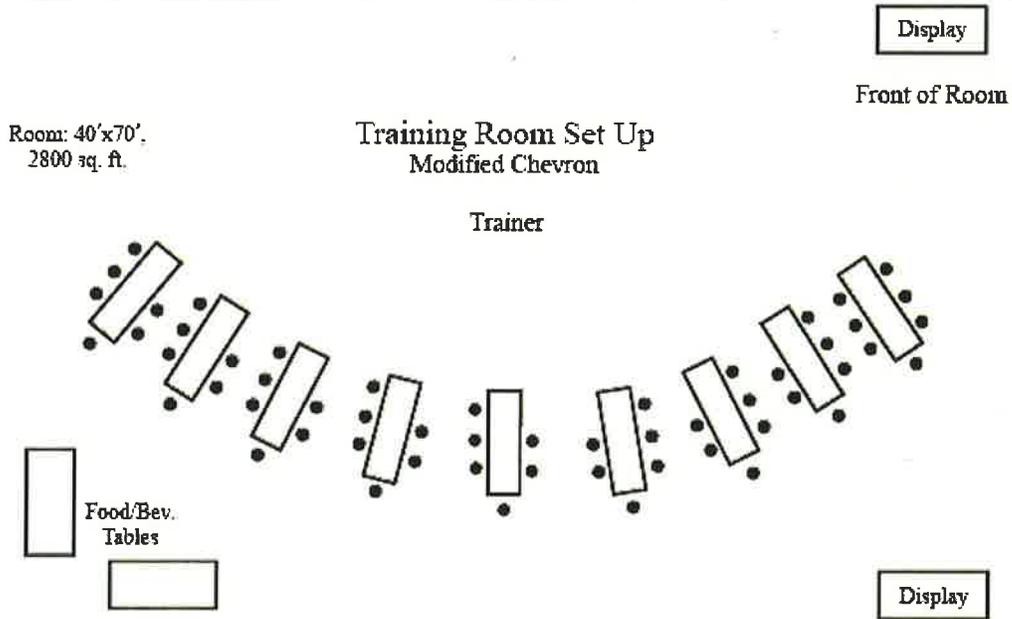
- The Flippen Group can honor rescheduling requests 90 days or more before the first day of the event at no penalty and can be rescheduled for another time based on availability.
- Should Canyon High School notify The Flippen Group less than 90 days before the first day of the event, then both parties understand this event has been cancelled and the 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. 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

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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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