

Statement of Agreement

This Statement of Agreement represents an agreement between:

Madison Gas & Electric P. O. Box 1231

Madison, WI 53701-1231

American Red Cross - Badger Chapter 4860 Sheboygan Ave Madison WI 53705

> Workplace/Community Manager: Sara Weier **Phone:** 608-227-1260 **Fax:** 608-227-1264

Email: sweier@arcbadger.org

COURSE DETAIL

The Badger Chapter will conduct the following training:				
COURSE TITLE	CPR/AED-Adult	TRAINING SITE ADDRESS	Madison Gas & Electric Main Office 133 S. Blair Street Madison, WI 53701	
COURSE DATE and TIME (BREAKS IF APPLICABLE)	Tuesday, November 23 rd , 2010 8:00am-1:30pm (30 min meal break) **Please have someone ready to meet the Instructor at: 7:30am	COMPANY CONTACT INFORMATION	COURSE COORDINATOR NAME/PHONE Dave Cummings 608-252-7214 TRAINING SITE NAME/PHONE (IF DIFFERENT THAN ABOVE) Dave Cummings 608-252-7214	
EXPECTED PARTICIPANT COUNT	12 participants **If your enrollment exceeds 12 people, please contact the Chapter to schedule additional Instructor support	AGREED UPON PRICE	\$64.00 per person **8 person minimum charge per class of 12 participants **See Responsibilities Page for Cancellation Policy	
CERTIFICATE DISPERSAL	Mailed within two weeks after the class is complete to: Madison Gas & Electric Attn: Dave Cummings PO Box 1231	INVOICE	Invoice will be mailed within two weeks after the class is complete to: Madison Gas & Electric Attn: Accounts Payable PO Box 1231	

EQUIPMENT LOGISTICS			
Madison Gas & Electric will provide:	The Badger Chapter will provide:		
☐ Room with adequate seating and space for skills	☐ Copy of book(s)/ skills card(s) for each participant		
practice for each participant (SEE CLASSROOM SET UP FLYER)	** Please encourage review students to bring copies of books/skills cards from previous years. Review students may opt to use reference copies available for use during class.		
☐ Room with carpeting	☐ One American Red Cross Instructor for every 12 participants		
☐ TV/DVD Player ☐ TV ONLY	□ Necessary Training equipment and supplies		
☐ Dry Erase Board OR Flip Chart	☐ Training room with adequate seating, carpeting and space for skills practice for each participant		
	☐ Flip Chart ☐ TV/DVD Player ☐ Kneeling Pads		
RESPONSIBILITIES PAGE I have read the Responsibilities Page and a	gree to its contents.		

The terms of this Agreement shall remain confidential between the client and the Badger Chapter. By signing this Agreement, Madison Gas & Electric will adhere to the rules and regulations put forth in the Statement of Agreement and Responsibilities Page.

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Signature:_		Date:
	(Company / Organization Representative)	-
Signature:_	Sara Weier (electronically signed)	Date: October 27, 2010
_	Sara Weier, Workplace/Community Manager	