



## Summer Citizens Program Instructor Contract

Fed. Identification # 87-6000528

DUNS # 07-29-3455

5024 Old Main Hill  
Logan, Utah 84322-5005  
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**SUMMER  
CITIZENS**

*University Inn & Conference Center*

**UtahStateUniversity**

**Program Coordinator**

**Linda D'Addabbo**  
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**Workshop Instructor**

**Nathan Blaylock**  
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A01195274

<b>Program/Course Title:</b>	<b>All About Apps</b>
<b>First Day/Date:</b>	<b>Monday, July 31, 2017</b>
<b>Last Day/Date:</b>	<b>Friday, August 4, 2017</b>
<b>Days of the Week:</b>	<b>Monday, Tuesday, Wednesday, Thursday, Friday</b>
<b>Times:</b>	<b>3:15 p.m. – 4:30 p.m.</b>

The Summer Citizen Program of the University Inn & Conference Center (UICC) at Utah State University (USU) is pleased to provide this agreement and authorization to teach as a workshop instructor for the 2017 Summer Citizens Program. The Workshop Instructor listed above as an authorized instructor of the Summer Citizens Program agrees to teach the full number of class sessions listed above.

Remuneration will be calculated based on the final number of registrants attending the workshop. Workshop instructor remuneration begin with a minimum of 20 students earning \$350 for a week long course and total of 6.25 hours of in the classroom instruction. Remuneration increases by \$50 per each 5 additional registrants. Should the class enrollment not reach the minimum of 20 registrants, the instructor has the option of cancelling the course 30 days prior to the first day of class due to low enrollment. If the workshop instructor chooses to teach the course with fewer than the minimum 20 registrants the earnings/payroll will be reduced according to the actual number of registrants.

This agreement includes the following workshop management services:

- Registration Services
  - Registration Reports
  - Online
  - Onsite
- Website Production, Hosting & Maintenance
- Marketing
  - Program Brochure/Flyer/Postcard
  - Distribution of Brochure/Flyer/Postcard
  - Recruitment Trips
  - Program Ads in Area Markets
- Course Materials—*up to ten course handout copies per participant, electronic copies distributed by email preferred*
- Attendance Tracking
  - Attendance Roster Provided by UICC on the First Day of Courses
  - Subsequent Roll Attendance Taken by the instructor/participants  
*Guest Passes Available at \$10.00 per day—Registration confirmation must be provided by the participant in order to attend the course*
- Meeting Facilities
- Audiovisual Requirements
- Workshop Evaluation

## REGISTRATION REPORTS

Real-time information will be accessible online at any time to the Workshop Instructor during the planning of the event to check registration numbers, etc. It will also be accessible up to 30 days after the workshop.

## MEETING FACILITIES

UICC will reserve meeting facilities based on the requirements outlined by the Workshop Instructor. Meeting and function space is also assigned based upon required set-up and the number of attendees. Final specifications for meeting room set up are due 30 days prior to the course.

## AUDIOVISUAL REQUIREMENTS

UICC will reserve meeting facilities based on the audiovisual requirements outlined by the Workshop Instructor. Final specifications for audiovisual setup are due to the Summer Citizens Program Coordinator 30 days prior to the course. UICC will coordinate with USU Classroom Technology to conduct a training session that will provide instructions for use of AV equipment available in the USU classrooms. Workshop Instructors must complete one training session prior to using USU classroom presentation technology; Workshop Instructors who do not complete one training session will not be able to teach in a USU classroom equipped with AV equipment. Workshop Instructors in need of immediate assistance with classroom technology issues can contact the IT Service Desk at 797-HELP.

## WORKSHOP EVALUATION

UICC will prepare a workshop evaluation electronic form. Following the workshop UICC will provide a statistical analysis of the evaluation data and compile an evaluation summary. This summary will be emailed to the Workshop Instructor.

## CONFERENCE MANAGEMENT TERMS

### PAYMENT TERMS

Instructor payments will be processed through the Utah State University Payroll office.

University employees may receive compensation for services or activities outside an employee's primary role assignment provided that the preparation and performance of such services do not impede the employee's discharge of his/her primary role assignment. An employee requesting permission to perform extra-contractual service must submit the Request for Extra Contractual Services Form to his/her immediate department head/supervisor, outlining the nature of the extra-contractual service proposed, and the benefit to the University. Final written approval must be obtained prior to commencement of extra-contractual service.

Non-USU employees are required to submit the forms listed below. Required payroll forms may be completed on the day of the instructor's orientation or by appointment with the HR office prior to the first day of employment.

- USU Direct Deposit Form
- I-9, Employment Eligibility Verification Form
- W-4, Employee's Withholding Allowance Certificate

### FORCE MAJEURE

The performance of this agreement by either party, in part or in full, is subject to events or occurrences beyond their control such as, but not limited to, the following: acts of God, war, government regulation, terrorist acts, acts of foreign enemies, natural disaster, strikes, civil disorders, curtailment of transportation services or facilities, or a similarly intervening cause beyond the control of either party making it illegal, impossible, or commercially impractical to hold the meeting at Utah State University or to provide the services outlined in this agreement.

### EVENT CANCELLATION

It is understood that neither party shall cancel this agreement for the sole purpose of scheduling this event with another company or for the sole purpose of booking another organization's conference or event. Should cancellation occur for these, or any other reasons not outlined in the Force Majeure section written and verbal notification will be required 90 days in advance.

UICC reserves the right to cancel this class or to renegotiate the agreement if the minimum number of attendees/registrations are not received. If the course is cancelled, based on minimum numbers of attendees/registrations, this agreement is void and UICC will not be responsible for remuneration to the Workshop Instructor.

### ACCEPTANCE OF AGREEMENT

If the provisions of this agreement meet with your approval, please indicate your acceptance with an authorized signature below and your initials on each page, and return by **Wednesday, November 16, 2016**.

\_\_\_\_\_  
Ray Cheatham  
Associate Director  
Purchasing & Contract Service

Date

  
\_\_\_\_\_  
Nathan Blaylock  
Workshop Instructor

Date