

CONTRACT REVIEW FORMSigned Contract Needed By: 11-17-17

1. Name of Other Contract Party: <u>Nathan Blaylock - Instructor Contracts 2018</u>	
2. USU Department Code: <u>DPCCON</u>	3. USU College Code: <u>CLAUXL</u>
4. Description of Contract: (please include any information that may be helpful to Reviewers who are unfamiliar with the contract) <u>Nathan Blaylock - Instructor Contracts 2018 Summer Citizens Program</u> <u>3 contracts June 11 - June 15, 2018</u> <u>June 25 - June 29, 2018</u> <u>July 9 - July 13, 2018</u> <u>Variable earnings dependent on number of registrants</u>	
Contract Type: <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment Contract Category: <u>Instructor Contract</u> Contract Start Date: <u>6-11-2018</u> End Date: <u>7-13-2018</u> Total Contract Length: <u> </u> Years <u> </u> Months <u>15</u> Days Includes a Termination Clause? <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No Includes an Option for Renewal? Yes / <input checked="" type="checkbox"/> No Requires a Certificate of Insurance? Yes / <input checked="" type="checkbox"/> No Annual Amount: \$ <u> </u> Total Amount: \$ <u>350 per contract variable</u> University is the <input checked="" type="checkbox"/> Payer (Expense) <input type="checkbox"/> Receiver (Revenue) The Following Information is Helpful for Purchasing Review EZ-Buy Req #: <u> </u> RFQ/IFB/RFP #: <u> </u> Sole Source? Yes / <input type="checkbox"/> No	
5. REVIEWERS - A signature below indicates that the Reviewer has reviewed/approved the contract. By signing, a Department or College level Reviewer is agreeing to fulfill all the terms and conditions of the contract. Reviewers should not sign this form unless they approve of the contract.	6. COMMENTS - Reviewers should use this section to explain why they do not approve of the contract. Reviewers may also use this section to recommend changes, ask questions, or provide additional information.
<u>Linda D'Addabbo</u> <u>11-15-17</u> Signature (Originator) Date Name: <u>Linda D'Addabbo</u> Title: <u>Program Coordinator</u>	
<u>Leila Neilson</u> <u>11/15/17</u> Signature (Dept. Head or Director) Date Name: <u>Leila Neilson</u> Title: <u>Executive Director</u>	
<u>Kim Anderson</u> <u>11/15/17</u> Signature (Financial Officer) Date Name: <u>KIM ANDERSON</u> Title: <u>BUSINESS MANAGER</u>	

As described in University Policy 528, contracts may only be signed by an authorized signer. Attach a copy of the contract and any supporting documents prior to routing for review/signature. For assistance please contact Purchasing and Contract Services, (435) 797-1033 or purchasing@usu.edu.

Form Last Updated: 5/03/2017

Contract Review Form page 1 of 11

CONTRACT REVIEW FORM (Continued)

Signed Contract Needed By: 11-17-17

1. Name of Other Contract Party: <u>Nathan Blaylock - Instructor Contracts 2018</u>	
2. USU Department Code: <u>DPCCON</u>	3. USU College Code: <u>CLAUXL</u>
4. Description of Contract: (see Contract Review Form, page 1)	
5. REVIEWERS - A signature below indicates that the Reviewer has reviewed/approved the contract. By signing, a Department or College level Reviewer is agreeing to fulfill all the terms and conditions of the contract. Reviewers should not sign this form unless they approve of the contract.	6. COMMENTS - Reviewers should use this section to explain why they do not approve of the contract. Reviewers may also use this section to recommend changes, ask questions, or provide additional information.
<div style="display: flex; justify-content: space-between;"> <div> <u>See attached email</u> Signature Steve Jenson Name: Director Title: </div> <div> <u>11/20/17</u> Date </div> </div>	Nathan is teaching three classes for Summer Citizens. Those agreements are attached to this CRF.
<div style="display: flex; justify-content: space-between;"> <div> Signature Name: Robert Kekauoha Title: Purchasing and Contract Services </div> <div> <u>20 Nov 2017</u> Date </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div> _____ Signature Name: Title: </div> <div> _____ Date </div> </div>	
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Form Last Updated: 5/03/2017

Contract Review Form page 2 of 11

Lisa Cox

From: Purchasing
Sent: Thursday, November 16, 2017 4:39 PM
To: Lisa Cox
Subject: FW: Instructor Contracts
Attachments: Baron Wesemann - Class Contracts.pdf; Lucille Hansen - Class Contracts.pdf; Richie Call - Acting Scene Study.pdf; Donna Read - Class Contracts.pdf; Jeffery B Larsen - Hearing Loss - Options to Improve Communication.pdf; Nathan Blaylock - Class Contracts.pdf; Julie Hollist Terrill - Class Contracts.pdf; Natalie Burningham - Class Contracts.pdf; Richard G Smart - Enlighten the Mind to Success.pdf; Vikas Garg - Low Back Pain 2018.pdf; Star Coulbrooke - Writing the Poets of Logan.pdf; Gerry Miller - Class Contracts.pdf; Gerry Miller - Class Contracts.pdf

From: Steven Jenson
Sent: Thursday, November 16, 2017 4:38 PM
To: Purchasing <purchasing@usu.edu>
Cc: Sydney Anderson <sydney.anderson@usu.edu>
Subject: FW: Instructor Contracts

Purchasing,

I've reviewed the following agreements: Baron Wesemann, Lucille Hansen, Richie Call, Donna Read, Jeffery B. Larsen, Nathan Blaylock, Julie Hollist, Natalie Burningham, Richard G. Smart, Vikas Garg, Sart Coulbrooke, and two for Gerry Miller. These all seem like standard contracts similar to what was used last year. I have no concerns, please consider this email as my approval.

Thanks,
Steve

From: Sydney Anderson
Sent: Wednesday, November 15, 2017 4:21 PM
To: Steven Jenson <Steve.Jenson@usu.edu>
Subject: Instructor Contracts

Hi Steve,

This is Sydney Anderson. I'm the assistant coordinator for the Summer Citizens Program.

Attached are several of our instructor contracts for our summer program. Please sign these and send them on to purchasing. We'd appreciate it if you could have them signed by Friday.

When they have all the needed signatures, please send them back to me at sydney.anderson@usu.edu.

Thanks!

2018

DISCOVER / ENGAGE / CELEBRATE

SUMMER
CITIZENS
Logan, Utah

Summer Citizens Program Instructor Contract

Fed. Identification # 87-6000528

DUNS # 07-29-3455

5024 Old Main Hill
Logan, Utah 84322-5024

Email: summercitizens@usu.edu

Phone: 435-797-2028
Toll Free: 800-538-2663
Fax: 435-797-0036



SUMMER
CITIZENS

University Inn & Conference Center

UtahStateUniversity.

Program Coordinator

Linda D'Addabbo
University Inn & Conference Center
5024 Old Main Hill
Logan, UT 84322-5024
Ph: 435-797-2028 Fax: 435-797-0036
linda.dabbabbo@usu.edu

Workshop Instructor

Nathan Blaylock
36 Aggie Village Apt H
Logan, UT 84341
801-361-3593
nathan.blaylock@usu.edu
A01195274

Program/Course Title: Beginner iOS
First Day/Date: Monday, June 11, 2018
Last Day/Date: Friday, June 15, 2018
Days of the Week: Monday, Tuesday, Wednesday, Thursday, Friday
Times: 1:30 – 2:45 p.m.

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 2018 Summer Citizens Program. The Workshop Instructor identified above as an authorized instructor of the Summer Citizens Program agrees to teach the full number of class sessions as outlined.

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. 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.

Nathan Blaylock

This agreement includes the following workshop management services provided by the UICC office:

- 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 handouts electronically distributed by email to course participants*
- Attendance Tracking
 - Attendance Roster Provided by UICC on the First Day of Course
 - Subsequent Roll Attendance taken daily by the instructor
 - Guest Passes Available at \$10.00 per day—Registration confirmation must be provided by the participant in order to attend the course*
- Classroom/Facilities
- Audiovisual Requirements
- Workshop Evaluation

REGISTRATION REPORTS

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

CLASSROOM FACILITIES

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

AUDIOVISUAL REQUIREMENTS

UICC will reserve classroom 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 to 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

Workshop Instructor payments processed through the USU Transaction Center 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 completed on the day of the instructor's orientation or by appointment with the USU Transaction Center prior to the first day of employment.

- USU Direct Deposit Form
- W-9 Request for Taxpayer Identification Number and Certification

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 conflicts. Should cancellation occur for 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 achieved. 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

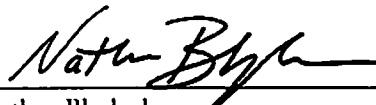
If the provisions of this agreement meet with your approval, please indicate your acceptance with an authorized signature below and your initials on each page, and return by **Wednesday, November 15, 2017**.



USU Purchasing & Contract Services

20 Nov 2017

Date



Nathan Blaylock
Workshop Instructor

Date

2018

DISCOVER / ENGAGE / CELEBRATE

Summer
CITIZENS
Logan, Utah

Summer Citizens Program Instructor Contract

Fed. Identification # 87-6000528

DUNS # 07-29-3455

5024 Old Main Hill
Logan, Utah 84322-5024

Email: summercitizens@usu.edu

Phone: 435-797-2028

Toll Free: 800-538-2663

Fax: 435-797-0036



**SUMMER
CITIZENS**

University Inn & Conference Center

UtahStateUniversity.

Program Coordinator

Linda D'Addabbo

University Inn & Conference Center

5024 Old Main Hill

Logan, UT 84322-5024

Ph: 435-797-2028 Fax: 435-797-0036

linda.dabbabbo@usu.edu

Workshop Instructor

Nathan Blaylock

36 Aggie Village Apt H

Logan, UT 84341

801-361-3593

nathan.blaylock@usu.edu

A01195274

Program/Course Title: All About Apps
First Day/Date: Monday, June 25, 2018
Last Day/Date: Friday, June 29, 2018
Days of the Week: Monday, Tuesday, Wednesday, Thursday, Friday
Times: 3:00 – 4:15 p.m.

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 2018 Summer Citizens Program. The Workshop Instructor identified above as an authorized instructor of the Summer Citizens Program agrees to teach the full number of class sessions as outlined.

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. 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 provided by the UICC office:

- 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 handouts electronically distributed by email to course participants*
- Attendance Tracking
 - Attendance Roster Provided by UICC on the First Day of Course
 - Subsequent Roll Attendance taken daily by the instructor
Guest Passes Available at \$10.00 per day—Registration confirmation must be provided by the participant in order to attend the course
- Classroom/Facilities
- Audiovisual Requirements
- Workshop Evaluation

REGISTRATION REPORTS

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

CLASSROOM FACILITIES

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

AUDIOVISUAL REQUIREMENTS

UICC will reserve classroom 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 to 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-HEI.P.

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

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

- USU Direct Deposit Form
- W-9 Request for Taxpayer Identification Number and Certification

FORCE MAJEURE

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EVENT CANCELLATION

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UICC reserves the right to cancel this class or to renegotiate the agreement if the minimum number of attendees/registrations are not achieved. 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 15, 2017**.



20 Nov 2017

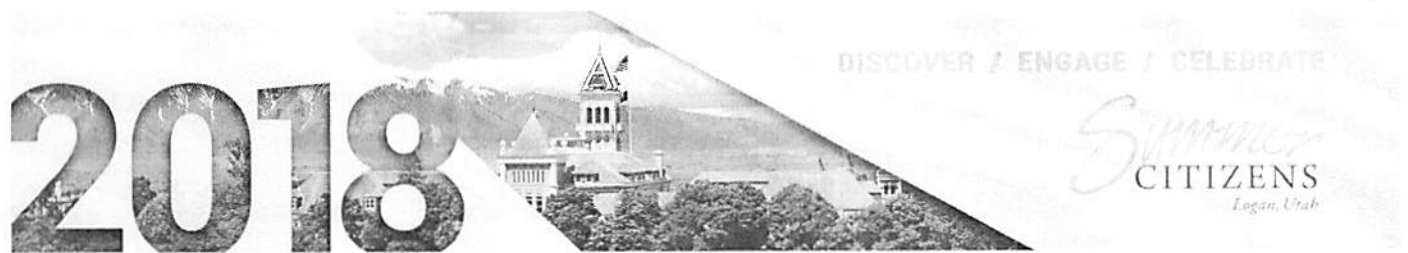
USU Purchasing & Contract Services

Date



Nathan Blaylock
Workshop Instructor

Date



Summer Citizens Program Instructor Contract

Fed. Identification # 87-6000528

DUNS # 07-29-3455

5024 Old Main Hill
Logan, Utah 84322-5024

Email: summercitizens@usu.edu

Phone: 435-797-2028

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CITIZENS

University Inn & Conference Center

UtahStateUniversity.

Program Coordinator
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University Inn & Conference Center
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Logan, UT 84322-5024
Ph: 435-797-2028 Fax: 435-797-0036
linda.dabbabbo@usu.edu

Workshop Instructor
Nathan Blaylock
36 Aggie Village Apt H
Logan, UT 84341
801-361-3593
nathan.blaylock@usu.edu
A01195274

Program/Course Title: Intermediate iOS
First Day/Date: Monday, July 9, 2018
Last Day/Date: Friday, July 13, 2018
Days of the Week: Monday, Tuesday, Wednesday, Thursday, Friday
Times: 9:00 – 10:15 a.m.

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 2018 Summer Citizens Program. The Workshop Instructor identified above as an authorized instructor of the Summer Citizens Program agrees to teach the full number of class sessions as outlined.

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. 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.

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- Course Materials—*up to ten course handouts electronically distributed by email to course participants*
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 - Attendance Roster Provided by UICC on the First Day of Course
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 - Guest Passes Available at \$10.00 per day—Registration confirmation must be provided by the participant in order to attend the course*
- Classroom/Facilities
- Audiovisual Requirements
- Workshop Evaluation

REGISTRATION REPORTS

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

CLASSROOM FACILITIES

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WORKSHOP EVALUATION

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CONFERENCE MANAGEMENT TERMS

PAYMENT TERMS

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- W-9 Request for Taxpayer Identification Number and Certification

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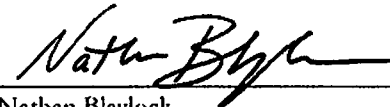
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	20 Nov 2017		
USU Purchasing & Contract Services	Date	Nathan Blaylock	Date
		Workshop Instructor	