

LETTER OF AGREEMENT

This is an agreement between ENTER ORGANIZATION and ENTER CONTRACTOR "Contractor". It will be fulfilled through signing the contract below.

1. STATEMENT OF EXPECTATIONS.

This agreement is to:

Collaborate with Mindfulness Trainer and identified School Mindfulness Champion (SMC) at or near completion of school six-session course. Determine schedule for facilitating workshops/meetings (B) and consultation (C) to occur with appropriate school stakeholders.

- B. Facilitate ENTER NUMBER OF hours of workshops/meetings focused on exploring possible school mindfulness strategies with SMC and school staff and to select strategies and identify actions to include in school mindfulness implementation plan, fostering and sustaining mindfulness practices resulting in mindful school climates. Prepare and provide ancillary program-specific materials.
- C. Provide ENTER NUMBER OF hours of consultation time with school mindfulness champion and/or school staff, troubleshooting and identifying resources to integrate mindfulness practice.
- D. Collaborate/debrief with school administration, school mindfulness champion, and project staff to discuss implementation of outcomes and sustainability per the developed school plan.
- E. Conduct ongoing communication among and between school mindfulness champion, mindfulness trainer, school staff participants, mindfulness work team, and project staff.

2. TERM.

The term of this agreement shall commence ENTER DATE and continue through ENTER DATE. This agreement may be terminated by either party, with thirty (30) days written notice, subject only to the payment of all obligations due to the other party under this Agreement up to the point in time of said termination.

3. DUTIES AND RESPONSIBILITIES OF CONTRACTOR.

Contractor hereby agrees to:

- A. Sign agreement with ENTER ORGANIZATION to perform the activities identified in Sub 1. STATEMENT OF EXPECTATIONS, above.
- B. Provide W9 and invoice ENTER ORGANIZATION for a fee of ENTER AMOUNT (half upon completion of A and B above and half upon completion of C and D above). Invoice may include required mileage at the current state rate (invoice upon completion of A and B above and upon completion of C and D above, not to exceed ENTER AMOUNT). Enclose the school implementation plan with final invoice.

4. DUTIES AND RESPONSIBILITIES OF ENTER ORGANIZATION.

ENTER ORGANIZATION hereby agrees to:

- A. Cooperate as needed to carry out the activities described in Sub 1. STATEMENT OF EXPECTATIONS throughout the term of this agreement.
- B. Pay Contractor ENTER AMOUNT

responsibilities under this agreement.

each party's

6. MUTUAL INDEMNIFICATION.

The parties agree fully to indemnify and hold one another harmless from and against all claims, actions, judgments, costs, and expenses, arising out of damages or injuries to

