SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement to Assistant Superintendent, Educational Services, for Board Approval **at least 1 month prior to services.**
2. Forms must be completed with all required signatures and have Board approval before the consultant/independent contractor can perform services for the District. (Requests submitted after services are performed will jeopardize payment.)
3. Clearances must be obtained with Human Resources Dept. (if applicable) prior to the start of services. Educational Services will facilitate this with HR once the contract is received.

Requested by: Song Chin-Bendib / [signature] / 05/03/2012
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: Silver Star Associates
Diane Dragone, Sole Proprietor

200 Sheridan Avenue — Palo Alto — CA — 94306
Address — City — State — Zip

650-384-6371 — Telephone Number
Fax Number
Cell # or E-Mail Address

SCOPE OF WORK: Develop a marketing plan, a rental information packet, social media publicity, contact list for potential users, etc; Expand/update the website Connect with local press to publicize the theater/theater events. (details in Job Description)

LOCATION OF SERVICES: Arts Education Center

DATE(S) OF SERVICE: 20 hours per week for 3 months with possible extension

ESTIMATED COST: Not to exceed $10,000.00 (and/or hourly Rate: $ 30)

NAME OF PROGRAM: Theater Marketing Consultant

BUDGET NUMBER: 010-5809-9033-0000-7200-030-30--407 (or ASB funds)

Administrator/Program Manager Approval:

Song Chin-Bendib / [signature] / Date: 5/3/12
Print Name — Signature

Consultant/Contractor:

DIANE DRAGONE / Diane Dragone / Date: 5/3/12
Print Name — Signature

Business Manager: Initial: _____ Date: _____ Human Resources: Initial: _____ Date: _____

The Contracted Services Agreement must include the following before going to Purchasing Dept. for processing. Check off and attach all documentation that applies.

___ **BOARD APPROVAL DATE:** _____
___ **Clearances with Human Resources: (Fingerprinting (TB**
___ Add as Vendor ___ W-9 Tax Form ___ EDD form (Employment Development Dept.)
___ Copy of Requisition ___ Invoice Attached

Note: District staff cannot be employed as a consultant/independent contractor.

Distribution:
___Assistant Superintendent, Educational Services ___Human Resources ___Purchasing Department