SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:
1. Submit Contracted Services Agreement 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. Originating Dept. will follow up with HR once the contract is received.

Requested by: _____/_____/_____
(SLUSD) Print Name | Signature | Date

Name of Consultant/Organization: Diane Dragone / Silver Star Associates

555 Laurel Ave. #316 | San Mateo | CA | 94401
Address | City | State | Zip

650-389-7634 | _ | 415-517-7307
Telephone Number | Fax Number | Cell # or E-Mail Address

SCOPE OF WORK: Continue to develop and implement a marketing plan for the theater and theater productions. Increase ticket sales and rental revenue.

LOCATION OF SERVICES: Arts Education Center

DATE(S) OF SERVICE: Variable hours for 5 months with possible extension

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

NAME OF PROGRAM: Theater Marketing Consultant

BUDGET NUMBER: 010-5809-9033-0000-7100-030-30-791 (or ASB funds____)

Administrator/Program Manager Approval:

_____/_____/Date: _____
Print Name | Signature

Consultant/Contractor:

Diane Dragone _____/_____/Date: _____
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:
____Originating Department ____Human Resources ____Purchasing Department