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: Dustin Brown / [signature] / 6/4/2014
(SLUSD) Print Name — Signature — Date

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

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

650-389-7634 — Telephone Number
_____ — Fax Number
415-517-7307 — 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 6 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 / [signature] / Date: June 4, 2014
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

REVISED 2-20-14 RA/RM/wks