San Leandro Unified Health & Wellness Center

Pilot**City Incubator**

SCOPE & AGREEMENT

Between "San Leandro Unified School District" and "PilotCity"

This contract is in agreement to deliver a 6-month program titled "PilotCity Incubator" that will become an accelerator for young entrepreneurs. This 6-month program will serve to establish relationships with program stakeholders, acquire feedback and evaluations for an ongoing contract after this 6-month period. The incubator will have sub-programs that will empower students to acquire skills through design workshops, expand perspectives from visiting industry speakers, have 1:1 support with an industry mentor and also be provided models to become a business owner and entrepreneur.

At the San Leandro Unified School District Health & Wellness Center, we will begin with entrepreneurial programs with the theme of 'Making.' Students will enjoy a support structure that will take their ideas into object, and then into the market. The (4) programs that are tentatively planned are:

1. **Resident Maker (RM)** - The Resident Maker is a part-time technology mentor that will be on-site to assist, train and mentor students on their personal projects.
2. **Design Studio (DS**) - This program is a series of project-based learning workshops that equip students with 2D and 3D design skills that enable students to 3D print and laser cut.
3. **Speaker Series (SS)** - Inspiring industry innovators are invited to speak about their own unique projects and experiences in technology, making, art and entrepreneurship.
4. **Incubator (INC) -** This program delivers industry to the students by integrating work-based learning programs, making it a worksite or a startup incubator for their own business.

These programs have been designed pre-contract, and is subject to change as post-contract program design begins and ends. The PilotCity Incubator includes the foundation of the Makerspace to be installed, the structure of industry-based programming and the superstructure of creating entrepreneurs and intrapreneurs.

The timeframe of the project is tentatively as planned,

- June 2015 - Program Design & Setup
- July 2015 - Program Hiring
- August 2015 - Student Recruitment & Marketing
- September 2015 – Program Launch
- March 2015 – Pilot Period Ends. Evaluation for ongoing contract.

**Program timeline will develop as program design continues*

Designated Space

The incubator is currently planned for a designated space in the SLUSD Health & Wellness Center that is approximately 30ft by 12ft. The current budget does not include development of the space to reflect programming and content of the incubator. This includes signage, flyers, brochures, art and any other marketing collateral. It is suggested that a designated budget be added to brand the program when and if the budget is available.

Makerspace

The Makerspace will consist of (1) Type A Machines 3D Printer, (1) Universal Lasercutter and (1) Vinyl Cutter. These machines will be used as tools to empower students to create their own businesses in the PilotCity Incubator.

Materials

The current budget for the program currently does not budget in materials used in the Makerspace, and will be required for student use of Makerspace machines.

Computers & Software

The current budget for the program currently does not budget in loan, purchase or access of any computers for the program or Makerspace, as well as the software needed for the program. Certain software needed are free, but could be ultimately limiting to student growth. The Adobe Suite programs and Autodesk 3D modeling software products are the ideal purchase.

Maintenance

The current budget for the program currently does not budget in maintenance of the Makerspace equipment if it is needed. Though it is highly recommended there is a budget aside to repair or purchase parts. With proper budget, PilotCity can serve as a liaison or technician to get the machines repaired as necessary.

Website, Collateral and Content

The current budget does not include any form of marketing of the program via website, collateral and content. We can pitch this in for future budgets as needed down the line.

Program Owner

The incubator program is meant to empower young entrepreneurs and intrapreneurs to create their own futures. The key model PilotCity believes in is delivering industry-based programming and curricula that would be delivered by industry. In order for the program to be run effectively and efficiently, PilotCity must remain the liaison to the industry to maintain clear and concise relationships with the busy business world. With this, PilotCity should remain the program owner of the incubator.

Sustainability & Goals

The ultimate goal of the PilotCity Incubator is to launch real companies and projects by enabled and empowered students of SLUSD. With real companies and projects, it will require additional funding, investment and a model for future expansion of talent, space and ecosystem to triangulate support for ongoing success. The plan is to build a model first, and market the opportunity for future investment as we build on our success.

Contract & Payment

As mentioned earlier, we can make this first agreement for a 6-month timeframe starting on the program launch. Previous to launch will be program design, setup, hiring, recruitment and marketing. The total program cost for program design ($3,500) and for the 6-month program ($14,850) is $18,350. This contract is an agreement that the budget will be no less than this amount. We suggest the payment structure be:

- 1st Payment (Within 30 days of signing) - Program design & 1.6 month operation ($7,500)
- 2nd Payment (30 days after launch) - For 2.4 months operation ($5,900)
- Final Payment (90 days after launch) - For 2 months operation ($4,950)

Total of $18,350 for 6-month contract after program launch

All above statement are to be agreed and/or acknowledged upon signing. Consider this an agreement that can be adjusted upon approval from the parties that sign. Checks can be made payable to “PilotCity” or bank account wire transfer/direct deposit can be arranged if preferred.

We look forward to inspire, build and incubate the talent of our future makers & entrepreneurs of the San Leandro Unified School District!

_____ **Mike McLaughlin, Superintendent** San Leandro Unified School District	_____ **Date**
_____ **Derick Lee, Founder** PilotCity	5/12/2015 _____ **Date**