

## **APPENDIX B - ARTSCONNECTED TRAINER CONTRACT**

This is an agreement between the Walker Art Center acting as fiscal agent for the ArtsConnectEd Project (hereafter known as Walker Art Center) and

\_\_\_\_\_ (Hereafter known as Contractor) to participate in ArtsConnectEd Training Sessions and following training, to present ArtsConnectEd Minnesota workshops.

This is a two-year agreement beginning February 9, 2001 and continuing through June 30, 2002. The activities of this agreement are coordinated through the ArtsConnectEd Lead Trainer. Failure to fulfill responsibilities outlined in this contract may be considered a breach of contract and may require return of all equipment and stipends and the discontinuation of other contractual benefits.

### **Contractor Responsibilities:**

- Attend three(3) one and one-half day ArtsConnectEd Training Sessions in the Twin Cities:
  - February 9/ 10 or 16/17, 2001
  - March 23/24 or 30/31, 2001
  - June 22/23 or 29/30, 2001
- Subscribe and maintain access to an Internet Service Provider of their choice throughout the two-year term of this agreement February 9, 2001 through June 30, 2002.
- Develop one or more written classroom activities using ArtsConnectEd during the first year of training (February 9, 2001 through June 30, 2001).
- Use ArtsConnectEd with your students in a classroom setting during the first year of training (February 9, 2001 through June 30, 2001).
- Organize and teach a minimum of four (4) Minnesota workshops to at least 15 Minnesota teachers each workshop during the second year (July 1, 2001 through June 30, 2002).
- Collect and return completed workshop reports including names, addresses and email addresses of all workshop attendees within six weeks of each workshop.
- Communicate with legislators in their area and school administrators regarding their work with this project.
- Participate in an on-going on-line forum regarding ArtsConnectEd training and classroom use.
- Provide on-going feedback regarding ArtsConnectEd training and classroom use to ArtsConnectEd staff.
- Participate in evaluation of this program by ArtsConnectEd staff and evaluators hired by ArtsConnectEd

### **Resources Provided by ArtsConnectEd:**

#### **YEAR 1:**

1. A Macintosh G3 PowerBook laptop computer.
2. Maintenance and liability for laptops is the responsibility of the Contractor. Walker Art Center will not be responsible for equipment repairs or replacements of hardware or software. All peripheral materials and equipment (such as transportation cases) are the responsibility of the Contractor. Walker Art Center is not responsible for lost or stolen equipment or materials. It is highly recommended that Contractor have coverage from their personal insurance provider.
3. A travel stipend for mileage at \$.32 per mile for those traveling over 50 miles one-way to attend the ArtsConnectEd Training Sessions only (February - June 2001).
4. Lodging arranged by ArtsConnectEd staff for one night each for those traveling over 50 miles one-way to attend the ArtsConnectEd Training Sessions only (February - June, 2001).
5. Substitute pay for teachers traveling on Fridays during the school year to attend the ArtsConnectEd Training Sessions only (February - June 2001).
6. A \$200 stipend for the completion of each ArtsConnectEd Training Session (February - June 2001).

**YEAR 2:**

1. A \$200 stipend for each Minnesota workshop (up to a maximum of 5 workshops) completed July 2001-June 2002, upon submission of reports including names and addresses of workshop attendees.
2. A maximum of \$500 reimbursed for expenses related to running Minnesota workshops completed July 2001-June 2002 (up to a maximum of 5 workshops) upon submission of reports and receipts. Covered expenses include room or equipment rental, copying charges and hospitality costs incurred in four Minnesota workshops. Walker Art Center must approve any other expenses reimbursed.
3. Promotional materials for Minnesota workshops.
4. Limited access to data projectors for use in Minnesota workshops conducted July 2001-June 2002.

Contractor is responsible for all taxes related to stipends and materials, including computer.

Walker Art Center and the Minneapolis Institute of Arts jointly own the copyright for all materials generated by this project. Contractors may reproduce materials for educational purposes only. Any reproduction or distribution for commercial use, fees, or profit is prohibited during or after the terms of this agreement without the written permission of Walker Art Center and the Minneapolis Institute of Arts.

ArtsConnectEd is not liable for any damages or injuries that occur during the course of this program, travel to and from sites related to the program including the Training Sessions and Minnesota workshops.

By signing below I assure that I have read, understand, and agree to the terms of this agreement.

**Contractor:**

\_\_\_\_\_

Date: Social Security Number: \_\_\_\_\_

**ArtsConnectEd:**

\_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_