

WARREN COUNTY SCHOOL SYSTEM
Workshop Leader/Instructor/Consultant Agreement

Agreement is hereby made by and between **Warren County School System**, hereinafter referred to as the **school system**, and _____ hereinafter referred to as the **Instructor/Consultant**.

1. It is agreed by and between the parties that the **Instructor/Consultant** shall conduct a workshop for **school system** personnel on the following subject:
- _____

and on the following date(s): _____

Please note: At the time your contract is returned, W.C.S. will need to receive copies of your (1) Agenda, (2) Handouts, and (3) Objectives (Research Supported). [Send these to Princine Jefferies, Assistant Superintendent, WCS, P.O. Box 110, Warrenton, NC 27589.]

2. For and in consideration of the satisfactory performance of the above instruction the **school system** agrees to pay the **Instructor/Consultant** a fee of \$ _____

3. In addition, the **school system** agrees to reimburse the **Instructor/Consultant** for properly documented travel and subsistence expenses not to exceed the following state rates:

Travel (check one)

- By air – original ticket or receipts required (lodging and meals at state rate)
 By automobile - .445 per mile

This is the ____ day of _____, _____.

WARREN COUNTY SCHOOLS

INSTRUCTOR/CONSULTANT

Signature/Superintendent

Signature/Instructor/Consultant

Signature/Director/Asst. Superintendent

Social Security Number

Signature/Finance Officer

Address

Charge To

City, State, Zip

Name/Account #

Telephone