This AGREEMENT is made between [organization requesting training] and Wisconsin School Counselor Association (a Wisconsin not for profit corporation) (“WSCA”), for services to be performed on [date and location of training].

1. **Engagement:** WSCA will provide a WSCA certified trainer for a full-day training addressing accountability for school counselors and their programs, as well as information on the Wisconsin School Counseling Program Accountability Report (WSCPAR).

**Term:** This Agreement shall continue in effect until:
1.1 Canceled by either party as set forth in this Agreement; or Concluded by [organization requesting training] upon completion of the training.

2. **Compensation:** As consideration for services to be rendered by WSCA under this Agreement, [organization requesting training] shall provide:

2.1 A flat fee of $800 for a full-day training.
2.1.1 A deposit of $200 to hold the trainer and the date. Once the deposit is received and the trainer assigned the organization will be notified. If the [organization requesting training] cancels the event, the $200 deposit will not be refunded. If WSCA cancels the event, the $200 deposit will be refunded to [organization requesting training].
2.1.2 Balance of $600 to be due one week prior to event date.

2.2 [organization requesting the training] will pay for the following travel expenses
2.2.1 Round trip ground transportation expenses incurred by the trainer to and from the training site, i.e. mileage.
2.2.2 Out of pocket expenses for meals not provided as part of the regular program activities.
2.2.3 Hotel accommodations for a one-night stay of trainer if necessary.

All terms in contract as stated above are agreed to by the following parties:

_________________________  ______________________________
Paula Haugle [organization requesting training]
WSCA Professional Development Chair

Dated this [current date]

**Please complete this form and return to WSCA Administrative Office at:**
6737 W Washington Street, Ste 4210
Milwaukee, WI 53214
608/204-9825
design@wscaweb.org