



**266 Main St. Suite 12, Medfield, Massachusetts 02052**  
**(508) 359-6533 (800) 487-6530 outside MA, Fax (508) 359-2959**  
**www.educationresourcesinc.com**

August 23, 2018

[Click Here for More Information](#)

Janelle Catlin, OT  
Campbell County School District  
100 West Eighth Street  
PO Box 3033  
Gillette, WY 82717-3033

Dear Janelle,

This letter is to confirm co-sponsorship by Education Resources, Inc. and Campbell County School District for the following continuing education course:

“Vision, Ocular-Motor and Movement Strategies for Integrated Learning” or “Integrating Movement-Based and Learning Strategies” with June Smith on Monday-Tuesday, November 12-13, 2018

The course will be held in Gillette WY and location is tbd.

To summarize our agreement, your facility will be responsible for providing the following: the conference room, audiovisual equipment, optional coffee breaks, and equipment as specified by the speaker. Two of your staff members should be prepared to be the designated on-site coordinators to run the registration, supervise the coffee breaks, if provided, and to pick up the speaker from her hotel and bring her to the conference. The fee schedule will be as follows: \$8,500 for up to 24 participants, (\$150 per person for each additional person). The fee is payable as follows: \$4,250 is due approximately one month from the date of this contract (September 23, 2018) and the balance is due 30 days prior to the course (October 12, 2018). We will need to know the names of attendees approximately 2 weeks prior to the course so we can supply the CEU certificates.

Education Resources, Inc. will be responsible for arrangement and payment for the following: speaker honorarium, travel, hotel, meals, mailing one electronic copy of the handouts for you to print, maintaining CEU record and providing certificates, and communicating any other speaker needs to you.

(page 2 contract for Campbell County School District)

We are looking forward to working with your staff on this exciting course and hope to continue this relationship. Please indicate your agreement with the terms of this contract by signing below and returning to me one copy of this contract to the above address. One copy is for your records. Please call me if you have any questions about this contract.

Sincerely,

Marianne Boynton  
Conference Liaison

\_\_\_\_\_  
Signature, Hosting Facility,                      Date

*Kelvan Goldfarb*                      8/23/18  
Signature, Education Resources, Inc.      Date



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**INVOICE**

August 23, 2018

Janelle Catlin, OT  
Campbell County School District  
100 West Eighth Street  
PO Box 3033  
Gillette, WY 82717-3033

RE: Fee for workshop provided by Education Resources, Inc.

“Vision, Ocular-Motor and Movement Strategies for Integrated Learning” with June Smith  
on Monday-Tuesday, November 12-13, 2018

Unit Price: \$ 4250 (due September 23, 2018)  
\$ 4,250 plus \$150 for each addt'l person over 24 (due October 12, 2019)

Total Price: \$ 8,500 plus \$150 for each additional person over 24

**Please return copy of invoice with payment**

Make checks payable to: Education Resources  
266 Main Street  
Suite 12  
Medfield, MA 02052