



### AGREEMENT TO PROVIDE SERVICES

Agreement between: **Pacific Northwest Publishing, Inc.**  
**dba: Safe & Civil Schools (“Company”)**  
21 W. 6<sup>th</sup> Av. (541) 345-1442  
Eugene, OR 97401 FAX (541) 345-6431  
Tax I.D. Number: 51-0532241  
Contact person: **Kimberly Irving, Professional Services Coordinator**

Contracting District: **Campbell County School District (“District”)**  
1000 W. Eighth St.  
PO Box 3033  
Gillette, WY 82717-3033  
Contact person: **Darcy Gillaspy, Professional Development**

Job #: 3818  
Presenter: **Dr. Tricia Berg**  
Title of Session: CHAMPS/DSC Overview Virtual Training  
Dates: August 12, 2022 (One 6-hour virtual session)

Fees: \$4,500.00\* for 6-hours total

**\*Large group capacity fee of \$500 per six hours/\$1,000 per twelve hours will be applied to accommodate groups between 100-150 participants. Should any session exceed this number and/or if each participant does not have the required book, Safe & Civil School reserves the right to immediately end the session and charge for the scheduled session(s) due to a breach of contract on the part of the District.**

### **The Company and the District, for the consideration set forth below, agree as follows:**

1. The District agrees to pay the Company \$4,500.00 in fees for the presentation listed above. An invoice will be provided at the conclusion of the presentation. If any events fail to occur within the contracted timeline, District agrees to pay in full the fees associated with this fully executed contract.
2. There are no cancellations of services. Event(s) that are unable to be attended by staff will still occur, either with or without an audience and a recording of the service(s) will be made available to the District for a period not to exceed 30 days from the time of scheduling.
3. Videotaping of sessions is not allowed without prior written permission.
4. It is the responsibility of the District to reproduce handouts.

5. Materials are offered at a discount from **Ancora Publishing**, in conjunction with consultation only. Please phone our office for details.

**For all virtual training sessions with Safe & Civil Schools, the District agrees to:**

- Test the link at least two weeks before the day(s) of training.
- Ensure that participants have downloaded Zoom and updated to the most recent version (updates occur every few days to few weeks).
- Ensure that participants know how to access their session(s).
- Mandate or strongly encourage participants to access the sessions from a computer. Mobile devices (phones, tablets, etc.) are discouraged.
- Participants should be in their own classroom or individual setting at the time of the professional development. Participation is greater if participants have access to their own device.
- Provide directions, District standards of etiquette and participation expectation to all that will Attend.
- Provide your trainer(s) with information on the vision for this initiative and anticipated outcomes associated with the session(s).
- Give participants the District vision for this initiative and ensure that campus-based administrators echo the message before and during presentations.
- In most cases, a book is required and needed during the session(s). Ensure that all participants receive the accompanying book.

**On the day of each session:**

- Ask participants to plan to arrive 5-10 minutes ahead of the scheduled start time to allow for any necessary troubleshooting.
- District will open the session by reminding participants of your entity's expectations on participation and standards of engagement while taking part in the session(s).
- Prompt the attendees to have their book on-hand and use it throughout the session(s).

**By signing you attest you have read and agree with all terms as written.**

\_\_\_\_\_  
Authorized District Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Safe & Civil Schools Signature

\_\_\_\_\_  
Date

Form **W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Pacific Northwest Publishing, Inc.</b>		
	2 Business name/disregarded entity name, if different from above <b>Ancora Publishing and Safe &amp; Civil Schools</b>		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____		Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions. <b>21 West 6th Ave.</b>		Requester's name and address (optional)
	6 City, state, and ZIP code <b>Eugene, OR 97401</b>		
	7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
5	1	-	0	5	3	2	2	4	1

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>01/05/2022</b>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*