Union Public Schools

Community Schools/Education Partner
2025-2026 Participating Addendum

THIS PARTICIPATING ADDENDUM (PA) IS ENTERED INTO BY AND BETWEEN **UNION PUBLIC SCHOOLS** (The District) AND _____ (The Provider) THIS _____ DAY OF _____, 202__ OR UPON THE DATE APPROVED AND EXECUTED BY BOTH PARTIES, WHICHEVER OCCURS LAST. THIS PA EXPIRES ON JUNE 30, 202__.

WHEREAS, the District desires to engage the services and/or purchase materials from the Provider for the benefit of the District's students and/or the District desires to receive the funding offered by the Provider (Grantor).

WHEREAS, the Provider desires to provide the services and/or materials to the students of the District or furnish funds to the District (Grantee).

NOW THEREFORE, in consideration for the agreed upon materials and services specified herein, the Parties agree to the following programs, services, materials, fees and payment thereof.

1. The Provider agrees to furnish all labor (hired and/or volunteered), materials (supplies and equipment), services and insurance necessary to provide the programs or materials specified herein.
2. For the good and faithful delivery of the programs and materials furnished by the Provider, the District agrees to pay all program fees, expenses and material costs specified herein.
3. Where fees will be paid by the District to the Provider, the Provider agrees to obtain a purchase order from the District prior to the commencement of services. **THIS PA SHALL BE VOID AND UNENFORCEABLE WITHOUT AN ACCOMPANYING VALID PURCHASE ORDER FROM THE SCHOOL DISTRICT**.
4. The District agrees to pay Provider's invoices within forty-five (45) days after receipt of materials and services and a proper itemized invoice. Provider must include the District's purchase order number on all invoices.
5. Where the Provider is the Grantor of funds to the District for employee compensation, Provider acknowledges the District will withhold and remit all necessary and appropriate taxes, withholdings, fringe benefits, and retirement contributions, including the employee's and District's portion of such, from the employee's gross pay. Unless otherwise agreed to herein, the District agrees not to deduct or withhold any portion of the grant for administration of the program.

PROVIDER'S PROGRAM INFORMATION, SERVICES, MATERIALS, RESOURCES AND RESPONSIBILITIES

Participating School(s):					
Program/Service Title:					
Program Description:					
Program Dates (Approximate):	Start:		End:	**Max # of Students:**	
Meeting Times (Approximate):	Start:		End:	**Meeting Frequency (Per/Week):**	
Fees: ☐ None (Free)	If none, move to **Provider Services.**		***(Check and enter other fees as applicable.)***		
Per Student Fee: $		Per Class/Session Fee: $		Program Fee: $	Grant Project #:
Billing frequency (1x, monthly):		Other fees: $		Describe:	
Union Community Education (Shared-Revenue)	%	to Union	Student/class/program?		

School-furnished instructor needed?	☐ Yes	☐ No
Provider agrees to furnish school/district with funding in the amount specified below to be used to pay a Union staff member in teaching or assisting with the program.		
Provider-Furnished Funding: $		Rate/Hour/Semester:

Provider Services
Provider agrees to furnish the following programs, services, resources, transportation, and materials as described below.
Provider agrees to furnish the following personnel and/or volunteers to support the program as described below.

Expectations of the Provider
In addition to terms and conditions of the MMOU, the Provider agrees to the following. 1. To require all employees, instructors and volunteers to check-in at the school's office and obtain a visitor badge before each school visit. 2. To follow all federal, state, and local statutes, regulations, and policies, including Union Public Schools policies. 3. To give the school's program coordinator twenty-four (24) hour notice of cancellation of a class or session. 4. To adhere to the minimum class participation/attendance requirements set forth by the school and as mutually agreed upon between the Provider and the school's representative or Principal. 5. To remit Provider-furnished program funding before the classes and/or sessions begin. 6. To timely submit proper itemized invoices for fees. accts.payable@unionps.org

SCHOOL INFORMATION, SERVICES, MATERIALS, RESOURCES AND RESPONSIBILITIES

The School agrees to provide the following space(s), resources, materials, and supplies to support the program.
The School agrees to furnish the following personnel to supervise the program in the building.
If School-furnished instructor funding is included above, the School agrees to furnish the instructor. ☐ Confirmed

CONTACTS AND APPROVALS

The Provider agrees to the services and assurances of the associated Master Agreement, Master Memorandum of Understanding (MMOU) and/or the Memorandum of Understanding (MOU), and the Provider and the School agree to the programs and responsibilities specified in this Participating Addendum (PA).

Provider's MMOU/MOU #:	

For the Provider Contact Information & Approval			
Contact:		Street Address:	
Title:		City/State/Zip:	
Phone #:		Email:	
Signature:		Date:	
Print Name:		Title:	

For the School			
School:		Principal/Director:	
Program Coordinator:		Signature:	
Title:		Date:	
Contact's Phone #:		Email:	
Email:			

District Approval		
Purchasing Signature:	Date:	
Administrator Signature:	Date:	
Federal Programs Signature:	Date:	

District Information

REQ/PO #