

Letter of Agreement Proposal

between

Alberta Registered Music Teachers’ Association

and

Branch Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for financial support and assistance

RE: Organizing a Masterclass/Workshop/Recital/Lecture/Presentation and Contracting a Clinician

ARMTA Provincial Continuing Education will support/sponsor an event(s) that will enrich the community of teachers, students, parents and music lovers.

Proposed Clinician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed description of Masterclass/Workshop/Recital/Lecture/Presentation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Proposed date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsorship options:

1. ARMTA contracts the Clinician

2. The Branch contracts the Clinician

Please check your preferred option:

[ ] 1. In the case where ARMTA signs a contract with the Clinician, ARMTA will pay:

1. Rates for presenting a masterclass/workshop/recital/lecture/presentation per hour or per event as agreed to between ARMTA and the Clinician.
2. $45 per diem.
3. Travel expenses & accommodation.

The Clinician will make all arrangements (flights, car rental, and accommodation), complete the ARMTA Expense form with receipts and will be reimbursed by the ARMTA Provincial Administrator. Mileage for personal vehicle use will be paid at $.35/km.

1. Printing costs for printing programs and tickets will only include black and white copies.

[ ] 2. In the case where the Branch signs a contract with the Clinician, ARMTA will grant an amount as agreed to between ARMTA and the Branch which the Branch can use to supplement other funds that have been raised by the Branch to bring the clinician for this event described above.

Signature of Branch Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Letter of Agreement

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Alberta Registered Music Teachers’ Association

and

Branch Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: Organizing a Masterclass/Workshop/Recital/Lecture/Presentation and Contracting a Clinician

Clinician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Masterclass/Workshop/Recital/Lecture/Presentation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsorship options:

1. ARMTA contracts the Clinician

2. The Branch contracts the Clinician

[ ] 1. In the case where ARMTA signs a contract with the Clinician, ARMTA will pay:

1. Rates for presenting a masterclass/workshop/recital/lecture/presentation in the amount of $[rate/hr or rate/event] to [Clinician’s name]
2. $45 per diem for [number of days] for $[total amount].
3. Travel expenses & accommodation.

The Clinician will make all arrangements (flights, car rental, and accommodation), complete the ARMTA Expense form with receipts and will be reimbursed by the ARMTA Provincial Administrator. Mileage for personal vehicle use will be paid at $.35/km.

1. Printing costs for printing programs and tickets will only include black and white copies.

[ ] 2. In the case where the Branch signs a contract with the Clinician, ARMTA will grant the amount of $[amount] to the Branch which the Branch can use to supplement other funds that have been raised by the Branch to bring the clinician for this event described above.

If for some reason these events do not occur, there will be no further responsibility from any party.

AGREEMENT:

On [date] the Provincial Continuing Educational Convenor and the President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch agreed on the above.

Signature: Continuing Education Convenor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Branch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Provincial Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_