

# CONSULTANT AGREEMENT

I, \_\_\_\_\_, have been requested to serve as  
 CONSULTANT/TRAINER for the School Board of Broward County, Florida on

\_\_\_\_\_ Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_  
 for \_\_\_\_\_ day(s) to perform the following services:

PROJECT/PROGRAM TITLE: \_\_\_\_\_  
 COMPONENT TITLE: \_\_\_\_\_

Develop New Program     Deliver Program     Evaluate Program     Special Project  
 I understand that this agreement may be terminated if there is insufficient enrollment/attendance in the course assigned.

	Business Event #	Signature of Consultant/Trainer
		Date

### TO BE FILLED OUT BY CONSULTANT:

PRIVATE/NON-BROWARD COUNTY CONSULTANT/TRAINER

My DAILY FEE is \$ \_\_\_\_\_ My HONORARIUM total amount \$ \_\_\_\_\_ My estimated expenses \$ \_\_\_\_\_  
*(Daily Fees that exceed \$500 a day must have Superintendent's approval)*

(\*) Is Consultant or employee(s) of Consultant currently employed by SBBC?    Yes     No  (Check appropriate box)  
 If Yes, provide complete name of employee and school or department where employee is employed: \_\_\_\_\_

Upon completion of these services, I will forward the necessary INVOICE and TRAVEL INVOICE and receipts (airfare, hotel, airport parking, etc.) to verify actual expenditures.

MAILING ADDRESS: \_\_\_\_\_  
 Signature of Consultant/Trainer    Social Security Number/EIN    Home Telephone    Fax Number    Email Address

Street    Apt. #    City    State    Zip Code

### REQUESTING ADMINISTRATOR

Department/School/Center \_\_\_\_\_ Telephone \_\_\_\_\_ Date \_\_\_\_\_  
 Position/Title \_\_\_\_\_

Request for CONSULTANT/TRAINER services is hereby approved in accordance with existing School Board policies. Agreements valued at \$50,000 or higher require School Board Approval.

Signature of Principal/Administrator \_\_\_\_\_ Date \_\_\_\_\_

Senior Leadership Team Member \_\_\_\_\_ Date \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

(\*) **CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP:** In accordance with the State of Florida Statute 112.313 (7) (a), No public officer or employee of an agency shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with, an agency of which he or she is an officer or employee, excluding those organizations and their officers who, when acting in their official capacity, enter into or negotiate a collective bargaining contract with the state or any municipality, county, or other political subdivision of the state; nor shall an officer or employee of an agency have or hold any employment or contractual relationship that will create or frequently recurring conflict between his or her private interests and the performance of his or her public duties or that would impede the full faithful discharge of his or her public duties.

EXPENSES WILL BE CHARGED AS FOLLOWS:

Check Request No.	G/L Account Class + Obj + 0's	Bus. Area (4)	Cost Center R + T + L + 0 (10)	Fund (4)	Internal Order (12)	WBS Element (10)	Grant (16)	Functional Area (16) Function + Activity + 0's
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