

WISCONSIN SCHOOL COUNSELOR ASSOCIATION  
Wisconsin School Counseling Program Accountability Report Training Contract

This AGREEMENT is made between [*organization requesting training*] and **Wisconsin School Counselor Association** (a Wisconsin not for profit corporation) (“WSCA”), for services to be performed on [*date and location of training*].

1. **Engagement:** WSCA will provide a WSCA certified trainer for a full-day training addressing accountability for school counselors and their programs, as well as information on the Wisconsin School Counseling Program Accountability Report (WSPAR).

**Term:** This Agreement shall continue in effect until:

- 1.1 Canceled by either party as set forth in this Agreement; or Concluded by [*organization requesting training*] upon completion of the training.

2. **Compensation:** As consideration for services to be rendered by WSCA under this Agreement, [*organization requesting training*] shall provide:

- 2.1 A flat fee of \$800 for a full-day training.
  - 2.1.1 A deposit of \$200 to hold the trainer and the date. Once the deposit is received and the trainer assigned the organization will be notified. If the [*organization requesting training*] cancels the event, the \$200 deposit will not be refunded. If WSCA cancels the event, the \$200 deposit will be refunded to [*organization requesting training*].
  - 2.1.2 Balance of \$600 to be due one week prior to event date.
- 2.2 [*organization requesting the training*] will pay for the following travel expenses
  - 2.2.1 Round trip ground transportation expenses incurred by the trainer to and from the training site, i.e. mileage. –
  - 2.2.2 Out of pocket expenses for meals not provided as part of the regular program activities.
  - 2.2.3 Hotel accommodations for a one-night stay of trainer if necessary.

All terms in contract as stated above are agreed to by the following parties:

\_\_\_\_\_  
Paula Haugle  
WSCA Professional Development Chair

\_\_\_\_\_  
[*organization requesting training*]

Dated this [*current date*]

**Please complete this form and return to WSCA Administrative Office at:**

6737 W Washington Street, Ste 4210  
Milwaukee, WI 53214  
608/204-9825  
[admin@wscaweb.org](mailto:admin@wscaweb.org)