



M.A.R.C.H. Mediation

Mediation Achieving Results for Children

2 S. Water St., Liberty MO 64068
Telephone 800.595.9750
Fax 816.708.2715
e-mail: dkuhlman@marchmediation.org

Advanced Mediation Training Instructor Contract

This is a Contract for Advanced Mediation Training Instructor Services executed by the M.A.R.C.H. Mediation Program. _____ meets the qualifications and wishes to provide Advanced Mediation Training(s) for the M.A.R.C.H. Mediation program.

The MARCH contract instructor shall be compensated at a 50/50 split rate from the revenue generated per training. For example, if \$1200 is generated from the training, the contract instructor shall receive compensation in the amount of \$600 from M.A.R.C.H. Mediation (e.g., $\$1200 / 2 = \600). M.A.R.C.H. shall not be responsible for contractor expenses beyond the contract rate.

Invoices for services must be sent within thirty (30) days of completing services to M.A.R.C.H. Mediation, 2 S. Water St., Liberty, MO 64068 or dkuhlman@marchmediation.org

The contract instructor must submit to M.A.R.C.H. the following information for our records:

1. Completed W-9
2. Copy of Declaration of Insurance page (e.g., proof of Professional Liability Insurance)
3. Signed Advanced Mediation Training Instructor contract

It is agreed that the contract instructor shall perform the duties under this agreement as an independent contractor to M.A.R.C.H. Inc. The contract instructor is not to be deemed as an

employee of M.A.R.C.H. Inc. and shall not have or claim any right arising from employee status. The contract instructor has the sole discretion to determine the manner in which training services are to be scheduled and conducted in conformity with M.A.R.C.H. Inc. program policy and guidelines. M.A.R.C.H. Inc. specifically reserves the right to terminate this agreement if the contract instructor fails to comply with program guidelines.

As part of this contract, M.A.R.C.H. Mediation shall be responsible for the following Advanced Mediation Training tasks:

1. In-person and/or virtual class options
2. MO Bar application and training approval
3. KS CDRE application and training approval
4. Maintaining online registration and payment options at www.marchmediation.org
5. Promotion of trainings
6. Post-training program evaluation
7. Training certificate creation and distribution
8. KS Affidavit distribution

Signed this __ day of ___, 2021.

M.A.R.C.H. Contract Advanced Mediation Training Instructor

Dawn E. Kuhlman, Executive Director