

Name of Museum, Name of Head Start Awardee Organization

Service agreement for Start Date - End Date

The following Service Agreement between **Museum Name, Address,** and **Head Start Awardee Organization Name, Address,** is intended to define services provided for implementing the ****name of your science program**** integration, **Teacher Workshops and Family Engagement Workshops** utilizing science curriculum enhancement, financial compensation and responsibilities of both parties:

Services to be provided by the **Museum Name:**

- Museum Name** agrees to provide # teacher workshops to Head Start teachers and others from start month to end month
- Museum Name** agrees to provide # Family Engagement workshops to Head Start program enrolled families, from **start month to end month**
- Museum Name** agrees to provide program evaluation training and tools to **Head Start Site's Education Specialist and Management**
- Museum** and **Head Start** will work together to arrange mutually convenient training and workshop dates and locations
- Museum and Head Start** management will meet regularly to discuss, evaluate, and enhance service delivery to maximize collaboration outcomes.
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Services to be provided by **Head Start Organization Name:**

- Head Start Program Name** will supply beverages and snacks for the teacher workshops
- Head Start Program Name** will provide books and links between literacy and science for family engagement workshops
- Head Start Program Name** will create science designated classroom areas and provide classroom supplies to support science curriculum
- Head Start Program Name** will share results of the School Readiness Science Domain Outcomes four times yearly for enrolled children

Compensation:

- Head Start Program Name** agrees to pay the **Museum Name** ****decided amount**** per training. **Head Start Program Name** will make payments to the museum on the following dates of the following amounts.
- Head Start Program Name** agrees to pay **museum name** ****decided amount**** per family event. **Head Start program name** will make payments to the museum on the following dates of the following amounts.

In-Kind Services and Materials

- **Museum name** will provide training materials and supplies for teacher workshops worth ***In Kind Amount (decided on between partners)**
- **Museum name** will provide Family Engagement Workshop materials and supplies worth ***In Kind Amount (decided on between partners)**

Changes

Any changes, including increase or decrease in the amount of compensation or In kind Services and Materials, which are mutually agreed upon by the **Museum and Head Start program**, must be incorporated in written amendments to this Agreement.

Reciprocal Hold Harmless Agreement

Head Start Program Name, shall defend, indemnify, and hold harmless the **Museum Name**, its trustees, officers and employees at the **Museum Name's** expense, from and against any and all liabilities, claims, losses, lawsuits, judgments, charges, penalties and expenses of any nature arising out of the negligence or other unlawful malfeasance or nonfeasance of the **Head Start Program Name**, or its employees or agents with respect to the performance of this agreement.

Museum Name, shall defend, indemnify, and hold harmless the **Head Start Program Name**, its trustees, officers and employees at the **Head Start Program Name's** expense, from and against any and all liabilities, claims, losses, lawsuits, judgments, charges, penalties and expenses of any nature arising out of the negligence or other unlawful malfeasance or nonfeasance of the **Museum Name**, or its employees or agents with respect to the performance of this agreement.

In witness thereof, the parties hereto have executed this Service Agreement starting ****start date and ending **end date**.

Signed _____

Date_____

Museum Professional Name Signature

Signed _____

Date_____

Head Start Organization Name Signature

Credits and rights

Developed by the Sciencenter for the Collaborative for Early Science Learning.

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