

# COMMUNITY SERVICE NETWORK INCORPORATED

600 South Magnolia Avenue, Suite 105  
Dunn, NC 28334

## Positive Voices-Speakers Bureau Application Contractual Agreement

This agreement dated \_\_\_\_\_, is between Community Service Network (described herein as “Company”), and \_\_\_\_\_, hereinafter referred to as the Speaker/ Professional.

### 1. SCOPE OF SERVICES

Speaker/ Professional agrees to perform speaker or panel member services related to issues around their own personal experience as it relates to the subject matter.

### 2. TERMS OF AGREEMENT

This agreement shall commence as of the date listed below and shall have a term of one year. The agreement will automatically renew annually, unless otherwise directed by either party of this agreement. Either party may terminate this agreement upon thirty(30) days written notice, with or without cause and liability except for work previously completed hereunder.

### 3. INDEPENDENT CONTRACTOR

Speaker/ Professional shall perform all services as an Independent Contractor, and nothing contained herein shall be deemed to create any partnership, joint venture, agency or employer/employee relationship between the parties herein or provide party either with the right, power or authority, whether expressed or implied to create such duty or obligation on behalf of either party. Speaker/ Professional agrees not to be treated, or seek to be treated, as an employee of Company, for the Purpose of fringe benefits provided by Company or for disability income, social Security taxes and benefits, federal unemployment compensation taxes, state Unemployment insurance benefits and federal income tax withholding.

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4. COMPLIANCE/INDEMNIFICATION

Speaker/ Professional agrees to maintain at his/her sole expense all required licenses, permits, commissions, bonds, and insurance applicable to this agreement. Speaker/ Professional agrees to indemnify, defend, and hold the Company harmless from and against all claims, causes of action, losses, damages, fines, liabilities and expenses, including attorney fees arising out of or in connection with performance of services pursuant to this Agreement.

5. CONFIDENTIAL INFORMATION/PRIVACY

Speaker/ Professional acknowledges and agrees that all tangible and intangible information obtained, developed or disclosed with the performance of this Agreement and any Company information will be considered confidential information. Speaker/ Professional shall employ adequate safeguards to protect such confidentiality against loss, misuse or misappropriation. Speaker/ Professional shall not disclose or permit any other person or entity to use any confidential information for any reason, unless required by law. Violation of confidentiality may be subject to immediate termination and legal action by Community Service Network seeking injunctive relief and/or damages.

6. SIGNING REQUIREMENTS

Speaker/ Professional acknowledges that all services will be performed in a professional manner including attire and appearance. By signing this Agreement, Speaker/ Professional acknowledges that they have read and agree to the Speaker/ Professional Requirements document attached herein as Addendum A- Speaker/ Professional Requirements.

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7. PAYMENT FOR SERVICES

Community Service Network agrees to pay Speaker/ Professional the rate set forth below:

SERVICE	FEE
Guest Speaker/Panel Member	\$35.00

If overnight or out of town accommodations are required, Community Service Network will provide participating speaker with lodging, meals, transportation and Honorarium.

- Milage reimbursement rate at .4450/mile (.44 1/2) federal rate

Payment to the Speaker/Professional will be made by check issued by Community Service Network. There will be no taxes deducted from the check and the Speaker/Professional acknowledges that it is his/her sole responsibility to report and pay any taxes due as an independent contractor.

Speaker/Professional will not have set working hours. Speaker/Professional will be responsible for confirming and attending appointments.

Speaker/Professional will be paid for all completed engagements, providing the Speaker /Professional follows all of the guidelines set forth herein or reflected in Addendum A (please initial Addendum A and return with the contract). In Situations where additional appointments are required due to errors or actions caused by Speaker/Professional (i.e. missing acknowledgements, dates, overlooked documents, etc.), the Speaker/Professional acknowledges they will receive no additional payments for the additional trips and/or subsequent appointments to correct the errors.

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ACKNOWLEDGEMENTS

By signing below, both parties agree to all terms and conditions of this Agreement.

\_\_\_\_\_  
Speaker/Professional

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Service Network, Inc.

\_\_\_\_\_  
Date



**Positive Voices-Speakers Bureau  
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**ADDENDUM A- SPEAKER/PROFESSIONAL GUIDELINES**

**Qualification Requirements**

Your role as a Speaker/Professional is contingent upon the receipt of key documents that must be maintained Community Service Network. The list below may be amended at the company's discretion in order to ensure compliance with federal and state regulations:

- Completed W9
- Signed Contract Completed Application  
and
- Copies of two forms of identification – from the following list:
  - Passport with photo
  - Driver's License
  - Identification Card
  - Birth Certificate
  - Social Security Card
  - Voter's Registration Card
  - Military Identification Card

In the event that the documents are not returned to Community Service Network  
In a timely manner, the company will terminate the Speaker/Professional's  
Agreement.

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**ADDENDUM A- SPEAKER/PROFESSIONAL GUIDELINES**

**Service Expectations**

Professional Attire:

The audience's first impression of you will go a long way, as it helps establish their confidence in your professional abilities. Professional attire always includes neat, clean, and conservative clothing coupled with a professionally groomed appearance.

Punctuality:

It is your responsibility to make sure that you can arrive at the time the engagement is scheduled. Please do not accept engagements if you have prior commitments that will interfere with your punctuality. Punctuality is as important as appearance in establishing a successful speaking engagement. Make sure to get directions to the engagement prior to leaving. If, for whatever reason, you are going to be delayed, please contact Community Service Network immediately.

Speaker/Professional's initials \_\_\_\_\_