

Louisiana Endowment for the Humanities
PRIME TIME FAMILY READING TIME®
Preschool Coordinator Contract

COORDINATORS: PLEASE CHANGE THE INFORMATION INSIDE THE GRAY TEXT BOXES TO CUSTOMIZE

PROJECT: PRIME TIME FAMILY READING TIME®

FUNDING SOURCE: Louisiana Endowment for the Humanities
Louisiana Humanities Center at Turners' Hall
938 Lafayette St., Suite 300
New Orleans, Louisiana 70113

CONTRACTOR: Library or Institution
Address
Phone Number

PROGRAM COORDINATOR: Name and title of PRIME TIME Coordinator

SERVICE PROVIDER: Name
Address
Phone Number

SOCIAL SECURITY NUMBER: Federal Tax ID# 123-45-6789

SCOPE OF SERVICES:

Provide six (6) 90-minute READY TO READ programs for pre-school children (ages 3 to 5 years) who accompany their families to the PRIME TIME FAMILY READING TIME program. Programs will be provided by the Name of Program Site and may be modified as needed. The programs will include books/stories, rhymes/finger plays/action games, music and craft activities. Assist with serving refreshments and clean-up as needed. Volunteers will be provided to assist with the program activities and child care.

PROGRAM DATES: Thursday, September 23, 2010 Thursday, September 30, 2010
Thursday, October 7, 2010 Thursday, October 14, 2010
Thursday, October 21, 2010 Thursday, October 28, 2010

PROGRAM TIME: 6:00 p.m. to 7:30 p.m. Work schedule: 5:45 p.m. – 7:45 p.m.

PROGRAM LOCATION: Site Name
Street Address
City, State Zip

COMPENSATION: \$300.00 (6-weeks) or \$400.00 (8-weeks)

PAYMENT: Payment (made payable to Service Provider) will be made by the Louisiana Endowment for the Humanities upon receipt of the invoice from the Program Coordinator after the final session.

Service Provider

Date

Program Coordinator

Date