**External Contributor Service Level Agreement and Checklist**

Completed by…………………………………………………for the school

Designation…………………………………………………..

Date…………………………………………………………...

Completed by…………………………………………for the external contributor

Designation…………………………………………………..

Date……………………………………………………………….

Approved by…………………………………………………..

Designation……………………………………………….in school management

Date………………………………………………………………….

**Service Level Agreement Contract**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of School)                              (Name of external contributor)

|  |
| --- |
| Number of sessions planned: (please include date/s and duration of session/s): |
| The aims and objectives of the session: |
| The session is for (school year, parents/carers): |
| The role of the school (preparatory and follow up sessions, etc): |
| Technical equipment and room requirements (size of room, layout): |
| Breakdown of costs (travel expenses, resources): |
| All issues raised by checklist agreed: (please tick relevant box)  Yes     □                No  □ |
| Any other details: |

|  |
| --- |
| Review of session |

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_