**Provider Services Agreement** Page 1 of 2

January 4, 2017

Volunteer Park Trust (VPT) contracts with Jeff Crandall (the Provider) to serve as Administrative Services Manager to provide Volunteer Park Trust with the following services under the following three service areas:

I. Administrative & Development, reporting to the Vice Chair/Chair of the Development Committee

1. Support for development efforts: four events, GiveBIG, Spring Reception, the Fall Campaign, and Giving Tuesday.
2. Grant research, writing and management for non-DON and non-Amphitheater grants.
3. Support for data management for donors and prospects as needed to assist the data manager.
4. Other duties as needed for administrative support and to support the Landscape Committee.

II. The Amphitheater Project, reporting to the Chair of the Amphitheater Task Force

1. Support for the implementation of the DON (Seattle Department of Neighborhoods Small and Simple Projects Fund) grant/s.
2. DON grant research, writing and management.
3. Administrative project support as determined by the Chair of the Amphitheater Task Force.

III. Communications & Marketing, reporting to the Chair of the Marketing Committee

8. Execute marketing strategy (including events) through monthly website and calendar updates, Mailchimp newsletters, Capitol Hill Blog posts, Facebook, Twitter, and Flickr.

9. Other projects as determined by the Marketing Committee Chair.

The Provider will direct the work done in each of these areas. He is expected to work an average of no more than 25 hours per week. The Provider will submit a time sheet each month detailing his work activities. The Seattle Parks Foundation, the fiscal agent of VPT, will pay the Provider upon the receipt of the approved time sheet/invoice.

**Provider Services Agreement** Page 2 of 2

This contract is subject to the following conditions and stipulations:

1. VPT will compensate the Provider at the rate of $25 per hour spent on the above tasks and/or meeting with VPT committee members or other providers.
2. VPT will compensate the Provider at the IRS standard mileage rate for 2017 of $0.535 per mile for travel to and from required meetings, events, errands or other tasks.
3. The budget for this phase of the project is up to $32,500 , or 1,300 hours of time and ,307 miles, ($2305). If time remains after the completion of the above tasks, the Vice Chair will work with the Provider to determine additional appropriate tasks.
4. VPT may terminate this Agreement at any time for any reason, provided that it agrees to compensate the Provider for all services performed and products accepted up to the date of termination.
5. The Provider may terminate this Agreement at any time for any reason, provided that he gives 14 days advance written notice of the date of the termination of his services.
6. As an independent contractor, the Provider is liable for all taxes due as a result of compensation received under this Agreement.

Agreed this \_4th day of January, 2017 by:



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider:

Jeff Crandall dba InVerse Studio  
6730 13th Ave SW

Seattle, WA 98106  
SS or EIN: 91-2023929



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brian Giddens   
Chair, Volunteer Park Trust