



Provider Services Agreement

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January 2, 2019

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

I. VPT Operations

A. Administrative & Development, reporting to the Vice Chair

- 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) Management of email communications through info@volunteerparktrust.org.
- 4) Support for data management for donors and prospects as needed to assist the data manager.
- 5) Other duties as needed for administrative support and to support the Landscape Committee.

B. Capital Projects Committee, reporting to the Chair of the Capital Projects Committee.

- 1) Administrative project support and project oversight as determined by the Chair of the Capital Projects Committee.

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

- 1) Execute marketing strategy (including for events) through monthly website and calendar updates, Mailchimp newsletters, Facebook and Twitter.
- 2) Other projects as determined by the Marketing Committee Chair.

D. Events Committee, reporting to the Co-Chairs of the Events Committee

- 1) Management of event sponsorship agreement requirements.
- 2) Online volunteer recruitment for events as needed.
- 3) Management of raffle ticket and volunteer hours data.
- 4) Management of event images.

II. VPT Amphitheater Campaign

A. Campaign Task Force, reporting to the Chair of the Campaign Task Force

- 1) Grant writing and management for Amphitheater-related grants.
- 2) Other projects as determined by the Campaign Task Force Chair.

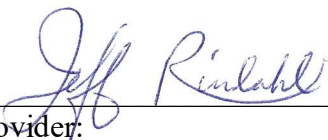
- B. Campaign Cabinet, reporting to the Chair of the Campaign Task Force
- 1) Assist Amphitheater Campaign Cabinet with administrative support as needed.
- C. Maintain separate tracking and billing for Amphitheater-related tasks.

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 for VPT Operations and no more than an average of 6 hours per week for Amphitheater-related tasks. 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.

This contract is subject to the following conditions and stipulations:

1. VPT will compensate the Provider at the rate of \$33 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 2019 of \$0.58 per mile for travel to and from required meetings, events, errands or other tasks.
3. The budget for these services for calendar year 2019 is:
 - VPT Operations: Up to \$39,600, or 1,200 hours of time and 1,700 miles (\$986). If time remains after the completion of the above tasks, the Vice Chair will work with the Provider to determine additional appropriate tasks.
 - VPT Amphitheater Campaign: Up to \$10,000 or 303 hours of time in grant writing, Task Force, and Cabinet support.
4. The Provider will guarantee one month (4 weeks) of continuous time wherein no billable work will be done for VPT. The date range of this time off will be determined by mutual agreement.
5. 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.
6. 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.
7. As an independent contractor, the Provider is liable for all taxes due as a result of compensation received under this Agreement.

Agreed this 2nd day of January, 2019 by:


Provider:

Jeff Rinedahl dba InVerse Studio
PO Box 97236
Lakewood, WA 98497
SS or EIN: 91-2023929


VPT:

Brian Giddens
Chair, Steering Committee