

# LETTER OF AGREEMENT

This is an agreement between ENTER ORGANIZATION and ENTER CONTRACTOR (Contractor). It will be fulfilled through signing this contract below.

## 1. STATEMENT OF EXPECTATIONS.

This agreement is for Contractor to provide a six-session course in mindfulness training for ENTER SCHOOL during the ENTER academic school year. The activities to be performed under this agreement include, but are not limited to:

- A. Meet with school administration, champion and project staff prior to course to discuss opportunity, determine schedule for mindfulness training, and confirm roster of staff participation.
- B. Teach six-session mindfulness-based strategies course for school staff. Prepare and provide ancillary program specific materials.
- C. Conduct ongoing communication among and between school champion, implementation coach, class participants, mindfulness work team, and project staff.
- D. Support school champion during six-session course in maintaining attendance, updating champion activities form, and supporting creation of implementation/sustainability plan to integrate school mindfulness practice.
- E. Meet/debrief with school administration, champion, mindfulness implementation coach, prh TJ EMC ET /Artifa

