

READING IS FUNDAMENTAL OF NORTHERN VIRGINIA, INC. (RIF of NOVA)
P.O. BOX 7012
ARLINGTON, VA 22207-0012

CONTRACT # (Federal or non-Fed.): * VA0009

This contract between your organization and RIF of NOVA is for the * **2009-2010** school year. Please complete and return it to the address below **no later than * Thursday, April 24th**. Failure to do so will prohibit your program from ordering books and participating in RIF of NOVA next year.

Dr. Paula B. Powell
7610 Old Centreville Road
Manassas, VA 20111

PROGRAM INFORMATION

- 1. Name of organization * _____
- 2. Name of organization director _____ Title _____
- 3. Address of organization _____

- 4. Phone # _____ FAX # _____
- 5. Description of organization (school, center, etc.) _____
- 6. Grade/age levels of children in RIF program _____
- 7. Number of children in RIF program _____ Increase Decrease Same as last year.
- 8. Number of planned distributions for this year: Three More than three
- 9. RIF liaison #1 _____ RIF liaison #2 _____
 Name: _____
 Address: _____

 Phone #: _____
 E-mail: _____
 Position: _____
- 10. Describe your plans and dates for distributions _____

FINANCIAL INFORMATION

- 11. National and NoVA RIF will provide you * **\$5.00** per child. Based on your RIF enrollment of * _____ learners, your total funding from National and NoVA RIF will be * \$ _____. **YOUR SITE WILL BE RESPONSIBLE FOR AN ADDITIONAL 25% OF THIS AMOUNT.** That means that YOUR responsibility is to provide * **\$1.25** per child, or a total of * \$ _____.
- 12. Describe plans for funding your projected share of your RIF program _____

- 13. Is there any reason you could not settle your outstanding account within 30 days of billing? No Yes
 If "Yes," please explain: _____

- 14. Will you need financial assistance to pay your share of projected program costs? No Yes
 If "Yes," list any groups you plan to contact for possible funding (other than RIF of NOVA) _____

TERMS AND CONDITIONS

- Your RIF liaison(s) is responsible for the following:
 - > Selecting books on Book Ordering Day
 - > Submitting order by June 30
 - > Spending all monies by June 30
 - > Participating in (or sending alternate to) the Annual Liaison Workshop
 - > Coordinating staff and volunteers in your RIF program
 - > Distributing books to the children in your RIF program
 - > Submitting distribution reports immediately to your RIF area chairperson
 - > Maintaining at least an “average” rating on the NoVA RIF evaluation form
 - > Keeping NoVA RIF informed of all facets of your program
- Your organization accepts full responsibility for paying, by April 1st of each year, your share of books purchased and delivered under the terms of this contract.
- In case of a dispute which cannot be resolved between your organization and NOVA RIF, such dispute will be submitted to binding arbitration pursuant to the rules of the American Arbitration Association.
- This agreement may be terminated for lack of performance or non-payment of funds with ten days’ notice by NoVA RIF.
- Signatures below represent full agreement with and understanding of the foregoing contract. All signatures must be included for acceptance.

Name of your Organization _____

Signature of Principal/Director _____ Date _____

Signature of Liaison _____ Date _____

Signature of Finance Agent _____ Date _____

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Signature of President, RIF of NOVA Board of Directors * _____

Acceptance Date * _____

* To be completed by RIF of NOVA