



# Missouri Music Educators Association

*A Federated State Association of the National Association for Music Education*

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## **MMEA WEBSITE INSTRUCTIONS** **CLINICIAN/SERVICES AGREEMENT (CONTRACT)**

*Revised for 2021 Conference*

**The following procedure is to be used by all MMEA Board of Directors and Advisory Council members that have secured service agreements for their respective areas to be presented at the annual MMEA In-Service Workshop/Conference.**

1. Select the “About MMEA” section from the Home Page of the MMEA Website.
2. Select “MMEA Administration Resources” from the MMEA Administration Section. (PW=mmeabod2022)
3. Select “MMEA Leadership Information & Forms” (From Administrative Hub)
4. Download the appropriate blank Clinician Agreement document.
5. Save and rename the blank document directly to your computer
6. Open the document from your computer
7. Complete all relevant information pertaining to the terms of the agreement.
  - a. **Do Not Sign this copy.**
8. Save the completed agreement to your computer
9. Select “MMEA Document Upload Link” from the “MMEA Administration Hub” page.
10. Complete all information on the online form.
11. Upload the completed agreement saved to your computer.
12. Click “Submit” to submit the agreement.
13. Paul Swofford will process the paperwork and send a copy of the completed agreement (via email) to be *electronically signed* by all parties.
14. Electronically sign and submit the completed contract.

***More detailed instructions are included below.***

# Online Submission of Contract Agreements

1. Select “About MMEA” from the MMEA Home Page



2. Select “MMEA Administration Resources”

## MMEA ORGANIZATIONAL STRUCTURE

[MMEA Organizational Structure Outline](#)

[MMEA Governing Documents](#)

[MMEA Strategic Plan 2016-2018](#)

[MMEA Board of Directors Meetings](#)

## MMEA ADMINISTRATION

[MMEA Administration Resources](#)

3. Select “MMEA Leadership Information & Forms”  
*\*\*This is different than last year*



## MMEA ADMINISTRATIVE RESOURCES

### MMEA ADMINISTRATIVE HUB 2020-2022

(Temporary)

### MMEA POLICY ACKNOWLEDGEMENT

Required from ALL MMEA Board of Directors members

Click [HERE](#) to access MMEA leadership information & forms.

[MMEA Document Upload Link](#)

Link.

4. SELECT the appropriate blank document and save to your computer.

## INDEPENDENT CONTRACTOR AGREEMENTS

Deadline: **October 1**

Policies and Procedures: [Conference Clinician / Presenter](#)

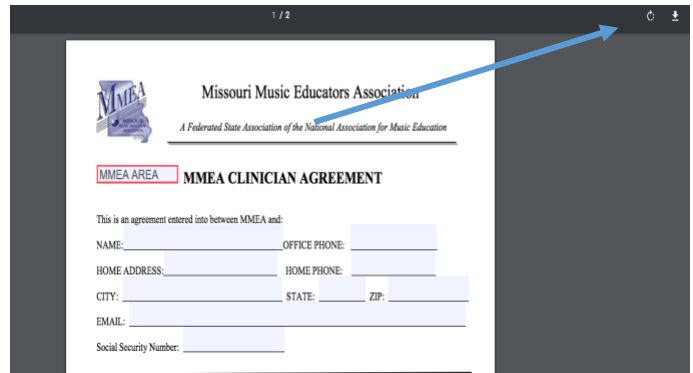
[Independent Contractor Agreement Submission Instructions](#)

(Select appropriate form for contracted clinician/presenter)

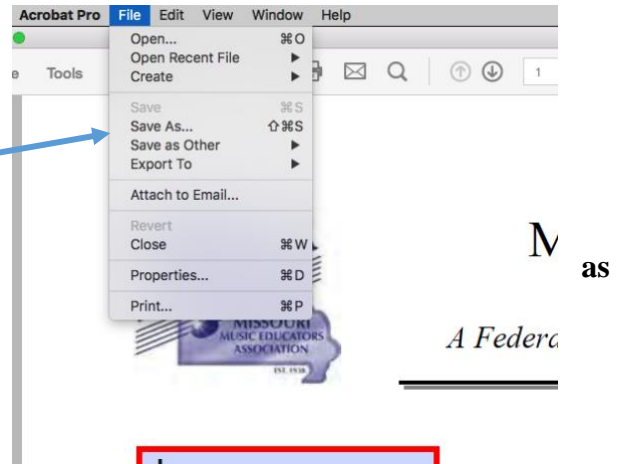
- [Out-of-State Clinician/Presenter](#)
- [In-State Clinician/Presenter \(Current Missouri Educator\)](#)
- [In-State Clinician/Presenter \(Non-Educator\)](#)

[MMEA Document Upload Link](#)


5. **DOWNLOAD** the appropriate blank document to your computer.



6. Choose “Save As” and title the agreement needed.



7. **Open the file from your computer and complete all information required on the form.**  
**\*SAVE THIS FILE ONCE COMPLETED** **\*DO NOT SIGN this copy.**

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MMEA AREA MMEA CLINICIAN AGREEMENT

This is an agreement entered into between MMEA and:

NAME: \_\_\_\_\_ OFFICE PHONE: \_\_\_\_\_  
 HOME ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_

*To be completed by MMEA Vice-President*

IN-STATE CLINICIAN (EDUCATOR)  
 IN-STATE CLINICIAN (NON-EDUCATOR)  
 OUT-OF-STATE CLINICIAN


The clinician named above agrees to render services at the assignment described below:

CLINIC DATE: Choose One TIME OF SESSION: \_\_\_\_\_ LENGTH OF SESSION: Choose One  
 CLINIC DATE: Choose One TIME OF SESSION: \_\_\_\_\_ LENGTH OF SESSION: Choose One  
 CLINIC DATE: Choose One TIME OF SESSION: \_\_\_\_\_ LENGTH OF SESSION: 90 Minutes

NOTE TO CLINICIANS-PRESENTERS: All financial transactions must be submitted through the MMEA website by **MARCH 1, 2019** to receive reimbursement for fees and/or expenses.

MMEA BOARD OF DIRECTORS CONTACT INFORMATION Form - Ongoing

**DO NOT SIGN  
This Copy**

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MMEA AREA MMEA CLINICIAN AGREEMENT SIGNATURE PAGE

Name of Clinician: \_\_\_\_\_

Terms of Agreement:  
 MMEA agrees to pay the following expenses (pre-negotiated):  
 \*See attached reimbursement information.

Fee \$ \_\_\_\_\_  Transportation  Room  Meals

*MMEA requires that a PDF of handouts to be presented in all clinic sessions be submitted electronically through the MMEA Website by **January 10**.*

MY SPONSOR (Name) \_\_\_\_\_ agrees to pay for the following expenses related to my appearance (Check all that apply):

All Expenses  Fee  Transportation  Room  Meals

1. I have read, and I agree to the terms and conditions stated the MMEA Conference Clinician Policies.  
 2. I agree to the Terms of Agreement listed above.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Clinician

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
MMEA Vice-President - Canceled

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Executive Director, MMEA

Submit Contract Electronically:  
<http://mmea.net/maea-document-upload/>

8. Select "MMEA Document Upload Link"

**INDEPENDENT CONTRACTOR AGREEMENTS**  
**Deadline: October 1**  
**Policies and Procedures: Conference Clinician / Presenter**  
Independent Contractor Agreement Submission Instructions  
(Select appropriate form for contracted clinician/presenter)

- Out-of-State Clinician/Presenter
- In-State Clinician/Presenter (Current Missouri Educator)
- In-State Clinician/Presenter (Non-Educator)

**MMEA Document Upload Link**

9. Complete all information on the Online Form

UPLOAD PDF DOCUMENTS HERE

**MMEA CONTRACT/AGREEMENT UPLOAD: (2021 CONFERENCE)**

MMEA Area\*

Select the MMEA Area for which the contract/agreement is being submitted.

Contract/Agreement Category\*

Select the category for which the contract/agreement is being submitted.

Name: Person Submitting Forms\*

First

Last

Name: Independent Contractor\*

First

Last

10. Upload the completed agreement/contract

*\*NOTE: the red X next to the document title is to remove the attachment if needed.*

Upload File/s Here  
MMEA-Clinician-Agreement Blank 2018-2019-Revised (1).pdf

Drop files here or

Select files

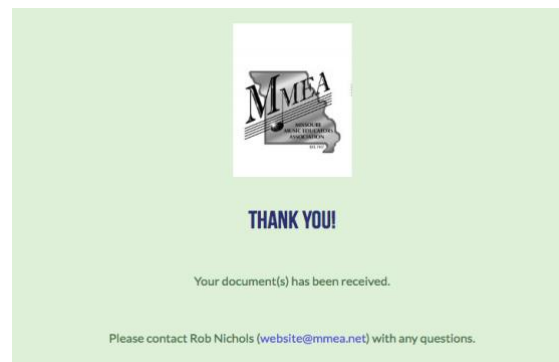
NOTE: Contracts/Agreements are considered "Pending" until the document reflects all required electronic signatures. The MMEA Executive Director will finalize the agreement and confirm the binding agreement (via email) to all relevant parties.

SUBMIT

11. Click Submit

**12. Once submitted, you will receive a confirmation statement on the screen.**

***NOTE: You will not receive a confirmation email for this transaction.***



**13. Paul Swofford will process the paperwork and send a copy of the completed agreement (via email) to be electronically signed by all parties.**

**14. Sign and submit the completed agreement through Adobe Sign.**

*\*Instructions will appear in the email that contains the completed agreement.*