



Missouri Music Educators Association

A Federated State Association of the National Association for Music Education

MMEA WEBSITE INSTRUCTIONS CLINICIAN/SERVICES AGREEMENT (CONTRACT)

Revised for 2022 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. Scroll down the page to the “Independent Contractor Agreements” section.
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 “Clinic Session Title Form” from the *Conference Administrative Forms* section.
10. Complete all information on the online form.
11. Upload the completed agreement that was saved to your computer along with your clinic session title information.
12. Click “Submit” to submit the clinic information and contract 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 2020-2022 \(Draft\)](#)
- [MMEA Board of Directors Meetings](#)
- [MMEA Committee Review Resources](#)

MMEA ADMINISTRATION

- [MMEA Administration Resources](#)



3. Scroll down the page to the “Independent Contractor Agreements” section.

Independent Contractor Agreements

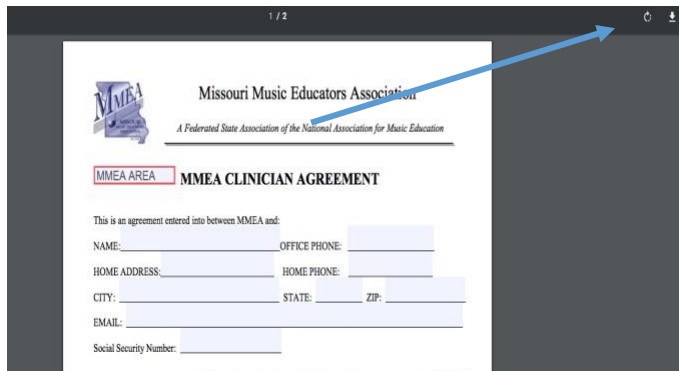
PDF DOCUMENTS

DEADLINE: AUGUST 1

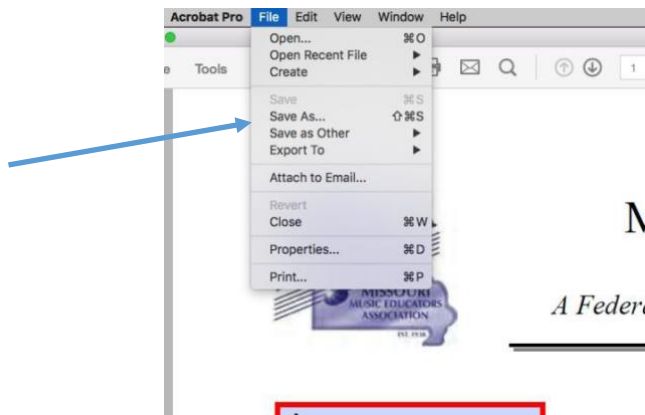
Out-of -State Clinician/Presenter (All Out-of-State)	In -State Clinician/Presenter (Current Missouri Educator)	In -State Clinician/Presenter (Non-Educator)
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NOTE: Independent Contractor Agreements are to be uploaded through the Clinic/Session Title Form (Due August 1)

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

MMEA Contract Agreement Instructions



Missouri Music Educators Association
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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:

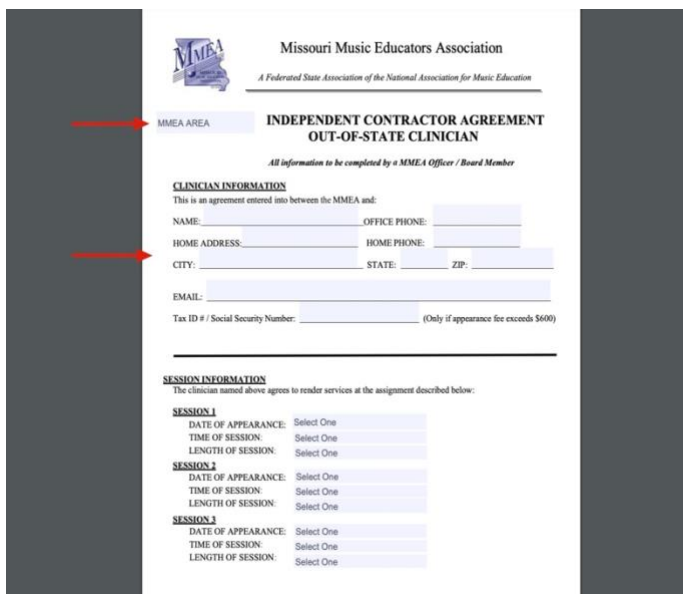
CLINIC DATE: Choose One TIME OF SESSION: _____ LENGTH OF SESSION: Choose One
CLINIC DATE: Choose One TIME OF SESSION: _____ LENGTH OF SESSION: Choose One
CLINIC DATE: Choose One TIME OF SESSION: _____ LENGTH OF SESSION: 90 Minutes

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.

7. Complete all relevant information pertaining to the terms of the agreement.

***SAVE THIS FILE ONCE COMPLETED.**

***DO NOT SIGN this copy.**



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MMEA AREA INDEPENDENT CONTRACTOR AGREEMENT
OUT-OF-STATE CLINICIAN

All information to be completed by a MMEA Officer / Board Member

CLINICIAN INFORMATION

This is an agreement entered into between the MMEA and:

NAME: _____ OFFICE PHONE: _____
HOME ADDRESS: _____ HOME PHONE: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____
Tax ID # / Social Security Number: _____ (Only if appearance fee exceeds \$600)

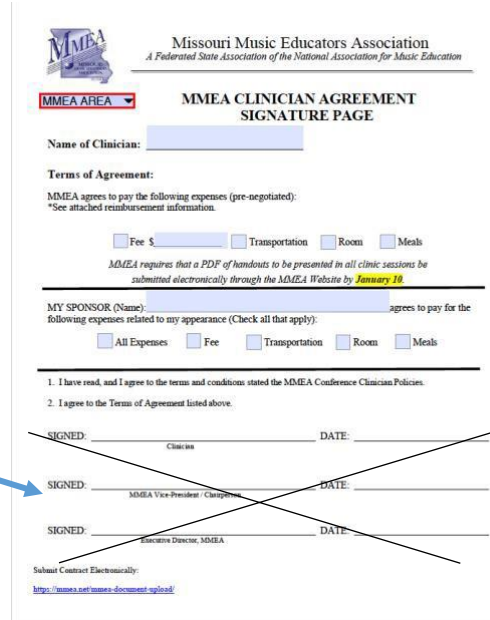
SESSION INFORMATION

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

SESSION 1
DATE OF APPEARANCE: Select One
TIME OF SESSION: Select One
LENGTH OF SESSION: Select One

SESSION 2
DATE OF APPEARANCE: Select One
TIME OF SESSION: Select One
LENGTH OF SESSION: Select One

SESSION 3
DATE OF APPEARANCE: Select One
TIME OF SESSION: Select One
LENGTH OF SESSION: Select One



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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 / Chairperson

SIGNED: _____ DATE: _____
Executive Director, MMEA

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

8. Save the completed agreement to your computer

9. Select "Clinic Session Title Form" from the *Conference Administrative Forms* section.

MMEA Contract Agreement Instructions

Conference Administrative Forms
(Clinics / Sessions)

(Complete each form for each contracted session)

<p>Clinic/Session Title Form To be completed by MMEA Board Member. Deadline: August 1</p>	<p>Clinic/Session Information Form To be completed by the clinician/presenter. Deadline: October 1</p>	<p>MMEA Lodging Request Form To be completed by MMEA Board Member. Deadline October 1</p>
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[CLINIC/SESSION HANDOUT UPLOAD](#)

All clinic/session handouts/resources must be uploaded through this link.
Deadline: January 5, 2022

10. Complete all information on the online form.

2022 CLINIC SESSION TITLE FORM

Name (MMEA board member submitting information)*

Clinic Presentation for (MMEA Area)*

CLINICIAN INFORMATION

Clinician Name*

First

Last

Please enter clinician name exactly as it should appear in MMEA Conference publications.

School or Company Affiliation

(If Applicable)

Clinician Email

CLINIC SESSION INFORMATION

Title of Clinic/Session*

Please enter the proposed TITLE of the clinic/session as of this deadline.

11. Upload the completed agreement that was saved to your computer along with your clinic session title information.

12. Click "Submit" to submit the clinic information and contract agreement.

2022 CLINICIAN CONTRACT UPLOAD

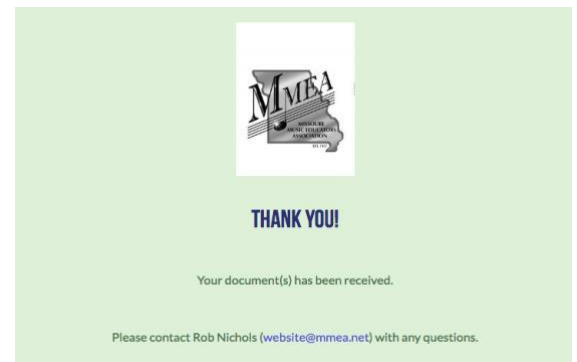
NOTE: Contracts/Agreements are considered "Pending" until the document reflects all required electronic signatures. The MMEA Executive Director will finalize the agreement and confirm the binding agreement (via email) to all relevant parties.

2022 Clinician Contract Upload No file chosen

Max. file size: 456 MB.

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.