

Relationship Agreement
Clatsop Community College and ENCORE
July 1, 2016 – June 30, 2017

This sponsorship is entered into by and between ENCORE and Clatsop Community College for the period of one year, from July 1, 2016 to June 30, 2017 in which Clatsop Community College will provide sponsorship for ENCORE.

CLATSOP COMMUNITY COLLEGE will:

- Maintain membership database and generate reports as necessary.
- Convey phone inquiries to Membership Committee Chair, or designate, for a phone follow-up and mail inquiry packets to potential new members.
- Provide office support for new memberships, renewals, and mutually agreed upon tracking procedures. This support will not take precedence over the College duties of College personnel.
- Provide College services such as classrooms, as available, and Business Office services.
- Provide College printing, postage and mailing
- Process paperwork for business office transactions.
- Assist in identifying classes ENCORE could offer that can generate Full-Time Enrollment (FTE) reimbursement opportunities for the College.
- Process any necessary paperwork for classes appropriate for the course schedule.
- Provide budget information, including a line item breakdown of expenditures upon request.
- Provide ENCORE members with access to the College's Learning Resource Center by term once they have registered for an ENCORE class (all special fees to be paid for by individual members).
- Attend ENCORE Board meetings and provide guidance.

ENCORE will:

- Ensure that members and the community are aware of Clatsop Community College's sponsorship, including use of the College's logo on the Newsletter and ENCORE website.
- Provide classes in keeping with the College's Mission as it relates to the community, and work towards providing FTE generating courses. This includes developing class schedules for each term with course/instructor information.
- Formally schedule and reserve all College classrooms/labs and off-campus sites for classes.
- Arrange for classroom equipment and transportation for classes as needed.
- Ensure that classes do not compete with CCC courses.
- Follow up phone inquiries about ENCORE.
- Maintain permanent organization financial records, minutes, newsletters and course schedule.

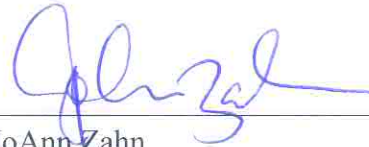
- Provide one (1) week advance notice for copy requests, and (2) weeks advance notice for graphic assistance.
- Provide \$2,000 to Clatsop Community College on an annual basis to be paid by July 31, 2016.



Frank Spence, President
ENCORE

6/27/16

Date



JoAnn Zahn
Vice President, Finance and Operations
Clatsop Community College

7/7/2016

Date