



# Corporate Service Contract

One of our corporate partners has chosen to work with you on a service project. Please complete this form and fax back to us immediately so that we can confirm your project and begin planning. Thank you!

## AGENCY DETAILS

Organization Name: Highland Park Middle School

Project Address: 330 Wayne Street, Highland Park, NJ 08904

Date of Project: Friday, June 15, 2018

Timing of Project: 9:00 a.m. – 2:00 p.m.

Day of Event Schedule: 7:00 a.m. Jersey Cares Staff Arrival  
7:00 a.m. – 9:00 a.m. Project Set-up  
9:00 a.m. – 9:15 a.m. Welcome, Introductions, Project Instructions  
9:15 a.m. – 12:36 p.m. Volunteering  
12:39 p.m. – 1:15 p.m. Lunch  
1:15 p.m. – 1:50 p.m. Volunteering  
1:50 p.m. – 2:00 p.m. Clean-Up, Closing, and Departure

Main Contact's Name: Jennifer Osemwegie

Main Contact's Phone and Email: (732) 572-2400 / josemwegie@hpschools.net

*\*Please note that we only work with one representative from an agency. Should you have multiple staff members involved with the project, please choose one internal contact for Jersey Cares. Please include first and last names and cell phone numbers for the DOE contacts at all sites.*

The Main Contact will be present on the Day of the Event:  Yes  No (Check One)

The Building Will be Open at the time of Jersey Cares Staff Arrival:  Yes  No (Check One)

## PROJECT INFORMATION

*\*Please provide your initials next to each project.*

- Recycling Workshop \_\_\_\_\_ init.
- Theater Workshop \_\_\_\_\_ init.
- Career Jeopardy Workshop \_\_\_\_\_ init.
- Spectacular STEM Workshop \_\_\_\_\_ init.
- 3Doodler Workshop \_\_\_\_\_ init.
- Mulching & Planting \_\_\_\_\_ init.
- Tile Mosaic Creation \_\_\_\_\_ init.
- Planter Murals \_\_\_\_\_ init.
- Picnic Table Assembly \_\_\_\_\_ init.
- Raised Bed Assembly \_\_\_\_\_ init.
- Rock Garden Creation \_\_\_\_\_ init.
- Staircase Murals \_\_\_\_\_ init.
- General Painting – Bathrooms \_\_\_\_\_ init.
- General Painting – Locker Rooms \_\_\_\_\_ init.



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**NOTE:** Jersey Cares is not financially responsible for any work outlined in this contract that is not completed. Highland Park Middle School accepts and assumes any and all risks resulting from the actions of its employees and guests attending volunteer projects hosted or organized by Jersey Cares and must take full responsibility for loss or damage to any property, furnishings, and/or equipment occurring during or after the project.

Highland Park Middle School agrees to indemnify, defend, and hold harmless Jersey Cares, Inc., its members, employees, officers, directors, agents, and anyone else involved directly or indirectly with the event from any and all claims, demands, expenses, and liability which are caused by and/or related to the project listed above, or subsequent projects organized by Jersey Cares or staffed by volunteers provided by Jersey Cares. This waiver includes but is not limited to compensatory damages for personal injury or property damage, and attorney's fees incurred in the defense of any such claims.

**# Volunteers Participating:** 100 Volunteers

**Project Notes:** Jersey Cares will provide all project supplies and curricula. An artist will sketch murals in advance.

A handwritten signature in black ink that reads "Michelle R. Dee".

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Michelle R. Dee  
Vice President of External Affairs

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Agency Contact

Highland Park Middle  
Workshop Rotation Schedule - Fri

<b>Recycling Workshop</b>	<b>9:41 am - 10:23 am</b>	<b>10:26 am - 11:08 am</b>
	Room #, Grade Level, 30 students	Room #, Grade Level, 30 students

<b>Theater Workshop</b>	<b>9:41 am - 10:23 am</b>	<b>10:26 am - 11:08 am</b>
	Room #, Grade Level, 30 students	Room #, Grade Level, 30 students

<b>Career Jeopardy Workshop</b>	<b>9:41 am - 10:23 am</b>	<b>10:26 am - 11:08 am</b>
	Room #, Grade Level, 30 students	Room #, Grade Level, 30 students

<b>Spectacular STEM Workshop</b>	<b>9:41 am - 10:23 am</b>	<b>10:26 am - 11:08 am</b>
	Room #, Grade Level, 30 students	Room #, Grade Level, 30 students

<b>3Doodler Workshop</b>	<b>9:41 am - 10:23 am</b>	<b>10:26 am - 11:08 am</b>
	Room #, Grade Level, 30 students	Room #, Grade Level, 30 students

School  
day, June 15, 2018

<b>11:11 am - 11:52 am</b>	<b>11:55 am - 12:36 pm</b>	<b>12:39 pm - 1:20 pm</b>	<b>1:23 pm - 2:05 pm</b>
Room #, 8th Grade, 30 students	Room #, 7th Grade, 30 students	Volunteer Lunch	Room #, Grade Level, 30 students

<b>11:11 am - 11:52 am</b>	<b>11:55 am - 12:36 pm</b>	<b>12:39 pm - 1:20 pm</b>	<b>1:23 pm - 2:05 pm</b>
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