

# American Red Cross Authorized Provider Agreement

This Agreement is between:

**City of Rapid City  
300 6<sup>th</sup> Street  
Rapid City, SD 57701**

(Name of corporation/organization herein referred to as the Authorized Provider)

and the

**Black Hills Area Chapter  
1221 N. Maple Ave.  
Rapid City, SD 57701**

(of the American National Red Cross herein referred to as the Red Cross)

This Agreement outlines how the Red Cross and the Authorized Provider will work together to provide American Red Cross training to the community.

## A. American Red Cross

1. The Red Cross agrees, with regard to the **Authorized Provider**, to—
  - a. Support the education of the employees, members, and/or clients of the Authorized Provider in American Red Cross training courses (see Appendix A for a list of education courses).
  - b. Make available such needed equipment the Authorized Provider does not possess and that the Red Cross agrees to supply (see Price List in Appendix A for a list of equipment rentals and fees).
  - c. Guarantee, for the period of the Agreement, the prices listed on the price list for the Authorized Provider fee; equipment rental; and, unless otherwise noted, course materials such as books and videos (see Appendix A). The Authorized Provider fee includes record keeping, certificate processing, administration, promotional assistance, and support. Other services may be available for additional fees as outlined in Appendix A.
  - d. Send an invoice to the Authorized Provider for the cost of materials and services within   5   working days after receipt of the materials or completion of the services unless other special arrangements are noted in Appendix A.
  - e. Maintain all course activity reporting forms (*Course Record* (F6418R and F6418AR), *Water Safety Instructor Activity Report* (F6418WSI), or *HIV/AIDS Education Activity Report* (F6418HIV)) for at least five years.
  - f. Verify all instructor authorizations, and maintain a list of authorized instructors who report their teaching activity through the Authorized Provider.

**No. PW041002-08**

- g. Maintain all instructor records and notify the Authorized Provider of instructors who are no longer authorized.
- h. Maintain a close and ongoing supportive relationship with the Authorized Provider and its instructors. To do this, the Red Cross will contact the Authorized Provider at least   2   mutually agreed upon times during the term of this Agreement.

- i. Designate an individual to be the primary contact with the Authorized Provider and notify the Authorized Provider within 30 days if that individual changes. That individual is:

Name Dawn Laskowski  
Title Executive Director  
Address 1221 N. Maple Ave.  
Phone Number 342-4010  
Fax Number 342-2161  
E-mail Address redcross@rapidnet.com

- j. Ensure that the instructors who teach under the supervision of the Authorized Provider have signed the *Instructor Agreement* (F6574). Provide a sample copy to the Authorized Provider with this Agreement, as necessary.
- k. For those training programs outlined in Appendix A, train and authorize as American Red Cross instructors, all Authorized Provider representatives who meet American Red Cross training program prerequisites as outlined on the course fact sheets, successfully complete the required instructor training, and otherwise meet Red Cross requirements. The cost for this training is outlined in Appendix A.
- l. Unless otherwise indicated on the *Course Record*, arrange for completed certificates to be delivered within 10 working days of receipt of a properly completed *Course Record* to:
- Name Duncan Olney  
Address 2915 Canyon Lake Dr., Rapid City, SD 57702
- m. Inform the Authorized Provider of promotional materials it could use in promoting training and provide those materials, as needed.
2. The Red Cross agrees, with regard to **instructors** teaching American Red Cross courses for the Authorized Provider, to—
- a. Support and evaluate them in an effective, supportive, and timely manner.
  - b. Provide them with all policies and procedures in a timely manner.
  - c. Provide them with information on updates and revisions in a timely manner.
  - d. Reauthorize those who meet the requirements for reauthorization and notify the Authorized Provider of those who do not meet these requirements.
  - e. Make available to them opportunities for volunteer and professional skills development with the American Red Cross.
  - f. Make available instructor materials needed to teach (see Price List on Appendix A).
3. The Red Cross agrees, with regard to the **participants** of the Authorized training programs, to provide textbooks, workbooks, and instructional materials, as applicable. The supplies, equipment, and materials will be provided according to the provisions indicated in A.1. above, and if equipment is reserved, according to the provisions of B.1.g. below.

**B. Authorized Provider**

1. The Authorized Provider agrees, with regard to the Red Cross, to—
  - a. Identify qualified instructor candidates for training, certification, and authorization as American Red Cross instructors in the Red Cross courses outlined in this Agreement.
  - b. Designate an individual to be the primary contact with the Red Cross and also designate on-site contacts for multiple facilities and notify the Red Cross within 10 days if that individual changes. The primary contact for the Authorized Provider is:

Name Duncan Olney  
Title Aquatics Director  
Address 2915 Canyon Lake Dr.  
Phone Number 394-4168  
Fax Number 394-5307  
E-mail Address

- For multiple facilities, the individuals listed as on-site contacts for the individual facilities are found in Appendix C.
- c. Submit properly completed course reporting forms and the completed evaluation forms, as required, to the Red Cross within 10 working days of completion of each class.
  - d. Remit to the Red Cross all payments agreed to within 30 days of receipt of the invoice or as outlined in Special Billing or Payment Instructions in Appendix A.
  - e. Provide the names and copies of current authorizations of any new Red Cross instructors who teach for the Authorized Provider to the Red Cross at least 10 working days prior to the instructors teaching their first course, so that their authorizations can be verified. Appendix B contains a list of the Authorized Provider's currently authorized instructors. The Authorized Provider also agrees to notify the Red Cross in a timely manner of changes in an instructor's status. Additions and deletions can be made to this list by using copies of Appendix B.
  - f. Support instructors' compliance with Red Cross policies and procedures.
  - g. Notify the Red Cross of dates, times, and locations for each scheduled American Red Cross training course at least 10 days before the course start date.
  - h. Refrain from revising, editing, or duplicating any American Red Cross copyrighted materials, in whole or in part, including videos, for teaching American Red Cross courses or for any other purposes, unless specifically approved in writing by the national headquarters of the American Red Cross. Requests for the above are to be channeled through the Red Cross chapter named in this Agreement.
  - i. Obtain American Red Cross printed education materials and videos in quantities needed. (Reuse of workbooks and textbooks is only permitted in special situations and requires prior written approval from the Red Cross.)
  - j. Be responsible for the use and prompt return to the Red Cross of any Red Cross owned equipment, in good condition, loaned or rented for use in training. Report to the Red Cross any equipment in need of service, repair, or replacement. Maintain in good condition all equipment the Authorized Provider owns and uses to conduct American Red Cross training programs.
  - k. Ensure that classrooms and other facilities are safe, conducive to learning, and meet minimum space requirements of the American Red Cross as outlined in the appropriate instructor's manual.
  - l. Allow a Red Cross representative to inspect classrooms, equipment, and other facilities used to conduct American Red Cross courses and to observe instructors while they teach American Red Cross courses for the purpose of ensuring consistency and improving the quality of instruction and assuring maintenance of national American Red Cross standards.

## No. PW041002-08

- m. Before printing or distribution, submit to the Red Cross for review and written approval, copies of all promotional brochures and advertising literature intended for public distribution that mention the American Red Cross. This will ensure that accurate statements are made about American Red Cross training and that the name and/or emblem are used appropriately.
2. The Authorized Provider agrees, with regard to the **instructors**, to—
  - a. Make instructors available to the Red Cross to participate in training, retraining, and other related events, as deemed necessary by the Red Cross, to gain and maintain sufficient levels of skill, knowledge, and understanding to conduct American Red Cross training.
  - b. Supply only American Red Cross print or audiovisual materials for the conduct of classes, except when the Red Cross approves, in writing, the use of other specific supplemental materials.
  - c. Require visual identification (material available from the Red Cross) of the American Red Cross by the instructor in the classroom during American Red Cross training courses.
  - d. Encourage instructors to volunteer for the American Red Cross.
3. The Authorized Provider agrees, with regard to the **participants** in American Red Cross courses, to—
  - a. Notify participants that they are receiving American Red Cross training in accordance with American Red Cross standards.
  - b. Notify participants of course prerequisites, completion requirements, and other necessary information before the course.
  - c. Ensure that participants who have successfully met the course prerequisites, objectives, and certification requirements receive American Red Cross certificates.

This Agreement is limited to the geographical jurisdiction of the American Red Cross chapter(s) listed and described below.

### Chapter

### Geographical Jurisdiction

If, during any phase of evaluation, the training conducted by an Authorized Provider's instructor is found to be below minimum American Red Cross standards for that course and the Red Cross determines that retraining is required for course participants, the retraining will be conducted by the Red Cross. In addition, the Authorized Provider will be responsible for reimbursing the Red Cross for the training at the amount equal to the published full service contract price or the training price minus the cost of books and materials the participants may already have.

This Agreement is effective until March 31, 2003 unless renewed by agreement of the parties for a period to be determined between them. Either party may terminate this Agreement with 30 days written notice to this effect. In the event of termination, the responsibility for any training courses scheduled prior to the termination and/or expiration of this Agreement shall survive for a period of 0 days after the date of termination and/or expiration. All financial obligations shall continue until satisfied.

Agreed to this \_\_\_\_ day of \_\_\_\_\_.

**Authorized Provider Representative:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

[click here to enter organization's name]

\_\_\_\_\_  
Signature

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

**American Red Cross Representative:**

Noel A. Schroeder  
Printed Name

Chairman of the Board, Black Hills Area  
Title  
Chapter

Noel Schroeder  
Signature

Phone Number: 605-342-4010

Fax: 605-342-2161

The course(s) the American Red Cross will support under A.1.a. are as follows:

Swim Lesson Levels

The following equipment (and applicable rental fee) is available to the Authorized Provider from the American Red Cross under A.1.b.:

Equipment	Rental Fee	Per
10 Pack Manikins	10.00	3 days
videos	10.00	3 days
5 Pack Manikins	5.00	3 days
Red Cross Classroom for WSI Training	no charge	training

The following price list is to be observed under A.1.c., A.1.k., and A.2.f.:

Item Description	Fee	Unit
Administration Fee: * Cost of materials, such as course record sheets and certificate cards * Cost of processing course records, entering the information into the Nationally approved database, filing records, and keeping year-end records. * Cost to respond to inquiries to verify course attendance and pass/fail status. *Cost to respond to parent's inquiries verifying the current level their child completed in preparations of class enrollment *Assist with community recruitment of program staff.	2.25	participant
Lifeguard Participants book	34.00	book
WSI Participants books	34.00	packet
Fundamentals of Instructor Training Book	15.00	book
Authorized Provider Fee		
[name of instructor course] Instructor Course Tuition		

Instructor Course Tuition		
Instructor Course Tuition		
Instructor Course Tuition		

Special Billing or Payment Instructions:



Authorized Provider Agreement (Appendix B)

The following are currently authorized American Red Cross instructors who are authorized to teach under the terms of this Agreement outlined in B.1.e.:

Name	Address	Chapter of Authorization	Current Instructor Authorization	Please check status
				<input type="checkbox"/> Maintain instructor on list <input type="checkbox"/> Add this instructor to the list <input type="checkbox"/> Delete this instructor from list
				<input type="checkbox"/> Maintain instructor on list <input type="checkbox"/> Add this instructor to the list <input type="checkbox"/> Delete this instructor from list
				<input type="checkbox"/> Maintain instructor on list <input type="checkbox"/> Add this instructor to the list <input type="checkbox"/> Delete this instructor from list
				<input type="checkbox"/> Maintain instructor on list <input type="checkbox"/> Add this instructor to the list <input type="checkbox"/> Delete this instructor from list
				<input type="checkbox"/> Maintain instructor on list <input type="checkbox"/> Add this instructor to the list <input type="checkbox"/> Delete this instructor from list
				<input type="checkbox"/> Maintain instructor on list <input type="checkbox"/> Add this instructor to the list <input type="checkbox"/> Delete this instructor from list
				<input type="checkbox"/> Maintain instructor on list <input type="checkbox"/> Add this instructor to the list <input type="checkbox"/> Delete this instructor from list
				<input type="checkbox"/> Maintain instructor on list <input type="checkbox"/> Add this instructor to the list <input type="checkbox"/> Delete this instructor from list
				<input type="checkbox"/> Maintain instructor on list <input type="checkbox"/> Add this instructor to the list <input type="checkbox"/> Delete this instructor from list
				<input type="checkbox"/> Maintain instructor on list <input type="checkbox"/> Add this instructor to the list <input type="checkbox"/> Delete this instructor from list

