



*We're lighting the way to a brighter future!*

2025 Bedford Street · Johnstown, PA 15904 · (814) 262-0732 · Fax: (814) 262-0837 · [www.thelearninglamp.org](http://www.thelearninglamp.org)

### PROFESSIONAL SERVICES AGREEMENT

Name: \_\_\_\_\_

Title: \_\_\_\_\_

School District: \_\_\_\_\_

Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of professional services required:

\_\_\_\_\_  
\_\_\_\_\_

#### PACKAGE:

\_\_\_ \$65 Per Hour    \_\_\_ \$6,000 for 100 Hours (\$60 per hour)    \_\_\_ \$11,000 for 200 Hours (\$55 per hour)

Hourly services will be billed monthly. Should you choose a package, the hours are yours until you use them. There is no time limit. You will be provided estimates for all projects before we contract with you to complete the project. Once a package fee is paid, it is non-refundable.

The Learning Lamp adheres to the Association of Fundraising Professionals (AFP) guidelines which state that grant services should be provided based upon a set fee structure, rather than a percentage of the grant. To avoid any potential conflict of interest, the fee remains the same regardless of whether the project is funded or at what level.

\_\_\_\_\_  
School District Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director, The Learning Lamp

\_\_\_\_\_  
Date

Please return the completed form and payment to: **Diane Chesnutwood, Director of Operations**  
c/o The Learning Lamp, 2025 Bedford Street, Johnstown, PA 15904.  
(814) 262-0732      (814) 262-0837 Fax      [www.thelearninglamp.org](http://www.thelearninglamp.org)

The official registration and financial information of The Learning Lamp may be obtained from the Pennsylvania Department of State by calling toll free with in Pennsylvania, 1-800-732-0999. Registration does not imply endorsement. The Learning Lamp is a 501(c)(3) nonprofit organization, donations to which are tax deductible to the fullest extent permitted by law.