



EAFK SCHOOL AGREEMENT and RESPONSIBILITIES

School Name: _____ Date: _____

Address: _____ City/State/Zip: _____

Contact Name: _____ Phone #: _____

Contact Emergency Cell# _____ Contact Email address: _____

Invoice recipient (if different from contact name): _____

Phone #: _____ Emergency Cell#: _____ Email: _____

Rotary Sponsor: _____ Rotary Sponsor Phone #: _____

Rotarian Emergency Cell #: _____ Rotarian Email: _____

To ensure maximum benefit from the EAFK program, each campus must agree to abide by certain guidelines, shown below. Please indicate your agreement with these guidelines by initialing each one.

School Responsibilities:

- _____ 1. Cooperate with EAFK staff to schedule award ceremonies and knight visits.
- _____ 2. Communicate with Rotarian sponsors to keep them informed and involved with the program, as well as all event scheduling.
- _____ 3. Ensure that the EAFK curriculum will be taught daily in each class for a minimum of ten minutes.
- _____ 4. Order student award medallions at least two weeks before they are needed.
- _____ 5. Provide us with a brief report card, which we will provide, after each award ceremony.
- _____ 6. Contact us immediately if any concern or problem arises with the EAFK program.
- _____ 7. Cooperate with the sponsoring Rotary Club to develop an EAFK student service club on campus.
- _____ 8. Create ample visual support of EAFK through thematic campus decorations, posters, banners, ceremony staging, etc.
- _____ 9. Maintain EAFK integrity by not combining it with any other character programs, models or traits without written permission from us.
- _____ 10. Conduct EAFK on campus according to our guidelines found in the "EAFK Quick Start Guide", downloadable at www.eafk.org.
- _____ 11. Avoid rescheduling EAFK events if possible because replacement dates may not be available and are nonrefundable.
- _____ 12. Schedule EAFK events for next school year ASAP during the second semester of this school year.

It is our goal that each school and sponsor receive the greatest possible experience from the EarlyAct FirstKnight (EAFK) program. Our Client Services staff is always available by email or phone year-round if you have a question or problem. Thank you for your participation.

Knights of the Guild
amber.parr@me.com
210-216-2217

School Liaison

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210-649-9540