



HLN Curriculum Consultant Agreement

A. Qualification Requirements

To qualify as a Consultant for the Homeschool Learning Network, Inc. (HLN):

1. You must be a paid HLN subscriber, however, HLN will reimburse you one month's membership for each event you attend as an HLN Curriculum Consultant.
2. You will agree to Homeschool Learning Network policies, adhere to company procedures, and remain current regarding updates and changes to the HLN web site.
3. You will not promote or sell any other product or service at any event at which you are consulting for the Homeschool Learning Network.
4. You will submit the required Post-Event Form and direct sales funds within three (3) business days following each event.
5. You will have a current, signed Curriculum Consultant Agreement on file with HLN in order to represent HLN at homeschool events and to earn commissions.
6. You will recruit and train qualified assistants to help you at events as needed.
7. You will meet HLN's expectations for conducting business (See Exhibit A).

B. Consultant Responsibilities

While representing HLN, you will be responsible for the following:

1. You will obtain approval from HLN before performing any of the functions of a Curriculum Consultant by submitting the Event Request Form (Exhibit C)
2. You will have qualified, knowledgeable adults in your booth at all times.
3. You will attend at least two (2) events in each calendar year as an HLN Curriculum Consultant.
4. You will recruit and train qualified assistants to help at events as you see fit.
5. You will train your assistants in booth set up and interaction with event attendees. You will make certain that they are current regarding updates and changes to the HLN website.
6. You will work out any financial agreements necessary with any assistant(s).
7. You and your assistant(s) will attend the event during all scheduled hours.



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8. You will follow the guidelines provided for an effective booth display. This will include displaying flyers, enrollment forms, and CDs.
9. Immediate CD sales must be conducted in accordance with Exhibit B.
10. You will collect a list of interested prospects including names and email addresses as you distribute brochures and enrollment forms.
11. You will forward your list of prospects to HLN via email or fax within three (3) business days following each event.
12. We encourage you to lead a workshop or presentation at each event you attend.
13. After events you will:
 - a. Report results via e-mail or by fax within three (3) business days to HLN. using the Post-Event Form (Exhibit D). No payments or commissions will be paid until we receive your results.
 - b. Submit the names and email addresses of all interested prospects to us. (Our experience indicates that many prospects submit orders very soon after these events. So, the sooner we receive your list, the more you will earn.)
 - c. Send any direct sales funds to HLN per guidelines (Exhibit B)
14. You will have a current approved Event Request Form (Exhibit C) on file for each event in which you represent HLN.
15. Upon our approval of this agreement, you become an **independent contractor** to represent HLN at the approved event(s) in your approved region. Your signature on this Agreement indicates that you understand this relationship. You agree to accept all remuneration and will distribute applicable payments to your assistant(s) according to whatever agreement you make with such assistant(s). You, as the HLN Curriculum Consultant, are solely responsible for all IRS liability, tax filings, record keeping and necessary reports as a result of payments received from HLN

C. HLN Support

HLN will provide you with the following:

1. We will be available during normal business hours (8:00am – 5:00pm HI Standard Time) to answer your questions regarding curriculum, policies and procedures.
2. We will assign you an Consultant Number and Event Code.



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3. We will pay for your expenses according to the terms outlined on the Payment and Fees Schedule (See Exhibit B).
4. We will record your unique Consultant Code and Event Code as the commissionable source for each new prospect you provide us and on all orders from new customers who indicate your name or event.
5. We will process your request for convention materials in a timely fashion to be delivered to you at least one week prior to the event.
6. We will credit commissions and issue checks according to the payment scale listed in Exhibit B.
7. As required by law, we will report to the IRS and to you any and all commissions you earn on a Form 1099. All commissions will be credited and paid directly to you as an HLN Curriculum Consultant. It is your responsibility to record and report any business expenses [including payments to your assistant(s)] to the IRS.

D. HLN Resources

HLN will provide you with the following:

1. An HLN banner for prominent display in your booth.
2. HLN Flyers – number to be determined via approved Event Request Form (Exhibit C)
3. HLN Curriculum CDs – number to be determined via approved Event Request Form (Exhibit C)
4. “Convention Only” Enrollment Forms with discount rates to help track your commissions and subscriptions – number to be determined via approved Event Request Form (Exhibit C)
5. HLN will provide a PowerPoint SlideShow for display if you decide to use your own computer during the convention. **HLN IS NOT RESPONSIBLE FOR COMPUTER EQUIPMENT OR DAMAGES TO COMPUTER EQUIPMENT.**

E. Termination of this Agreement

1. This Agreement is effective upon signing, and stays in effect indefinitely until either party provides a written request to terminate the contract.
2. Continuance of this Agreement is at HLN’s discretion, subject to your performance and based on such factors as productivity, sales growth, customer satisfaction, and overall effectiveness.



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3. If this agreement is terminated at your request, we will pay all commissions then due in the manner and at the time(s) explained above. However, you will forfeit all future commissions.
4. Agreements that are terminated by HLN will result in the cessation of commissions as of the first day of the first September following contract termination.

Signatures below indicate agreement and acceptance by all parties to all terms outlined in this HLN Curriculum Consultant Agreement.

Authorized HLN Representative Name

Authorized HLN Representative Signature

Consultant Code

Date

HLN Consultant Name

HLN Consultant Signature

Social Security Number

Date

Email Address

Physical Address (Not a P.O. Box)

Phone

Fax

Credit Card #

Expiration Date

Name & Address on Card

(This Credit Card will not be charge, but serves as a security hold for the materials provided to the consultant.)



Exhibit A: Expectations for Conducting Business

An HLN Curriculum Consultant is an outside contractor representing HLN in their specific region United States. HLN depends on the Curriculum Consultants to positively and professionally represent our company, and we look forward to having you as part of our team!

Consultants may take on additional customer contact opportunities. These opportunities may include formal and informal gatherings of local customers and prospects, focus groups, workshops, and contacts with churches, schools, day care centers, and others. We encourage your activity and welcome your thoughts on unique ways to share HLN with more families!

Following is a list of HLN's Expectations for Conducting Business.

HLN's Expectations of Curriculum Consultants:

- Dress neatly and appropriately for each event.
- Submit Event Application for each event you wish to attend or hold. (*HLN will pay registration and booth fees for all events.*)
- Display HLN banner provided
- Display all materials provided, including flyers, enrollment forms, and CDs.
- Treat all visitors with grace and respect
- Offer a set of CDs as a give-away (provided by HLN) as an incentive to gather names
- Obtain prospect names & addresses
- Convert prospects to customers.
- Build rapport with existing customers
- Host local workshops and other small group gatherings
- Consistently meet or exceed your personal sales goals for each event
- Remit all appropriate post-event paperwork as soon after the event as possible



Exhibit B: Payment & Fee Schedule

HLN pays for all booth fees – either upfront or reimbursed. Sometimes it is easier for consultant to organize and pay for event fees given their vicinity to the event. HLN will pay commissions according to the following schedules:

CD Sales:

Product or Plan	Reimbursement per Unit
CDs	\$5.95
CD Bundle (8 CDs)	\$20.95

CD Sales Process:

1. CDs will be sent to you per the amount requested and approved on your Event Request Form.
2. CDs will be sold for \$15.95 per unit and \$89.95 per CD Bundle (8 CDs)
3. You may accept cash or checks for CD sales. Checks must have State Driver's Licence Number; Credit Cards are not accepted for CD sales.
4. After the event, you will calculate your cash/check amounts on the Post Event Form. You may retain any portion of your CD commission from the cash portion collected from the event; the rest of commissions due to you, if any, will be paid via check 15 days after customer checks are received. If there is more cash than your commission due, you must send your own personal check, or send payment via credit card or PayPal. Do not send cash via mail.
5. You are responsible for any lost or stolen CDs, so track them carefully! You will retain CDs if you have further events planned, however, HLN may request return of CDs if you do not. HLN will reimburse you for shipping costs (via insured USPS Priority Mail) once the CDs have been returned. If you do not return the CDs within 15 days of request, HLN will bill you \$10.95 per outstanding CD.

Enrollment Sales:

Product or Plan	Reimbursement per Unit
1-3 Month Plan	\$15.95
6 Month Plan	\$20.95
12 Month Plan	\$25.95

Commission checks will be issued 15 days after event orders are received and 30 days after residual enrollments are incurred. See Enrollment Form (Exhibit E) for further details.



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Enrollment Sales Process:

1. “A bird in the hand is worth two in the bush!” Your goal is to make as many sales directly at the event as possible. However, when necessary for skeptical potential customers, you may want to promote HLN’s free, three-day trial. Towards both of these goals, the following Conference discounts will be available; both are designed to track your sales and commission:

Product or Plan	Regular Cost	Conference ONLY Special <i>(Customers pay at conference)</i>	Conference Attendees Special <i>(Post-conference Rebate)</i>
1-3 Month Plan	\$15.95/mo. plus \$9.95 one-time registration fee.	One month free with paid membership and registration fee.	\$15.95/mo. plus \$9.95 one-time registration fee. A \$9.95 instant rebate will be issued once account is activated.
6 Month Plan	\$79.95	\$59.95 (\$20.00 off regular subscription cost)	\$79.95 A \$9.95 instant rebate will be issued once account is activated.
12 Month Plan	\$142.95	\$99.95 (\$43.00 off regular subscription cost)	\$142.95 A \$19.95 instant rebate will be issued once account is activated.

2. You may sell enrollments via cash, check or credit card. Make sure to keep all collected credit card information secure, and NEVER send credit card numbers via email. Fax or call in your orders to get your users online ASAP. Customers will have access to the site as soon as you get us the payment information.
3. After the event, you will calculate your cash/check amounts on the Post Event Form. You may retain any portion of your enrollment commission from the cash portion collected from the event; the rest of commissions due to you, if any, will be paid via check 15 days after customer checks are received. If there is more cash than your commission due, you must send your own personal check, or send payment via credit card or PayPal.
4. Residual enrollment commissions will be calculated and sent to you within 30 days of new customer signup, based on Conference Attendee Rebates and your customer list.



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Exhibit C: Event Request Form

This form must be submitted 30 days prior to a scheduled event.

Fill it out and email conventions@homeschoollearning.com or fax 808-875-6773 or send to HLN, PO Box 957, Kihei HI 96753

Date of Request: _____

Event Name: _____

Consultant Code: _____

Event Code: _____

(HLN Representative Assigned)

Name of Event: _____

Location of Event (City, State): _____

Dates of Event: _____

Entry Fee: _____

Estimated # of Attendees: _____

of Brochures Requested: _____

of Enrollment Forms Requested: _____

Check one of the following:

_____ I will pay the entry fee for this event. Reimburse me for the amount listed above immediately following the event.

_____ You need to pay the Event Fee by (date) _____.
Contact (name/phone/address) _____.

Indicate how many CDs you currently have, and how many new CDs you are requesting:

CDs	# You Have in Stock	Total New Requested
Geography/Society		
Physical Science		
Life Science		
Ancient History		
Arts & Art History		
Language & Literature		
American History		
Biographies		
CD BUNDLE		
CD TOTALS		

APPROVED: _____ DATE: _____



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Exhibit D: Post Event Form

SUMMARY INFO:	
Name:	_____
Consultant Code:	_____
Event Code:	_____
Event Name:	_____
Event Location:	_____
Event Date(s):	_____
# Attendees:	_____
# Brochures Distributed:	_____
# Forms Distributed:	_____
# CDs Sold:	_____
# Enrollments Sold:	_____

INSTRUCTIONS:

1. **This form must be submitted 3 days after to a scheduled event.**
2. Fill it out and email conventions@homeschoollearning.com or fax 808-875-6773 or send to HLN, PO Box 957, Kihei HI 96753
3. Fax all enrollment orders as soon as possible to 808-875-6773.
4. Replace all cash in excess of commissions with a personal check, credit card payment, or PayPal payment (do not send cash).
5. Send all checks to HLN. PO BOX 957 Kihei HI 96753 via USPS Priority Mail (with tracking). This expense is not reimbursed.
6. Send all contact names from drawing and interest signup sheet when sending checks.

Note: You will also receive commission when your customers purchase enrollments after the event with the Conference Attendee rebates, or if any customer from your contact list signs up for HLN.

Fill in each box of this table, excluding grayed boxes.

CDs	Starting # of CDs	# Sold	Remaining CDs	Total Cash	Total Checks	Total CCard	Total Sales
Geography/Society							
Physical Science							
Life Science							
Ancient History							
Arts & Art History							
Language & Literature							
American History							
Biographies							
CD BUNDLE							
CD TOTALS							
ENROLLMENTS							
1-3 Month - (\$25.90 ea.)							
6 Month - (\$59.95 ea.)							
12 Month - (\$99.95 ea.)							
ENROLLMENT TOTALS							
GRAND TOTALS:							

TOTAL CDS SOLD: _____ X \$5.95 = _____

TOTAL 1-3 MO. ENROLLMENTS SOLD: _____ X \$15.95 = _____

TOTAL 6 MO. ENROLLMENTS SOLD: _____ X \$19.95 = _____

TOTAL 12 MO. ENROLLMENTS SOLD: _____ X \$25.95 = _____

TOTAL COMMISSIONS FROM THIS EVENT: _____

TOTAL COMMISSIONS TAKEN FROM CASH: _____

TOTAL COMMISSIONS TO BE ISSUED BY HLN: _____

OTHER APPROVED REIMBURSEMENTS: _____

GRAND TOTAL: _____

<p>_____ I did not hold a drawing for the CD bundle gift set.</p> <p>_____ I held a drawing for the CD bundle gift set. Name, address, and email of winner:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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EXHIBIT E: CONFERENCE ONLY ENROLLMENT FORM

Fill in the following information:		<p><i>Make checks payable to:</i> Homeschool Learning Network, Inc.</p> <p><i>Mail Checks or Money Orders to:</i> Homeschool Learning Network, Inc. PO Box 957 Kihei, HI 96753</p>
First Name:		
Last Name:		
Address:		
City:		
State/Region:		
Zip:		
Country:		
Phone:		
Email Address:		
Requested Username:		
Requested Password:		

Regular Price	Conference Only Price	Membership Type	Price (USD)
\$15.95	ONE MONTH FREE with payment of first month & reg. fee	1 Month Membership	
\$42.95	ONE MONTH FREE with payment of first month & reg. fee	3 Month Membership	
\$79.95	\$59.95	6 Month Membership	
\$142.95	\$99.95	12 Month Membership	
Subtotal:			
Registration Fee:	Waived for 6-12 month memberships		\$9.95
Total:			

Fax or Email Credit Card Order:

Fax to: 808-875-6773 or email to: conventions@homeschoollearning.com

Name on Card:			
Card Number:			
Billing Address:			
Expiration Date:		Zip Code:	
Signature:			

Thank you for your order. Your membership will be activated within 48 hours. If you have paid by cash or check for 1 or 3 month memberships, you will be directed to an online payment page when your membership is expired. If you pay by credit card, your order will automatically be renewed with your credit card. You may cancel at any time by emailing cancellation name and account to:

info@homeschoollearning.com

NOT READY TO ORDER TODAY? YOU STILL WILL QUALIFY FOR DISCOUNTS! GET A \$9.95 - \$19.95 INSTANT REBATE! Go to <http://www.homeschoollearning.com/conventions/specials/> and use the following conference ID and Consultant ID to get your rebates!

CONFERENCE ID: _____ **CONSULTANT ID:** _____