



## Professional Services Agreement

This Agreement is between the [ ] ("Host"), and iCan Shine, Inc., ("Shine"), P.O. Box 541 Paoli PA 19301.

### I. PARTIES TO AGREEMENT

In consideration of the Terms and Conditions set forth in this Agreement and four (4) exhibits attached hereto, Shine and Host agree that this Agreement is executed by duly authorized representatives as of the dates below.

#### AGREED BY:

##### Host

Sign: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

##### Shine

Sign: *Jeff Sullivan* \_\_\_\_\_

Name: Jeffrey Sullivan \_\_\_\_\_

Title: Director of Finance & Administration \_\_\_\_\_

Date: 11/17/17 \_\_\_\_\_

**PLEASE DELIVER THIS SIGNED SIGNATURE PAGE ONLY ALONG WITH DEPOSIT TO ICAN SHINE, INC AT P.O. BOX 541 PAOLI PA 19301.**

## II. DESCRIPTION OF PROFESSIONAL SERVICES

The professional services shall be provided subject to the Terms and Conditions, which follow.

### TERMS AND CONDITIONS

#### 1. Services

Shine will perform the professional services ("Services") described in and attached hereto as **Exhibit A**.

#### 2. Resources to be Provided by Host

Shine's success in providing the Services is dependent upon the Host providing, maintaining and making available, at Host's expense and in a timely manner, the resources described in this Section, and such other additional resources as Shine may from time to time reasonably request in connection with Shine's performance of the Services:

##### **Camp Director:**

- (a) Host will designate a qualified person(s) or representatives (Camp Director(s)) to consult with Shine in advance of, and while Shine provides the Services. A Camp Director will be in attendance and available at all times during the camp's hours of operations. The Camp Director's responsibilities at and preceding camp include, but are not limited to, those detailed and attached hereto in **Exhibit B**.

##### **Facilities:**

- (b) Host shall preferably provide a climate controlled facility with air conditioning. In the event the facility does not have air conditioning, Host shall provide commercial grade fans to properly ventilate and circulate air to maintain a comfortable and safe environment to the extent warranted.

Facility should have a smooth indoor riding surface with adequate lighting that shall not be carpeted or asphalt (polished concrete is acceptable) and should be clean and

level. The indoor riding surface must have 1,700 sq. ft. of riding space per rider per session, available during the hours of camp for the duration of camp.

The number of riders allowed per 75-minute session is defined as follows. Please note that after dividing the total usable square footage of the indoor riding area of the Host-provided facility by 1,700, rounding is permitted to determine number of riders permitted per session. For example, 4.51 to 5.49 is 5 riders and 5.5 to 6.49 is 6 riders per session:

<u># of Riders per Session</u>	<u>Usable Riding Space</u>
4	6,800 sq. ft.
5	8,500 sq. ft.
6	10,200 sq. ft.
7	11,900 sq. ft.
8	13,600 sq. ft.

The facility shall also have secure overnight storage for Shine's bikes and equipment from the time the equipment is unloaded into the facility (typically the Sunday immediately before camp commences) through the last day of camp (typically Friday).

Host shall also provide a nearby flat outdoor riding surface in compliance with the 'Usable Riding Space' above to support riders who will transition to a less-controlled environment when/if ready. The outdoor riding surface should be substantially free of obstacles such as raised manhole covers, speed bumps, drain grates, uneven/unlevel areas or curbed planter boxes which may pose a safety risk.

The outdoor space needs to be available exclusively for camp activities beginning at the start of day 3 of camp (typically Wednesday) through the end of day 5 of camp (typically Friday).

**Riders:**

- (c) Host shall provide qualified riders (minimum requirements are defined on Shine's standard Rider Registration Forms on the Shine website at <http://www.icanshine.org>) to be enrolled in the Services, not to exceed forty (40) riders per day, eight riders per session and five (5) 75-minute sessions per day.

- (d) Hosts must wait-list rider applicants that will be between 7 ½ and 8 years old at the start of camp. Such underage riders may be permitted to participate in camp ONLY if there are available spots within the 7 days prior to camp that could not be filled with applicant riders that meet the 8-year old minimum age requirement. Under no circumstances can any child attend bike camp if they are less than 7 ½ years old at the start of camp.
- (e) If the minimum sq. ft. per rider is not available at the Host's facility to accommodate the number of riders Host has enrolled, Host agrees to reduce the number of riders until the requirement in (b) above is met.

The minimum number of riders enrolled in any one session shall not be less than four (4). In the event Host has fewer than 4 riders scheduled for any one session, Host will reschedule such riders to other sessions such that no sessions have fewer than 4 riders.

- (f) Host shall ensure the distribution of riders in each session appropriately complies with the bicycles/equipment available for each session (i.e. fleets have only five of the largest 26" bikes and two of the smallest 20" bikes). Specifically, having more than five (5) riders 64" or taller OR more than two (2) riders under 48" tall in any one 75-minute session cannot be accommodated.
- (g) Host shall schedule each rider to attend no more than one 75-minute session per day for the five-day camp, and schedule each session to be 75 minutes in duration with no less than a 20-minute break inbetween sessions (15-minute breaks do not suffice). The schedule shall allow for a one-hour meal break for Shine staff each day.
- (h) Host shall supply all available rider registration data on the Rider Data Spreadsheet provided by Shine 14 days prior to the camp start date to the then assigned Shine Floor Supervisor. If all data is not available 14 days prior to the camp start date, Host will send all available data at that time and send additional data as it becomes available in the days immediately leading up to camp.

- (i) Host shall arrange for rider parents and/or caregivers to be available to Shine staff for a one-hour informational orientation meeting designed for parents/caregivers and spotters at the facility or other space approved by Shine the day prior to the start of camp. Riders should not attend this orientation. This is the same orientation meeting as discussed in (k) below for spotters.

**Spotters/Volunteers:**

- (j) Host shall provide 2 spotters at least 15 years old per rider (ratio of 2:1 spotters to rider) for each session to work with the riders. These spotters shall be at least 15 years old and physically fit such that they can run beside riders on the bike for most of the session, and strong enough to hold the bike and rider in the event of a fall.
- (k) Host shall arrange for spotters to be available to Shine staff for a one-hour informational orientation meeting designed for spotters and parents/caregivers at the facility or other space approved by Shine the day prior to the start of camp. This is the same orientation meeting as discussed in (i) above for rider parents and/or caregivers.
- (l) Host may conduct background screenings of spotters, solely at Host's discretion, if Host determines it appropriate and/or necessary. Host will instruct spotters to arrive to camp each day 20 minutes before their scheduled session start time for a mandatory 15-minute spotter meeting with Shine staff. Host will provide volunteer spreadsheet to Shine Floor Supervisor no later than the Friday prior to the camp start date.

**Lodging:**

- (m) Host is to provide lodging for Shine staff (2 rooms) for seven nights, checking in and checking out on Saturday (unless otherwise agreed to), at their expense and in addition to the fees indicated in the 'Payment Terms' section of **Exhibit C** attached hereto. Hotel rooms shall be placed in the name(s) of Shine staff to ensure a smooth check-in upon arrival. Host agrees that such lodging will meet the following requirements:

- Located in a safe neighborhood

- Air-conditioned, clean and comfortable
- a facility with overall average or better online reviews/ratings
- Located no more than a 30 minute drive from the camp facility, unless otherwise agreed to by Shine
- Wifi access
- Laundry facility is available on site or nearby

**Miscellaneous:**

- (n) Host shall appropriately communicate and assist Shine staff to enforce, when warranted, that anyone who sits on a bicycle at camp at any time shall wear a properly fitted and secured helmet suitable for a bicycle. In addition, no one will be permitted to ride, spot or use bike equipment unless they are wearing shoes with closed toes, such as sneakers. Flip flops, sandals, and other open-toe shoes are not permitted when engaged in bicycling activities, including spotting.
- (o) Host will obtain a signed liability release from the responsible party for each rider prior to rider participation which, at a minimum, includes the language presented in **Exhibit D** attached hereto. To the extent that a parent/caregiver refuses to sign PART I of such release as written, the Host shall not allow the rider to participate in camp. Signing PART II of such release is not mandatory for participation but simply notifies Host and Shine of parental non-consent to having their child photographed by Shine or Host or third parties acting on their behalf.
- (p) Host shall communicate to all present at camp that: (i) photography is to be focused on the riders & volunteers as opposed to the bike equipment; (ii) escorting riders into the restroom by anybody other than the parent or caregiver is strictly prohibited; and (iii) close up photos or filming of the bike equipment that would enable an individual to determine manufacturing measurements, materials and methods are strictly prohibited.
- (q) Host agrees to utilize Shine's administrative forms (e.g., registration forms, rider spreadsheets, parent handouts, liability releases, etc.) as provided on Host page of Shine website without modification aside from adding Host information, logo and additional information requests sought

to be collected by Host.

3. Place of Performance

Unless otherwise mutually agreed to in writing, Shine will perform the Services in whole or in part at the facility secured as disclosed in the Camp Booking Form submitted to Shine by Host.

4. Effective Date & Term

This Agreement shall be effective as of the date signed and shall continue in full force and effect until the Services have been completed or the Agreement has been terminated in accordance with Section 8 hereof, whichever first occurs.

5. Price and Payment Terms

- (a) Host shall pay Shine the price set forth in **Exhibit C** attached hereto and payments shall be made according to the schedule and provisions set forth therein.
- (b) Invoiced amounts are due and payable as of the date indicated on the invoice (Please see invoices attached as the last pages to this Agreement) by mail to:

iCan Shine, Inc.  
P.O. Box 541  
Paoli, PA 19301

- (c) If Host's action or inaction results in non-receipt of timely payment by Shine, Shine shall have the right, exercisable in Shine's sole discretion, in addition to its other rights and remedies, to cease further performance of the Services hereunder until payment is received.
- (d) To the extent Host has an unpaid balance past due for more than 30 days, Shine reserves the right to assess and collect a 1% finance charge per month for each month such amount is past due.

6. Confidentiality and Privacy

Shine shall keep confidential any Host information that has been provided

to Shine as such. Rider privacy data shall be kept confidential at all times by Host and Shine, and shall only be shared with volunteers assigned to work with the respective rider at camp and in accordance with the permission and restrictions of the parent/guardian.

## 7. Intellectual Property / Publicity

(a) Shine shall retain ownership of, and all rights, title and interest in and to, its respective pre-existing Intellectual Property, and no license therein, whether express or implied, is granted by this Agreement or as a result of the Services performed hereunder without the express written consent of Shine. As used herein, "Intellectual Property" shall mean inventions (whether or not patentable), works of authorship, tradenames, logos, trade secrets, program-related techniques, know-how, ideas, concepts, algorithms, and other intellectual property incorporated into any deliverable in providing the Services.

(b) As Host includes reference to Shine or the iCan Bike program and its capabilities and Services in brochures, fund-raising materials, news articles, websites, Facebook pages, advertising materials, and/or camp signs/clothing/gifts in support of the camp, Host or its agents (e.g., printers) must use only the Shine logos (including the format for the name "iCan Shine" or "iCan Bike") provided on Shine's website Host page or otherwise by Shine.

Host may edit such logos only to the extent of adding beneath "iCan Shine" or "iCan Bike" the city, state and date of the Host's local camp using the same font style and format.

Under no circumstances can Host 're-brand' the Shine bike program under a name different than "iCan Bike". Host is permitted to name and/or market their bike program by placing their city and state following or beneath "iCan Bike" (e.g. iCan Bike Springfield, MA) but shall not make any other modifications to the Shine bike program name.

(c) Host agrees to not use any design or proprietary information obtained from access to the specialized bike equipment used by Shine such as by manufacturing or causing to be manufactured equipment patterned after the designs of such



equipment.

8. Termination for Default

Either party may terminate this Agreement if any of the following occur:

- (a) the other party fails to perform a material obligation of the Agreement in accordance with its terms and does not cure such failure within a period of 30 days after receipt of written notice from the non-breaching party specifying such failure; or
- (b) the other party becomes insolvent or the subject of proceedings under law relating to bankruptcy or the relief of debtors or admits in writing its inability to pay its debts generally as they become due; or
- (c) Host fails to make any payment in full as and when due hereunder and Host fails to cure such breach within 30 days.

9. Limited Warranty

Shine specifically disclaims any other express or implied standards, guarantees, or warranties, including any warranties of merchantability, fitness for a particular purpose, or any warranty of the percentage of riders that will be independently riding a conventional two-wheel bike by the conclusion of camp.

10. Limitation of Liability and Release

The following limitations of liability are provided under this Agreement:

- (a) Shine's total liability to Host for any and all liabilities, claims or damages arising out of or relating to this Agreement, howsoever caused and regardless of the legal theory asserted, including breach of contract or warranty, tort, strict liability, statutory liability or otherwise, shall not, in the aggregate, exceed the greater of either the amounts paid by Host to Shine under this Agreement or the amounts paid by Shine's insurance carriers to or on behalf of Host.
- (b) In no event shall either Shine or Host be liable to the other for any punitive, exemplary, special, indirect, incidental or consequential damages (including, but not limited to, lost

profits, lost business opportunities, loss of use or equipment down time, and loss of or corruption to data) arising out of or relating to this Agreement, regardless of the legal theory under which such damages are sought.

11. Severability

If any covenant, condition, term, or provision contained in this Agreement is held or finally determined to be invalid, illegal, or unenforceable in any respect, in whole or in part, such covenant, condition, term, or provision shall be severed from this Agreement, and the remaining covenants, conditions, terms and provisions contained herein shall continue in force and effect, and shall in no way be affected, prejudiced or disturbed thereby.

12. Assignment

Neither party may sell, assign, transfer, or otherwise convey any of its rights or delegate any of its duties under this Agreement without the prior written consent of the other party. Notwithstanding the foregoing, Shine may without violation of this paragraph engage the services of independent contractors to assist in the performance of its duties hereunder.

13. Applicable Law

This Agreement shall be governed by and construed under the laws of the State, Commonwealth or Province in which the Host's facility resides, without regard to its laws relating to conflict or choice of laws.

14. Force Majeure

Neither party shall be liable for any failure of or delay in performance of its obligations (except for payment obligations) under this Agreement to the extent such failure or delay is due to acts of God, acts of a public enemy, fires, floods, power outages, wars, civil disturbances, epidemics, pandemics, sabotage, terrorism, accidents, insurrections, blockades, embargoes, storms, explosions, labor disputes (whether or not the employees' demands are reasonable and/or within the party's power to satisfy), failure of common carriers, Internet Service Providers, or other communication devices, acts of cyber criminals, terrorists or other criminals, acts of any governmental body (whether civil or military, foreign or domestic), failure or delay of third parties or governmental bodies from whom a party is obtaining or must obtain approvals, authorizations, licenses, franchises or permits, inability to obtain labor, materials, power, equipment, or

transportation, or other circumstances beyond its reasonable control (collectively referred to herein as "Force Majeure Occurrences"). Any such delays shall not be a breach of or failure to perform this Agreement or any part thereof and the date on which the obligations hereunder are due to be fulfilled shall be extended for a period equal to the time lost as a result of such delays. Neither party shall be liable to the other for any liability claims, damages or other loss caused by or resulting from a Force Majeure Occurrence.

15. Relationship of Parties

Shine is an independent contractor in all respects with regard to this Agreement.

16. Third Party Beneficiaries

This Agreement does not create, and shall not be construed as creating, any rights or interests enforceable by any person not a party to this Agreement.

17. Waiver or Modification

This Agreement may be modified, or parts hereof waived, only by an instrument in writing specifically referencing this Agreement and signed by an authorized representative of Host and Shine (unless in the form of e-mail in which both parties mutually agree to the waiver or modification).

18. Entire Agreement

This Agreement, including any and all Exhibits attached hereto, all of which are incorporated herein by this reference, constitute the entire agreement and understanding between the parties hereto and supersedes and replaces any and all prior or contemporaneous proposals, agreements, understandings, commitments or representations of any kind, whether written or oral, relating to the subject matter hereof or the Services to be provided hereunder.

19. Survival

The provisions of sections 6, 7, 9 and 10 shall survive the termination or expiration of this Agreement.

## 20. Insurance

Shine shall provide liability insurance with an aggregate limit of \$3 million (General liability insurance of \$2 million plus Umbrella liability insurance of \$1 million) by naming the Host and the Host's facility as an 'Additional Insured' on Shine's insurance policies for the bike camp period. The Host and Host's facility will be provided with a certificate of insurance prior to camp as evidence of coverage (an example of such insurance certificate is available on Shine's website on the Host page).

Because camp volunteer spotters are recruited locally by the Host, such volunteers are considered the Host's volunteers and are therefore not covered by Shine's accident insurance. Hosts should consider if such volunteers are covered under Host's insurance policies and/or if procuring a weeklong 'special events' insurance policy in this regard is warranted. Obtaining such optional insurance coverage is at the sole discretion of the Host.

If Host desires to obtain a weeklong special events volunteer accident insurance policy, Host may visit [www.fdean.com/special-events.aspx](http://www.fdean.com/special-events.aspx) (total premium covering all camp volunteers is \$200) and apply online. Alternatively, Host may contact another insurance company offering this type of 'special event' accident insurance coverage. Shine has no affiliation with any insurance company, including but not limited to Francis L. Dean & Associates, and discloses this for Host's informational purposes only.

## Exhibit A

### Description of Services

Shine shall provide a fleet of adapted bicycles and related equipment as per program parameters as well as a number of conventional bicycles in order to conduct a bike camp to be held at the facility secured by Host from [ ]<sup>th</sup> to [ ]<sup>th</sup>, 2018.

Shine shall provide written instructions, forms and other necessary information and advice to the Host as requested regarding camp planning, marketing, operations, and spotter and facility usage. All questions in this regard should be directed to Jeff Sullivan at jeff@icanshine.org.

Shine staff assignments will be made and communicated to Host no later than approximately 14 days prior to the commencement of the camp. Shine shall provide a full-time Floor Supervisor and full-time Bike Technician for the 5-day bike camp:

Floor Supervisor - shall manage the progress of the riders, supervise the activities of the spotters/volunteers, consult with parents/caregivers, and coordinate the operation of the camp and resolution of any related issues or concerns in collaboration with the Host's appointed Camp Director.

Bike Technician - shall perform all maintenance on and necessary adjustments to the adapted bike equipment, assess and provide feedback on bicycles the rider's parents/caregivers bring to camp (to ensure such bicycles are appropriate for the rider), provide training to riders utilizing Shine's custom-designed tandem bike as well as collaboratively work with the Floor Supervisor and Camp Director to resolve any related issues or concerns.

## Exhibit B

### Camp Director's Responsibilities

A full-time Camp Director is designated by the Host and may or may not be involved in planning the bike camp. In addition to possible involvement in helping Host plan and organize the bike camp, the primary responsibilities of a Camp Director during the week of camp include, but are not limited to:

1. On site during each camp day to coordinate any emergency or other issues with Shine staff (e.g., calling 911 or managing and collaborating with Shine staff to resolve parent or spotter questions/issues) and act as a liaison between Shine staff and parents of riders (e.g., fielding and answering parent questions as best as possible and consulting with Shine staff as needed).
2. Coordinate communications and all facility issues with facility staff (e.g., issues with access to or use of the indoor or outdoor riding areas as agreed).
3. Assist Shine staff with oversight/supervision and motivation of spotters.
4. Organize and administer a rider and spotter check-in process near entrance to indoor riding area. Check-in process should include:
  - Having riders arrive 10 minutes before session start time to obtain a name tag and wait in check-in area until met and greeted each day by assigned spotter(s)
  - Arrange for some seating in check-in area for riders, parents/caregivers to wait prior to session start times
  - Having spotters arrive 20 minutes before session start time to fill out name tag and meet with Shine Floor Supervisor for daily instructional/training in the facility
  - Label riders personal bikes (using tape on handlebars and marker) as they are brought to camp by parents/caregivers with rider name and session # and provide bikes to Shine Bike Technician for assessment and storage
5. Coordinate and communicate all details of pre-camp orientation with facility personnel. This includes but is not limited to:

- Scheduling to meet Shine staff at facility on Sunday to unload the bike equipment into the facility which takes approximately 45 - 60 minutes (typically in the early afternoon) one hour before the start of orientation
  - Scheduling a parent and volunteer spotter orientation to take place at the facility beginning 60 minutes after the scheduled time to begin equipment unload (typically Sunday afternoon or evening)
  - Requesting that parents or caregivers not bring riders to the Sunday orientation
  - Providing a screen and projector for Shine staff to connect Shine laptop to show Power Point presentation at Sunday orientation
  - Making arrangements for seating for parents and spotters at Sunday orientation (NOTE: Parents and volunteer spotters attend the same orientation)
6. Coordinate and communicate all details of outdoor riding area with facility personnel and Shine staff. This includes but is not limited to:
- Scheduling outdoor riding area (e.g., track, tennis courts, parking lot or basketball courts) be free and clear for use at start of camp on Wednesday (Day #3) through Friday (Day #5)
  - Ensuring outdoor riding area has adequate water/drinks for spotters and riders and free of obstacles (e.g., parked cars)
  - Providing oversight for outdoor riding area during absence of Shine staff and communicating with Shine staff to collaborate in addressing any safety issues or concerns
7. Coordinate and administer post camp award ceremony with spotters and parents, if any (e.g., end each 75 minute session 5 minutes early on last day of camp). Shine staff do not take part as they prepare for next session.

## Exhibit C

### Price, Payment & Refund Policy

#### **Price:**

The Price for the Services shall be \$8,450. This amount is inclusive of the Floor Supervisor and Bike Technician fees, transportation and food per-diem expenses for the Floor Supervisor and Bike Technician, the use of the bikes and related equipment and Shine overhead.

Host acknowledges and agrees that Host is responsible for providing adequate lodging for the Floor Supervisor and Bike Technician (2 separate rooms for 7 nights checking in and checking out on Saturday) at their own expense and such lodging expenses are not included in the price set forth above.

Host also acknowledges and agrees that such lodging is to be secured in the same location (e.g. hotel) for the duration of the 7 nights and be situated no more than a 30-minute drive from the Facility, unless otherwise agreed to by Shine. Refer to #2 (m) of the Agreement for further information on lodging requirements.

#### **Payment Terms:**

Payment for the Services shall be made in advance as follows (see attached invoices):

- A deposit of \$2,500 is due at contract signing and secures your camp week
- A payment of \$4,500 is due 30 days prior to the start of the camp
- The final payment of \$1,450 is due by the Friday prior to camp

In the event payment is not received by the above due dates, Shine reserves the right to assess a 1% monthly late charge, on a pro rata daily basis, to past due outstanding balances.

#### **Refund Policy:**

Should Shine be unable to hold the camp due to events as described in Section 14, Shine shall fully refund all monies paid to Shine by Host.



**In the event Host provides written notice to Shine equal to or more than 150 days prior to the start date of camp, this Agreement may be terminated for any reason by Host and any deposit paid by Host to Shine will be fully refunded.**

In the event Host terminates this Agreement less than 150 days prior to the start of camp, any deposit paid by Host to Shine is not refundable. Such deposit will first be applied by Shine as reimbursement for actual costs Shine incurs directly related to such camp cancellation that are unavoidable (e.g. staff airfare/travel, fleet storage, staff compensation, lodging and/or per diem for cancelled week).

**After reducing Host deposit by said actual costs Shine incurs, if any, the remainder of the deposit will be maintained by Shine as a credit to Host, with no expiration date, towards the cost of any future Shine program (e.g. iCan Bike, iCan Swim, iCan Dance) hosted by Host.**

## Exhibit D

### Rider Liability Release

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

#### **PART I (Mandatory for Participation)**

By signing, I hereby expressly acknowledge that bicycling, like many sports such as swimming, golf, soccer, and gymnastics involves movement and physical activity, and that injury or mishap are possibilities in spite of all reasonable safeguards and precautions taken. Further, I hereby expressly acknowledge that photographs and/or videos of the above rider may be taken by parties outside the control of Shine [and Host] in connection with participating in bike camp. I acknowledge that Shine [and Host] have limited or no control over such activities of third parties and have no control over any editing and/or use of such photos and/or video footage. As the parent/guardian of the above rider, I accept such risks as reasonable and proper, and agree to hold harmless the officers, principals, staff and volunteers of [insert Host Name], iCan Shine, Inc., and Rainbow Trainers, Inc. should injury or mishap (including personal injury or property damage) occur in this regard.

I understand that data collected from this program will be used to help the camp operate effectively relative to appropriate progressions, bike sizing and behavior management. I acknowledge that I may be contacted in the future for follow up information pertaining to rider progress, status or for other requests to support the future development and success of the program.

Signature of Parent/Guardian: \_\_\_\_\_

#### **PART II (Not Mandatory for Participation)**

I give permission for the above rider to be photographed and/or videotaped in print or electronic media by Shine or [insert Host Name] or third parties acting on behalf of Shine or [insert Host Name]. I acknowledge and agree that photographs and videos may be edited and used in whole or in part as desired for the purpose, which may be produced, duplicated, distributed and used for informational, promotional or other public purposes. I understand that photographs and video are not my property and there will be no compensation to me. I understand and authorize the use in writing or otherwise the name or identity of the above rider.

Signature of Parent/Guardian: \_\_\_\_\_



**INVOICE**

**Invoice #: 20181**

**To: [ ]**

Description	Amount
Deposit for 2018 Bike Camp	\$2,500
<b>Total Due Upon Receipt</b>	<b>\$2,500</b>

**NOTE: Receipt of deposit confirms camp week selected**

**Make all checks payable to:**

iCan Shine, Inc.  
P.O. Box 541  
Paoli PA 19301

**For questions concerning this invoice, please e-mail or call:**  
jeff@icanshine.org or (610) 608-1312

**THANK YOU FOR YOUR BUSINESS!**



**INVOICE**

**Invoice #: 20182**

**To: [ ]**

Description	Amount
Progress Payment for 2018 Bike Camp	\$4,500
<b>Total Due No Later [ ], 2018</b>	<b>\$4,500</b>

**NOTE: A late fee of 1% per month is assessed to all past due amounts on a pro rata daily basis**

**Make all checks payable to:**

iCan Shine, Inc.  
P.O. Box 541  
Paoli PA 19301

**For questions concerning this invoice, please e-mail or call:  
jeff@icanshine.org or (610) 608-1312**

**THANK YOU FOR YOUR BUSINESS!**



**INVOICE**

**Invoice #: 20183**

**To: [ ]**

Description	Amount
Final Payment for 2018 Bike Camp	\$1,450
<b>Total Due No Later Than [ ], 2018</b>	<b>\$1,450</b>

**NOTE: A late fee of 1% per month is assessed to all past due amounts on a pro rata daily basis**

**Make all checks payable to:**

iCan Shine, Inc.  
P.O. Box 541  
Paoli PA 19301

**For questions concerning this invoice, please e-mail or call:  
jeff@icanshine.org or (610) 608-1312**

**THANK YOU FOR YOUR BUSINESS!**