



**The  
Belford  
Group**

**The Belford Group**  
68 W. Sunbridge  
Fayetteville AR 72703  
Office: 479-443-9945  
January 9, 2017

Presented to: Jonesboro  
Parks & Recreation  
RE: OnlineSignup.org  
Agreement

This Agreement is entered into and executed on the date indicated below the signature block by and between The Belford Group and the Jonesboro Parks & Recreation for an online registration program for the Jonesboro Parks & Recreation.

**The Belford Group Will Provide:**

- A web-based, user-friendly program capable of handling multiple classes/ages/payments.
- System handles events/tournaments/leagues/memberships.
- A username and password for each staff member needing to access data.
- Technical support in case of errors or the need for refunds.
- Initial set up including custom header to match your website.
- Real time reporting.
- Custom waiver and release language.

**Payment & Terms:**

**The initial cost to the organization for enrolling in OnlineSignup.org is \$0.00.**

A convenience fee will be added to each participant's regular registration fees to cover the cost of OnlineSignup.org and Credit Card Processing fees. **This fee will be \$2.00 plus 3.0%.**

\_\_\_\_\_ Convenience fee paid by registrant                      \_\_\_\_\_ Convenience fee paid by Jonesboro Parks & Recreation

**The Belford Group will collect ALL course registration fees** via their secure credit card processing center and will issue reimbursement payments on the 15<sup>th</sup> and the last day of each month totaling the amount of registration dollars due. These funds will be accompanied by a detailed report of the number of participants and the total dollars collected.

**The payment schedule is set up in the following manner:**

Cutoff dates for processing registrations Friday for payment purposes only. Deposits will be made weekly after the first week.

**Payments will be issued via ACH payment (ACH form attached).**

**Maintenance**

**It is the organizations responsibility to maintain and upload all course data to the OnlineSignup.org website. The Belford Group is not responsible for errors in or maintenance of this data.**

The Belford Group can maintain and upload all additional course/event data for a fee of \$25 per month for ongoing clients or \$25 per event if you only use the system at certain times of the year. This fee will be held out of your registration fee payment. **Otherwise the organization can setup all class data at no additional charge.**

\_\_\_\_\_ Acceptance of \$25 maintenance fee (Ongoing)                      \_\_\_\_\_ Acceptance of \$25 maintenance fee (per event)

\_\_\_\_\_ Client chooses to set up events for no additional fee

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Belford Group is not responsible for errors in or maintenance of this data.

**Changes and Termination**

Changes, modifications, or amendments in scope, price or fees to this agreement shall not be allowed without a prior formal contract amendment approved by the Mayor and/or the City Council **in advance** of the change in scope, cost or fees.

The obligation to provide further services under this Agreement may be terminated by either party upon sixty days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, through no fault of the terminating party.

**Freedom of Information Act**

City of Jonesboro contract and documents prepared while performing city contractual work are subject to the Arkansas Freedom of Information Act. If a Freedom of Information Act request is presented to the City of Jonesboro, all parties will do everything possible to provide the documents in a prompt and timely manner as prescribed in the Arkansas Freedom of Information Act (A.C.A. §25-19-101 et. seq.) Only legally authorized photocopying costs pursuant to the FOIA may be assessed for this compliance.

**Applicable Law and Jurisdiction**

In the event of any controversy concerning the interpretation or effect of any provision hereof, the laws of the State of Arkansas shall apply.

**WITNESSTH**

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be duly executed as of the date and year first herein written.

**FOR THE JONESBORO PARKS & RECREATION:**

By: \_\_\_\_\_ Attest: \_\_\_\_\_

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

**FOR THE BELFORD GROUP:**

By: Angela Belford  
Angela Belford, President

Attest: Angela Belford

Date: 1/24/2017

**Credit Authorization**  
(To Single Account)

I (we) hereby authorize (The Belford Group), hereinafter called COMPANY, to initiate credit entries for (Application) to my (our) account indicated below and the financial institution named below, hereinafter called Arvest Bank, to credit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

\_\_\_\_\_ (Financial Institution Name) \_\_\_\_\_ (Branch)

\_\_\_\_\_ (Address) \_\_\_\_\_ (City/State) \_\_\_\_\_ (Zip)

\_\_\_\_\_ Type of Acct: \_\_\_ Checking \_\_\_ Savings  
(Routing Number) (Account Number)

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and Arvest Bank a reasonable opportunity to act on it.

\_\_\_\_\_ (Print Individual Name) \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Print Individual ID Number) \_\_\_\_\_ (Date)

**PLEASE ATTACH COPY OF VOIDED CHECK TO THIS FORM!**