



## K12INNOVATIONS MEMBERSHIP ACTIVATION INSTRUCTIONS

You are receiving this application packet because you recently spoke to one of our representatives, and requested that this information be sent to you.

### To activate your membership in K12Innovations, complete the following steps:

1. Review the Membership Documents that follow
2. Prepare and attach a purchase order for the \$1500 annual membership fee made payable to:

**K12Innovations  
P.O. Box 368  
Blackwell, OK 74631**

3. Complete and sign the Membership Enrollment Form (*Page 2*)
4. Fax all pages including a copy of your purchase order to:

**(918) 516-0238**

### Overview:

You will be billed annually for your \$1500 membership fees for as long as you wish to remain a member. Membership fees are non-refundable and non-transferable. Your annual membership covers those services provided to you as a part of *K12Innovations*. See the "**Eligible Member Services**" page for more information.

You may request services from our service partners (ie: E-rate processing, Technology Planning, Onsite Support, etc...). These services are in addition to your annual membership fees in *K12Innovations* and will be billed to you at the time those services are provided. Invoices for these services will be sent to you directly from the service providers, **NOT** *K12Innovations* and are payable directly to the respective service provider.



# K12INNOVATIONS MEMBERSHIP ENROLLMENT FORM

## STEP 1: MEMBER INFORMATION

\_\_\_\_\_  
School District Name

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Superintendent's Name

**BILLING INFORMATION:**

Membership cost is \$1500 per year, payable at the time of application. You will be billed using the PO number provided below at the address provided.

**PO NUMBER:** \_\_\_\_\_

PLEASE NOTE: Your membership does not automatically renew. You must renew your membership each year.

## STEP 2: PREFERENCES AND PERMISSIONS

As a part of your membership, we may be asked to acquire certain documents on your behalf such as quotes, contracts or other information as requested. Once these documents are acquired, they will be routed directly to the contact person you designate. Please provide the following information so that we can properly route these communications.

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail Address

Preferred Method of Contact:

Fax     Email     Phone

As a member, you have available to you our **Concierge Service**. This service allows authorized people from your organization to contact our personnel and website and request services from third party companies. When contacted, we will work with your representatives to locate a suitable service provider and assist them in ordering those services. Please list up to two additional people who are authorized to order services and approve the subsequent charges associated with those activities. These people will be sent by e-mail a Welcome Message allowing them to setup additional preferences and passwords for accessing this service.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

## STEP 3: AUTHORIZATION TO ACTIVATE MEMBERSHIP

I have reviewed and agree to the membership requirements of K12Innovations and hereby authorize same to activate our membership in accordance with its Eligible Member Services. I understand that K12Innovations acts only as a reference and information service and is not responsible in any way for activities, negligence or omissions from the companies they refer to our organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



Your Membership in K12Innovations allows you access to the following services and special rates:

| Service  | In-Office Hourly Rate  | On-Site Hourly Rate  |
|--|--|--|
| <p><b>E-Rate Processing Services</b><br/> <i>E-rate processing services is provided to Members by the leading consultants in E-rate filing and preparations. Unlike other services, you pay only for the actual time involved in preparing your E-rate applications, RFP's and supporting paperwork. (Actual postage and shipping charges for associated filings are assessed at the time of service).</i></p>   | \$25.00<br>+ Shipping Costs  | \$45.00  |
| <p><b>Technology Planning Services</b><br/> <i>Technology Planning services are provided to Members by contracted providers. Your technology plan is the road map to your future technological success. Technology plans are coordinated with your E-rate applications and state guidelines.</i></p>   | \$25.00<br>+ Shipping Costs  | \$45.00  |
| <p><b>Access to K12Innovations Purchasing Group</b><br/> <i>Members get access to our discounted purchasing group. This group of pre-negotiated contracts allow you to purchase goods and services from member suppliers at discounted rates as well as to receive value-add services from those providers.</i></p>  | <i>included</i>  | <i>included</i>  |
| <p><b>Online Professional Development</b><br/> <i>Professional Development courses are offered to Members online as available. These tools are included in your membership and can accessed via the website located at <a href="http://www.k12innovations.org">http://www.k12innovations.org</a>. Additional courses are being added regularly. If you need a specific course for your staff, you may also request that one be developed. Custom courses are developed for Members as the necessary resources are available and are addressed on a first-come-first-served basis. Custom course development is billed at the rates specified at the time of service.</i></p> | <p><i>Available online courses are included FREE in your membership.</i></p> <p>Custom online courses are designed as requested at \$25.00 p/hr.</p> | <p>Onsite Professional Development is available for select courses at \$45.00 p/hr.</p> <p>+ Copy and Production</p> |
| <p><b>Classroom Inventory Software</b><br/> <i>Classroom Inventory allows your teachers and staff members to track inventory such as text books, computers, supplies and other items easily via a web browser. Administrators can print inventory lists and monitor available supplies easily and remotely anywhere an Internet connection is available.</i></p>   | <i>included</i>  | <i>included</i>  |
| <p><b>Onsite Technical Support Services</b><br/> <i>Pre-contracted onsite technical support is available to most members through our pre-negotiated contracts with select service providers. For more information, please contact our representatives. PLEASE NOTE: Pre-contracted onsite technical support is not available in all areas due to partner availability.</i></p>   | <i>Set By Provider</i>   | <i>Set By Provider</i>   |
| <p><b>Drive Time for Requested On-Site Services</b><br/> <i>When it is necessary for K12Innovations Staff to provide an onsite service, you will be assessed an hourly drive time charge. This charge is assessed when a provider is dispatched to your site and is billed for each hour of drive time in 30 minute increments.</i></p>  | N/A  | \$22.50<br>+ Actual Expenses   |