MEMORANDUM OF AGREEMENT
BETWEEN
BOARD OF EDUCATION OF THE CITY OF GERO
AND
THE UNIVERSITY OF WEST FLORIDA

This Agreement ("Agreement") is made and entered into by and between the Board of Education of the City of Gero, a local government of the city of Gero, Japan and the University of West Florida, for and on behalf of the University of West Florida Board of Trustees, a public body corporate ("UWF") as of the 27th day of February, 2008.

WHEREAS, UWF and the Board of Education of the City of Gero have established an educational partnership to provide cross cultural educational opportunities for students and citizens of Gero and Pensacola; and

WHEREAS, in furtherance of the friendship under this partnership, UWF will coordinate the 2008 United States & Japan Cross Cultural Exchange & Study Program for the Board of Education of the City of Gero, that will send a delegation of 30 junior high school students and 4 adults to Pensacola, Florida; and

WHEREAS, the Board of Education of the City of Gero has agreed to fund the administrative costs of attendance for the delegation;

THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, the parties agree as follows:

I. BACKGROUND
This program will bring to Pensacola approximately 30 junior high students and 4 teachers/escorts from the City of Gero, Japan for nine days, March 20-28, 2008. The students will learn English and American culture and will deepen the friendship with the people of Pensacola through various cultural exchanges including a home-stay experience. 2008 marks the 15th anniversary for relations between Hagiwara/Gero and the City of Pensacola.

II. PROGRAM ACTIVITIES
Program activities shall include the following:
   a. Visit Pensacola Mayor John Fogg and City Manager Tom Bonfield
   b. Visit Downtown Pensacola historical sites and the beach
   c. Visit Naval Aviation Museum at NAS Pensacola
   d. Visit Brown Barge Middle School and Bellview Middle School for cultural interaction
   e. Home-stay with Host Families
   f. Shopping at Cordova mall
   g. Stay in hotel final night in Pensacola
   h. Farewell dinner with students and Host Families
III. PAYMENT TERMS
   a. The preliminary estimated cost for the Program is $6,580.53 (see attached budget estimate). The total number of participants in the Program is approximately thirty (34).
   b. After the conclusion of the Program, the Board of Education of the City of Gero will be invoiced based on the final cost of the Program.

IV. RESPONSIBILITIES OF UWF
   a. UWF will arrange for host families from March 20 through March 26.
   b. UWF will arrange for hotel stay and banquet facility on Thursday, March 27;
   c. UWF will provide transportation to scheduled group activities;
   d. UWF shall devise a purchasing or funds distribution mechanism in order to provide for all scheduled Program activities within the Pensacola community.
   e. Lunches, banquets and dinners will be paid directly to the vendor via UWF Purchase Order, Advance Check or "P" card as required and accepted by the vendor.
   f. Cash will be given to each student/teacher and escort for lunch on their own March 27;
   g. UWF will issue an invoice detailing all final costs related to this agreement to the Board of Education of the City of Gero, Japan after the conclusion of the Program.

V. RESPONSIBILITIES OF THE OFFICE OF THE BOARD OF EDUCATION OF THE CITY OF GERO
   a. The Board of Education of the City of Gero, Japan will provide full payment upon receipt of the invoice for all final costs related to the Program.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates specified below:

BOARD OF EDUCATION OF THE CITY OF GERO

Mr. Masakuni Taguchi
Superintendent
Department of Education, City of Gero

Dr. Angela McCorvey
Interim Associate Vice-President
Diversity and International Education and Programs, University of West Florida

UNIVERSITY OF WEST FLORIDA

Dr. Chula G. King
Interim Provost, University of West Florida

Shigeko Honda
Director, Japan Center
University of West Florida

Approved as to Form and Legality:

UWF Attorney
## 2008 U.S. Japan Cross-Cultural Exchange and Study Program for Junior High Schools in the City of Gero
### Estimated Expense for 30 Students and 4 Adults
#### March 20-28, 2008

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Cost</th>
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| **Meals**    | March 24 & 25: Lunch at Brown Barge Middle School  
(34 + 6) x $3.00 x 2 = $240.00  
March 26: Lunch at area restaurant for  
(34 + 1) x $15.00 = $525.00  
March 27: Lunch/Cash  
(34 + 1) x $10.00 = $350.00  
Sayonara Dinner for 34 x $20.00 = $680.00  
*Total: $1,795 + $134.63 (7.5% Sales Tax) = $1,929.63 | *$1,929.63 |
| Personnel    | Escorts/Interpreters:  
8 hrs x 3 days x $10.00 per hr = $240.00 x 2  
Escorts/Interpreters = $480.00 | $480.00 |
| Transportation | Bus Transportation March 26  
1 day x $750 = $750.00 | $750.00 |
| **Lodging**  | March 27 Homewood Suites 20 Rooms at $129.00 = $2,580.00  
*$2,580.00 + $193.50 (7.5% Sales Tax) = $2,773.50 | *$2,773.50 |
| **Room Rental** | March 27 Banquet Facilities at Homewood Suites = $50.00 | $50.00 |
| Others/Overhead | Orientation Kit, Schedule, Name Badges, etc. = $90.00  
Activity Fees for Historical Downtown Pensacola Tour and NAS Museum/IMAX Theatre  
34 x $8 = $272.00 | $362.00 |
| **Subtotal** | | $6,345.13 |
| **UWF Administrative Charges** | 3.71% of estimated expense | $235.40 |
| **Estimated Total** | | $6,580.53 |

*Meals and Lodging expenses are subject to Florida State Sales Tax  
$6,580.53 / 34 = $193.55 per person*