

Trans Accountability Project (TAP)  
Job Readiness Program Technology Agreement

Name:

Date:

Chromebook Serial Number:

The (PROGRAM) team is giving me this Chromebook to help me complete the Job Readiness Program on (DATE) and applying for jobs after completion of the Program. Completion of the Job Readiness Program is the only reason I am receiving this Chromebook. I am not required to participate in any other program or any kind of care at (ORGANIZATIONS) to receive or keep the Chromebook.

I understand that I am the person who is responsible for the condition, security and use of the Chromebook. I am responsible for all content and downloads on the Chromebook. I also understand that if this Chromebook is broken, stolen or missing, the Chromebook will not be repaired or replaced by the Program.

It is my choice to accept and use the Chromebook and I take all responsibility for that and for everything I do with the Chromebook. I will not hold (ORGANIZATIONS) liable or responsible now or in the future for the condition of the Chromebook or for anything that happens through my actions or others' actions in relation to the Chromebook. I accept the Chromebook "as-is", with no warranty or guarantee from (ORGANIZATIONS) on the Chromebook's condition or use.

By signing this form, I agree that all of my questions about the Chromebook and this agreement have been answered to my satisfaction and that I will follow all of the rules above.

Signature

Trans Accountability Project (TAP) Participant Stipend Form

Name:

Date:

Phone:

Email:

Welcome to the (ORGANIZATION) Job Readiness Program (DATE). We are excited you are joining us! This form explains the stipends you are eligible to receive from participating in our Job Readiness Program and helps us get the information we need to make sure you get paid correctly.

Some basics:

- 1) The Job Readiness Program will run for 5 days (DATE).
- 2) Participants are asked to attend all 5 days of the program.
- 3) Participants can receive a maximum of \$500 total if they attend every day of the Program for all scheduled hours (i.e., 10am – 4:30pm).
- 4) The stipend for attending each morning is \$50. The stipend for attending each afternoon is \$50.
- 5) Participants must attend the whole first day (Mon July 15), morning and afternoon, to continue in the program.
- 6) Attendance will be confirmed at the beginning of the day, after lunch and at the end of the day.
- 7) Participants can choose how to get their stipend. There are 3 choices: Paypal, written check and visa (electronic or hard copy). Participants choose one.
  - a. If you choose Paypal: You will receive your payment by (DATE/TIME).
  - b. If you choose a Check: A hard copy check will be mailed by (DATE). It will then take the Post Office 1-2 weeks to deliver it. You can also arrange to pick up your check.
  - c. If you choose a Visa: You will be contacted by (NAME) when your visa card is ready. Your visa card should be ready by (DATE).
- 8) (NAME) will meet with everyone on the last day of the program (DATE) to confirm your details and to make sure you have all the information you need to plan for your payment and we have all the info to pay you.
- 9) Payments by Paypal or check can be considered taxable income if you are paid \$600 or more by (ORGANIZATION) in 2024. The stipend for this program is max \$500.
- 10) If you have questions about your stipend that the Job Readiness Program team can't answer, you are welcome to contact (NAME, CONTACT INFORMATION).

I understand the rules for getting my stipends and agree to follow them.

Signature: \_\_\_\_\_

Date	AM	PM
DATE		
DATE		
DATE		
DATE		
DATE		

Payment Choice (Choose one)

<b>PAYPAL</b>  Received by DATE/TIME	1) This is the Paypal account I want you to use (spell <b>VERY</b> clearly):
---	--

<b>CHECK</b>  Mailed DATE  Checks can be available for pickup by DATE	This is the legal name that should be on the check:  This is my address (this is required even if you pick up your check in person):  This is the name I want on the envelope for the check (can be different than legal name):
---	---

<b>VISA</b>  Received by DATE/TIME	I want an <u>electronic visa</u> . This is the email it should it be sent to (spell <b>VERY</b> clearly):  NAME will send a test email to confirm before the card is sent. <hr/> I want an <u>actual visa card</u> . This is the phone number NAME should call me at to arrange a pick-up or drop-off:  You will need to sign for your card in person.
---	--

Final amount to be paid: \$ \_\_\_\_\_

**TAP Job Readiness Program  
Group Agreements**

1. 1 Diva, 1 Mic
2. Don't Yuck My Yum
3. Respect Pronouns & Identities/Transition (ask if you don't know)
4. Step Up, Step Back
5. Be Respectful
6. Pay Attention
7. Respect Other People's Space
8. Participate & Be Present & Ask Questions & Be Responsive
9. Be On Time
10. Leave the Stuff Outside
11. Speak Loudly & Clearly
12. No Tolerance for Disrespect
13. Other: \_\_\_\_\_
14. Other: \_\_\_\_\_