**Invitation Letter and Agreement to Become a   
Military Advisory Board Member for   
The Internet Marketing Training Center of Virginia.**

**Dear xxxxxxx**

**Introduction:**

I’m looking for solid people who are accomplished and don’t need prodding or supervision to do what they say they are going to do. With your military background, I’m pretty sure you have a much higher level of discipline than the average person and from what I know about you personally, I feel very confident that if you accept this position, you will be a great advocate for our school in its mission to help military families and you will be a dependable and accessible asset to the school.

**Note:** This is an “Advisory Board” position. As you would be in a formal “Board of Directors”, you will NOT be liable for decisions the school makes based on your advice.

I sincerely hope you accept this invitation and our mutual obligations.

**Mission:**

To create and implement a marketing plan to get the word out to military spouses about the MYCAA scholarship program and to help applicants through the process within the boundaries set by the MYCAA program.

**Compensation:**

* Full scholarship to the school you can either use yourself of gift to someone else. The value of this scholarship is worth $19,100.00 on the open market and $9550.00 in the military market. Be careful if you gift this scholarship because whoever uses the scholarship must adhere to the attendance and work rules of the school. If they don’t, they will get a probation letter and eventual expulsion as outlined in the student catalog and governed by SCHEV the State Council on Higher Education in Virginia. You don’t want to throw this away.
* If you want me to, I will be one of your advisers on your online and other business matters I’m qualified to talk about. This would include Internet Marketing for Small Business, Professional Speaking and Entrepreneurship.
* You can make a 20 percent commission (when allowable) on Military members and non-military members you refer to the school. Currently the commission for a non-military permissible referral would be $3820.00 and for a permissible military referral it would be $1910.00. or 20 percent of their actual payments considering any other discounts after the school has actually earned and collected the money. **Note:** the MYCAA Program specifically prohibits giving incentives or payments to anyone that refers a military spouse to use their benefits for our school.   
    
  **“Permissible”** is defined as not prohibited by the payer, i.e. some grants and scholarships from outside sources may prohibit commissions being paid.   
    
  **“Earned and collected”** is defined as the amount actually paid to the school and earned by the school because the student has completed a certain percentage of their studies. **Example:** If a student pays the entire tuition, but drops out after completing 25% of the coursework, the school would only be entitled to 25% of the total tuition paid and must refund 75% of the tuition paid. In that case you would be paid 20 percent of the 25% the school actually earned and collected.

This could be a very substantial revenue source for you as an advocate for the school outside of our mission to help military spouses.

* Your participation could lead to being a paid retainer position as this division of IMTCVA gets profitable.

**Obligations:**

* This would be a one-year renewable position. Either party can end this relationship with 30-days’ notice to the other. Ending the relationship early would also end the access to the school, or the school can be finished upon payment of the appropriate prorated military fee schedule. If you do not wish to renew your position at the end of the year, it is requested that 90-days’ notice be given and that notice be given on or before the last board meeting prior to your renewal date.
* Removal for activity unbecoming of an advisor could be immediate and at the sole discretion of CEO Tom Antion. **Note:** You can be sure if I thought I had to enforce this clause I would not be asking you to be on this advisory board.
* To help kick off this mission, we will meet via zoom once a month for the first 6 months and then once per quarter afterwards unless by unanimous decision more meetings are necessary to accomplish our goal. At the first board meeting we will set the date and time for the next board meeting and we will repeat that process at each future board meeting.
* You will need to sign a Non-Disclosure Agreement (NDA) and keep school business confidential during and after your tenure.
* You agree to be available for quick phone/Zoom/Skype calls when necessary between board meetings.
* You agree to give email updates on your work between board meetings.

If you agree to all the elements in this invitation, please sign and date below and return. You will be contacted with potential dates for the first online board meeting.

I’m thrilled to have you on my team in our mission to help military families.

Sincerely,



Tom Antion, Founder and CEO Internet Marketing Training Center of Virginia

Accepted this \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2019 by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
(Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Accepted by Tom Antion

**Contact Information (Please Print Legibly)**

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

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_