



Service Agreement

Homecroft Elementary School

Lifetouch ID: 35710

School Year(s): 2021-2022

Account Representative Email: jmalone@lifetouch.com

Contract Length: 1

Account Information

Homecroft Elementary School
4784 Howard Gnesen Rd
Duluth, MN 55803

Main Phone: 218-336-8865
Enrollment: 391
Grades: K - 5

Summary of Programs Provided

- | | | | | |
|----------------------|------------------|----------------|---------------|---------|
| ✓ Fall Individuals | Yearbook | Groups | Commencements | Service |
| ✓ Spring Individuals | Prestige Seniors | Prom/Dance | Other/Misc | |
| Underclass Grads | Sports | Special Events | | |

Program Type*	Start Date	End Date	Setup Time	Start Time	End Time	Est. Photo'd	Setup Location
Fall Individual - Original (Fall Individuals)	10/19/2021	10/19/2021	6:00 AM	7:00 AM	2:30 PM		
Fall Individual - Retake (Fall Individuals)	11/22/2021	11/22/2021	6:30 AM	7:30 AM			
Spring Individual - Original (Spring Individuals)	03/04/2022	03/04/2022	7:00 AM	8:00 AM			

*Proposed details or TBD if blank

Account Services

- | | |
|-------------------------|---|
| Yearbook - Media CD/DMD | Yearbook Provider: |
| ✓ Parent Notify | |
| Storefront | Storefront Contact: |
| ✓ Lifetouch Portal | Lifetouch Portal Contact: Coleen Nordwall |

Other Services

Photo Labels
(Pilot) Photo ID Laminated Vertical Punched

Additional Details

Contact information

Contact Name	Title	Role	Phone	Email
Tom Cawcutt	Principal	Primary Contact	218-336-8865	thomas.cawcutt@isd709.org

Agreement Terms

During the Agreement Term, Shutterfly Lifetouch, LLC. is designated as the Account's exclusive professional photographer and authorized hereby (i) to photograph all students and staff who participate in "Picture Day" events and (ii) to produce and deliver photographs for the programs identified above. The Account is solely responsible for obtaining any parental consents necessary and/or for enabling parents to opt out of participation in Picture Day activities or inclusion in class photographs or yearbooks (as the case may be). In exchange for the services, the Account will allow access to students, staff and use of Account property and information for Account-authorized purposes, including Picture Day administration, fulfillment and distribution of deliverables to the Account, delivery of Picture Day notices, and to provide parents of students photographed opportunities to purchase individual and class pictures and yearbooks as applicable. Lifetouch will not disclose confidential information provided by the Account (the Account Data) or use it for any purpose except to fulfill the services requested to be performed by Lifetouch. The school remains in control of the Account Data at all times, and Lifetouch will retain the Account Data only as necessary to fulfill its obligations under this Agreement.

The terms of this Agreement are not subject to change or cancellation by either party during the Agreement Term except by written consent of both the Account and Lifetouch.

Signatures

DocuSigned by:
Joe Malone
42AF404130204EA... 5/17/2021

Joe Malone Account Manager

DocuSigned by:
Catherine A. Erickson, CFO
5ED350711AEC43E... 5/18/2021

Tom Cawcutt Principal



Service Agreement

Laura MacArthur Elem Sch

Lifetouch ID: 35715

Account Representative Email: jmalone@lifetouch.com

School Year(s): 2021-2022

Contract Length: 1

Account Information

Laura MacArthur Elem Sch
720 N Central Ave
Duluth, MN 55807

Main Phone: 218-336-8900

Enrollment: 440

Grades: Pre-K - 5

Summary of Programs Provided

<input checked="" type="checkbox"/> Fall Individuals	Yearbook	Groups	Commencements	Service
Spring Individuals	Prestige Seniors	Prom/Dance	Other/Misc	
Underclass Grads	Sports	Special Events		

Program Type*	Start Date	End Date	Setup Time	Start Time	End Time	Est. Photo's	Setup Location
Fall Individual - Original (Fall Individuals)	10/11/2021	10/11/2021	6:30 AM	7:30 AM	1:00 PM	440	
Fall Individual - Retake (Fall Individuals)	11/16/2021	11/16/2021	6:30 AM	7:30 AM	12:00 PM		

*Proposed details or TBD if blank

Account Services

<input type="checkbox"/> Yearbook - Media CD/DMD	Yearbook Provider:
<input checked="" type="checkbox"/> Parent Notify	
<input type="checkbox"/> Storefront	Storefront Contact:
<input checked="" type="checkbox"/> Lifetouch Portal	Lifetouch Portal Contact: Elyse Lawrey

Other Services

Photo Labels
 Photo Directory

Additional Details

Contact information

Contact Name	Title	Role	Phone	Email
Elyse Lawrey	Administrative Assistant	Picture Day Contact;Portal Contact	218-336-8900	clyse.lawrey@isd709.org

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Signatures

DocuSigned by:

Joe Malone
42AF404130204EA...

5/4/2021

Joe Malone

Account Manager

DocuSigned by:

Catherine A. Erickson, CFO
72682F0D30B9445...

5/5/2021

Elyse Lawrey

Administrative Assistant



Service Agreement

Lester Park Elementary School

Lifetouch ID: 35712

Account Representative Email: jmalone@lifetouch.com

School Year(s): 2021-2022

Contract Length: 1

Account Information

Lester Park Elementary School
5300 Glenwood Ave
Duluth, MN 55804

Main Phone: 218-336-8875
Enrollment: 600
Grades: Pre-K - 5

Summary of Programs Provided

<input checked="" type="checkbox"/> Fall Individuals	Yearbook	Groups	Commencements	Service
Spring Individuals	Prestige Seniors	Prom/Dance	Other/Misc	
Underclass Grads	Sports	Special Events		

Program Type	Start Date	End Date	Setup Time	Start Time	End Time	Est. Photo'd	Setup Location
Fall Individual - Original (Fall Individuals)	10/07/2021	10/07/2021	6:15 AM	7:15 AM	2:30 PM	600	
Additional Notes:	Arrival Contact: Engineer - Steven Phone or pager #: 336-8875 x2655 or 725-7618(pager) Arrival Door: Main Door to Unload Equipment: Main Individual Camera Location: Media Center (sometimes it is the music room) S						
Fall Individual - Retake (Fall Individuals)	11/11/2021	11/11/2021	7:00 AM	8:00 AM	12:00 PM		
Additional Notes:	WE do class room groups? Will need t o confirm with school.						

*Proposed details or TBD if blank

Account Services

<input type="checkbox"/> Yearbook - Media CD/DMD	Yearbook Provider:
<input checked="" type="checkbox"/> Parent Notify	
<input type="checkbox"/> Storefront	Storefront Contact:
<input checked="" type="checkbox"/> Lifetouch Portal	Lifetouch Portal Contact: Tracy Thompson

Other Services

Photo Labels
Photo Labels

Additional Details

Contact information

Contact Name	Title	Role	Phone	Email
Tracy Thompson	Administrative Assistant	Lead Secretary;Portal Contact	218-336-8875	tracy.thompson@isd709.org

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Signatures

DocuSigned by:

42AF404130204EA...


4/29/2021

Joe Malone

Account Manager

Tracy Thompson

Administrative Assistant


Catherine A. Erickson, CFO