



**SCHOOLHOUSE
PHOTOS**

Mrs. Mary Goble
New Haven Elementary
10854 US HWY 42
Union, KY 41091

This document sets forth an agreement between New Haven Elementary School ("the School") and Schoolhouse Photos, LLC ("Schoolhouse") regarding photography and related services to be provided by School and Schoolhouse beginning July 31, 2019 and ending June 30, 2020.

- The School will provide Schoolhouse with a complete database, including staff, in a Microsoft Excel compatible format at least two (2) weeks prior to the initial photography date. The Excel file should include first name, last name, grade, homeroom teacher and student ID. Schoolhouse does not sell or share any personal information of students, families or staff.
- Schoolhouse will photograph students on the date(s) mutually agreed upon between School and Schoolhouse.
- The School agrees to secure up to six (6) parent volunteers, as needed, to assist Schoolhouse on photo day. Volunteers are not needed on Retake or Club Photo day. Volunteers shall receive a complimentary Package which includes 2-5x7's, 2-4x6's and 4 wallets or their choice of a digital file.
- Schoolhouse will deliver color posters publicizing "Picture Day" at least two (2) weeks prior to picture day. These posters are to be displayed in the School's entrance and high traffic areas.
- School staff with children at School will receive a FREE digital file of their child. All Boone County School employees will receive a 50% discount on all purchases.
- Schoolhouse will provide the appropriate number of English and Spanish language pre-pay order envelopes explaining the photo packages and prices. Order envelopes will be delivered to School within two (2) weeks of scheduled photo day. School shall hand out order forms to students or parents one (1) week before scheduled photo day.
- Schoolhouse will photograph every student and staff member. No fee will be charged for yearbook only photos.
- Schoolhouse will provide the School a strip of four (4) stickers for use by School, school nurse and teachers. Any left over to be used for possible gifts for parents or as School sees fit.
- Schoolhouse will provide the School ID badges (horizontal for students and vertical for staff) including picture, barcode, name, school and year.

- Schoolhouse will provide the School a link to download picture files, compatible with Schools database, within three (3) weeks of completion of photo day.
- Class Composites: The School will supply Schoolhouse with the correct names of each student's photo, proofed by their teachers, by December 1st of each school year. Class composites are available with the purchase of an individual photo portrait package. Class composites will be delivered to the School in January.
- Commission: 20% of all net portrait sales on photo day and photo retake day. Net portrait sales are defined as the total amount of sales on photo day and photo retake day less lab/printing costs. Schoolhouse shall pay School the amount calculated within two (2) weeks after photo retake day.
- Schoolhouse will provide a "Principal's Album" of class composites to the Principal each year.
- Club Photo Day will take place in the school gym on date agreed upon by School and Schoolhouse and will consist of individual and group photos.
- Spring Portrait Day will be a proof program.
- Yearbooks are available in hard and soft cover bindings. School will determine whether to offer one or both options. Yearbook design will be finished and submitted for approval by April 27, 2020 to be delivered to the school by May 13, 2020 for distribution on May 18, 2020.

NOTES:

Mary Goble
School Representative (printed)

Mary Goble
School Representative (signed)

8/10/19
Date

Schoolhouse Representative (printed)

Schoolhouse Representative (signed)

Date