



## Service Agreement

### Charles Kelly Elem School

Lifetouch ID: 102089  
Account Representative Email:  
tammy.gerdes@lifetouch.com

School Year(s): 2021-2022  
Contract Length: 1

#### Account Information

Charles Kelly Elem School  
6775 McVile Rd  
Burlington, KY 41005

Main Phone: 859-334-4450  
Enrollment: 250  
Grades: Pre-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 - Candid (Fall Individuals)							
<b>Additional Notes:</b> Yearbook Included in Agreement							
Fall Individual - Original (Fall Individuals)	09/13/2021	09/13/2021	7:00 AM	8:00 AM	1:45 PM	250	1 Camera
Fall Individual - Retake (Fall Individuals)	11/03/2021	11/03/2021	8:00 AM	9:00 AM	10:00 AM	50	1 Camera
Spring Individual - Original (Spring Individuals)	02/23/2022	02/23/2022	7:45 AM	8:45 AM	3:00 PM	250	1 Camera

\*Proposed details or TBD if blank

#### Account Services

Yearbook - Media CD/DMD	Yearbook Provider:
Storefront	Storefront Contact:
✓ Lifetouch Portal	Lifetouch Portal Contact: Yearbook Adviser

Parent Notify is a complimentary service included when parent/guardian email addresses are provided

#### Other Services

Photo Labels  
Photo Labels  
(Pilot) Photo ID Laminated Vertical Punched  
(Pilot) Photo ID Laminated No Punch

## Additional Details

### Contact information

Contact Name	Title	Role	Phone	Email
Kathleen Gutzwiller	Principal	Primary Contact	859-334-4450	kathleen.gutzwiller@boone.kyschools.us
Toni Baker	Administrative Assistant	Picture Day Contact	859-334-4450	toni.baker@boone.kyschools.us
Teresa Messenger		School Support Staff	859-334-4450	teresa.messenger@boone.kyschools.us

### 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 and services 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

Tammy Gerdes

Account Manager

Kathleen Gutzwiller

Principal