

# LIFETOUCH PHOTOGRAPHY PROGRAMS OVERVIEW



Supplemental Information Prepared for  
Olathe Public Schools #233  
Request # 23-030

May 11, 2023



# Fall 2023



## UNDERCLASS PHOTOGRAPHY

Lifetouch brings the tradition of school Picture Day to students every year. We partner with schools to create an eventful yet stress-free day for all — capturing pictures that can be securely and seamlessly integrated into school information systems, student IDs, yearbooks, and more.

Each child gets the attention they need to get a great picture through our streamlined photography event that aims to get students back to class quickly. Our classic pose captures a student's smiling face and creates a natural, relaxed feel for students and a fabulous picture for families.



If families are not satisfied with their photos for any reason, they may return them on Retake Day and we will re-photograph them at no additional charge. If they are still not pleased, they may return retake photos and we will refund their entire purchase price.



- ✓ Our proprietary software automates the photography process and assures that the subject is centered and adjusts for head size, hair color, and skin tone.
- ✓ Our standard background is also designed to complement all skin tones, hair colors, and clothing choices.
- ✓ The district can choose the background they'd like for student service records, and individual yearbook advisers can choose the background they'd like for their yearbook.

**ALL IMAGES ARE CENTERED & ADJUSTED FOR  
YEARBOOK CONSISTENCY**



Lifetouch.



# Spring Picture Day

Focused on each child's authentic self allowing their personalities to shine!

Students are encouraged to have fun and be themselves, providing families a beautiful, professional photo that captures their child's growth throughout the school year.



## PICTURE DAY PROCESS

**Picture Day should be memorable, for all the right reasons.** The Lifetouch Picture Day Process is focused on making the day efficient, reducing time away from class, and reducing administrative tasks for school staff. To accomplish this Lifetouch leverages a Paperless Picture Day.

### Electronic Check-in Process to Streamline Your Event



#### How it Benefits your School:

- Provides an easier name/grade verification process.
- Reduces the risk of students losing cards on the way to the camera.
- Protects important student information with data encrypted in the camera system.



#### How it Works:

- Students no longer need to carry cards to the camera. Students will check in at a tablet station or directly at the camera to validate names and grade or classroom.
- Student information is automatically synced to the students' picture.



#### What You Can do to Prepare:

- Make your school staff aware of this paperless process.
- Encourage teachers to provide a classroom roster on Picture Day to further speed up the process and help photographers collect information for new students.
- Encourage Picture Day volunteers to check in students, line them up in alphabetical order by first name and make sure they look great.

Questions?

Please contact your local Lifetouch representative.

## ONLINE ORDERING

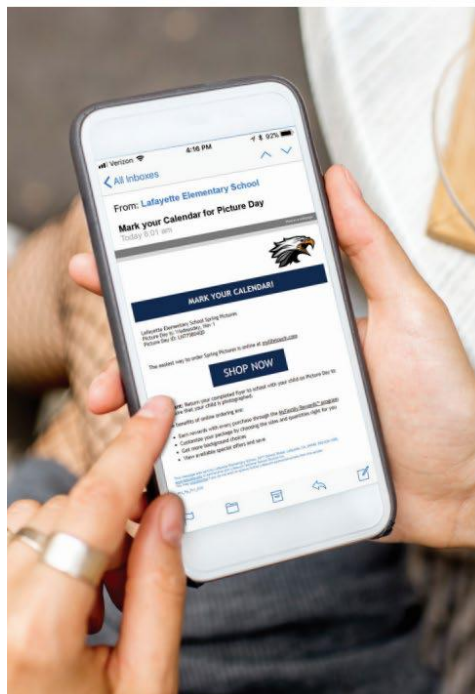
Mylifetouch.com makes ordering school pictures faster, easier and more fun for everyone.


- Users register with a unique Picture Day code found on their proof order sheet or Picture Day flyer.
- The Passcode, Record Number and Security Key are unique for each student and allow for a single individual to claim the image(s).
- Once claimed, registered users can invite others to view and order. With our expansive product catalog, customers can order prints and products.



## PARENT NOTIFY

Parent Notify is an email communication tool that sends automated reminders to parents about Picture Day and Yearbooks. Parent Notify will simplify administrative tasks and reduce questions from parents. Parent Notify provides a purchasing link to parents for MyLifetouch.com for pictures or YBPay for Yearbooks.





✉

Automatically reminds families about Picture Day and Yearbook sales

📞

Decreases calls to the office

🛡️

Safe, secure and free of charge

😊

Prepares students for a great experience

Parent Notify is exclusive to Lifetouch customers

## SHIP TO HOME

Less administrative work for your school.  
More convenient for your families.

Lifetouch now offers an option to **ship picture packages directly to students' homes**, giving families the expected, convenient experience they desire.

The Ship-to-Home offering removes all administrative Picture Day work from your school - no distributing order forms or picture packages!

### How will parents know about Picture Day?

Lifetouch will communicate necessary information to families.

- **Effortless:** School-personalized emails are pre-written, providing the right information - and automatically sending to only the right audience at the right time.
- **Effective:** Increases awareness of Picture Day ensuring every family can purchase their child's keepsake.
- **Secure:** Ensures your school's Picture Day information is provided only to your school's families.

### How will parents order?

Families order school pictures at [mylifetouch.com](http://mylifetouch.com) with their child's unique student ID card number.

### Benefits

- Ensure access to student images is only available to those with unique-to-their student credentials.
- Reduce questions from families in need of the school's ordering code.
- Improve Picture Day efficiency by alleviating order-entry at the camera.
- Increase school commission by directing families through seamless and secure online ordering.



### Enroll today for Ship-to-Home service!

Simply include student ID numbers and parent email addresses in your subject data file required for Picture Day and Lifetouch will take care of the rest!



# Sports 2023





## LIFETOUCH SPORTS PROGRAM

Like you, we know the importance of being a team player. With Lifetouch Sports Photography we bring our A-game to ensure a quality picture experience.

Lifetouch offers several options to capture sports and fine arts pictures for schools. Schools are often most familiar with traditional sports pictures, which use the surrounding environment to capture images.

Lifetouch also offers sports photos using our blue screen, which allows us to offer **multiple backgrounds and assemble a team picture using individual images.**

*Using this photography process ensures the individual is looking at the camera and smiling and is not weather-dependent.*



Working with Lifetouch Sports is like hitting a home run: we offer the most compelling products and services for your teams, your athletes, and your parents. We offer a wide variety of sports-specific or team-color border designs, along with the ability to customize team names, years, and mascots. It's a winning combination that no one else can beat!



# Prestige GY24



# Senior Pictures as unforgettable as they are.



## Prestige Photography by Lifetouch

Prestige Photography by Lifetouch partners with schools to celebrate each graduate with an elevated photography experience. Our professional photographers conveniently meet graduates in schools and in our specialized studios to authentically capture each student's personality and achievements.

See reverse for more details.

Learn more at [schools.lifetouch.com/prestige](https://schools.lifetouch.com/prestige)



As a member of the Lifetouch family of brands, we provide a seamless, end-to-end partnership for all school photography needs.

## Convenient and efficient for your school

- All seniors are photographed for the yearbook, plus we deliver required backgrounds and consistent head sizes.
- Prestige Yearbook Choice helps the yearbook adviser easily manage and select images.
- Efficient in-school or in-studio photography program provides choice and flexibility.

Ask me about our studio locations.



## Quality, ease and convenience for families

- The latest cameras, lighting and equipment, combined with a variety of background, pose and outfit options, create a senior picture selection that students will be proud of.
- **NEW!** Purchased digital images available via Shutterfly to preserve, share and create gifts and keepsakes.
- A variety of quality prints, digital images, grad announcements, invitations and more that celebrate and commemorate this important milestone.
- Convenient and secure online ordering with order tracking.

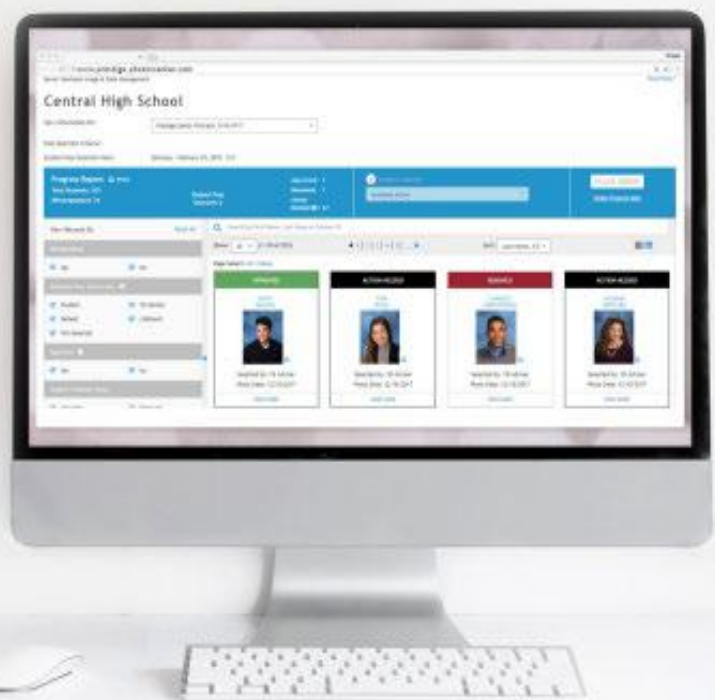


## Easy Senior Portrait Tracking From One Indispensable Tool.

Prestige Yearbook Choice lets you track, manage and approve senior portraits for your yearbook.

### A+ for accuracy.

Lifetouch designed Prestige Yearbook Choice with you in mind. You can now enjoy time-saving features and an intuitive interface that allows you to easily review senior pose selections, make edits to names and approve senior portrait choices. Plus! You'll have access to smart tracking and reporting tools that help you stay on top of it all.



### Three easy steps:

- 1** **View** the students selected pose and see them as they come in
- 2** **Review** student information and approve the portrait
- 3** **Complete** your senior image approval



# Events 2023



## LIFETOUCH CANDIDS & SPECIAL EVENTS

Lifetouch understands how important athletics, clubs, academics, and special events are to schools. With Lifetouch Events, our goal is to ensure the least amount of disruption, while capturing the spirit of the school year.

Lifetouch works with each school to determine the number of candid photography events at each school. Here are just a few of the events our award-winning photographers capture:

- Prom & school dances
- Theatre productions
- Concerts
- Clubs & activities



Capture every moment.

Event photography is coming!

Order now on [mylifetouch.com](https://mylifetouch.com)

Capture cada momento. ¡Se llega la fotografía del evento! Encarga hoy en [mylifetouch.com](https://mylifetouch.com)

**Lifetouch** **REWARDS** Order online and receive exclusive offers from Lifetouch Rewards.

Encarga en línea y recibe ofertas exclusivas de Lifetouch Rewards.

**Lifetouch**

74216 © 2020 Lifetouch National School Services, Inc.

# COMMENCEMENT PHOTOGRAPHY

Celebrate this time-honored tradition.



## BENEFITS FOR SCHOOLS:

- Photos to families within days instead of weeks
- No order forms
- No money exchanges
- No need to provide student data
- Photos shipped directly to families

## BENEFITS FOR FAMILIES:

- No paper forms, no cash or check exchanges
- Mobile ordering right from your own device
- Families buy only the images they love, and only the products they need
- Personalized products
- Orders are shipped directly to your families doorstep

Contact your Lifetouch team to enhance your commencement day photo experience.

# Lifetouch®

Powered by PhotoDay



## LIFETOUCH PORTAL

### Picture Day is just the start: Manage images, data and more.

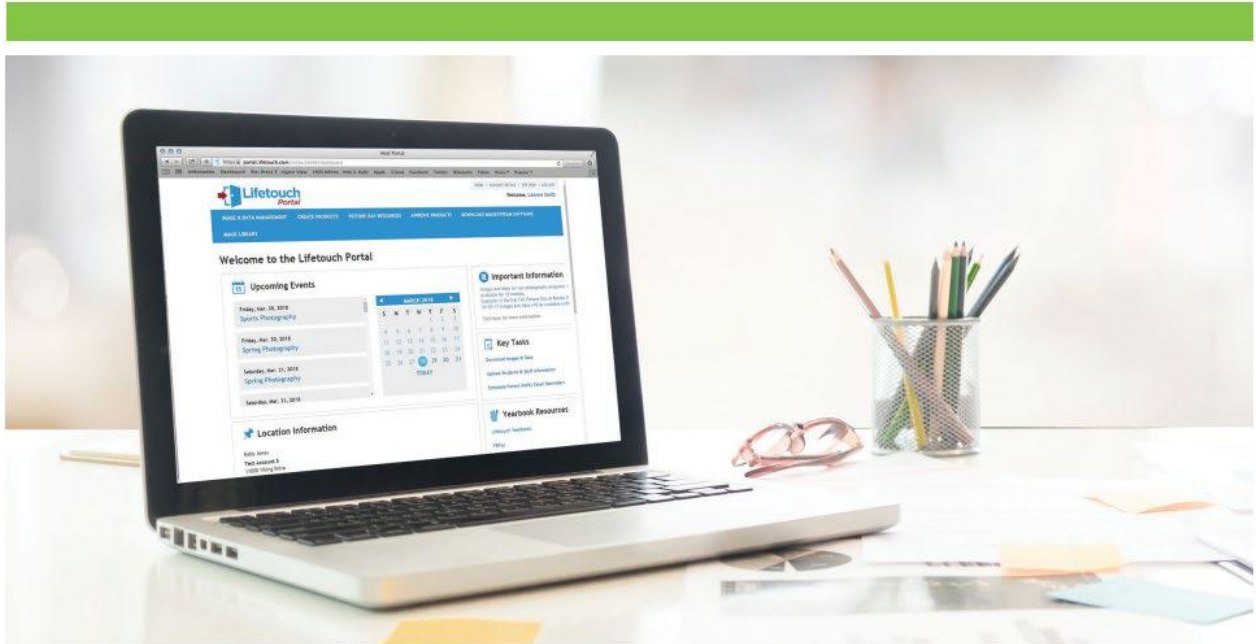
The Lifetouch Portal offers a reliable, protected way to store and access school images and data



#### Simplify your school picture management.

The Lifetouch Portal not only stores your students' school pictures and information, but this secure web-based system also ensures you have student data in one protected place. Plus, you'll be able to repurpose the images and data information to create ID Cards, recognition certificates and more right in the Portal.

## LIFETOUGH PORTAL



### Keep your student data secure

Forget the hassle of unsecure CDs or emails for managing school pictures. With the Lifetouch Portal, your Picture Day images are available in a completely secure, web-based application.

To ensure privacy and security, we designed and maintain our portal using the Software & Information Industry Association's best practices for the Safeguarding of Student Information Privacy and Security for Providers of School Services.



### Create with complete control

The Portal allows users to securely access student images and data to easily create ID cards, class seating charts and other administrative resources.

Designated users can even view and download school-specific flyers and web banners from Portal.

Plus, the Lifetouch Portal includes Parent Notify - a unique feature that allows you to keep families completely informed about Picture Day through automated reminder emails sent on behalf of your school.



### Personalized recognition for your students

The Lifetouch Portal also includes pre-designed templates to create certificates customized with the student's school picture to recognize achievements, or custom bookmarks to promote and reward reading activities.

Want to learn more? Contact your Lifetouch representative or visit [schools.lifetouch.com](https://schools.lifetouch.com)

## COMMUNITY ENGAGEMENT

### LIFETOUCH MEMORY MISSION

Since 2000, Lifetouch has organized week-long trips traveling to different destinations around the world. More than 500 National Education partners and Lifetouch employees have participated in these life-changing service trips to help build and rebuild communities in need. No week is complete without photographing the families and providing the children with school pictures. For many, it's the first and likely, only photograph they'll ever own.

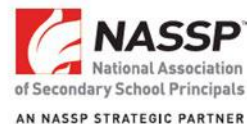
Lifetouch employees and educators have helped rebuild a village in war-ravaged Kosovo, establish a children's center in Jamaica, construct a bridge in the land of the Navajo in Arizona build a school in the Dominican Republic and repair a school damaged by Hurricane Maria in Puerto Rico.

Learn more at [lifetouchmemorymission.com](http://lifetouchmemorymission.com)



### EXCLUSIVE EDUCATION PARTNERSHIPS

Lifetouch is honored to be the official photographer for the educational associations you know and trust. It's a partnership we value and we're happy to provide them with value-added benefits and services.



# LIFETOUCH SAFETY & SECURITY OVERVIEW



Supplemental Information Prepared for  
Olathe Public Schools #233  
Request # 23-030

May 11, 2023

# TABLE OF CONTENTS

LIFETOUCH SMILES SAFE™ PROGRAM ..... 3

STUDIO AND ON-SITE PHOTOGRAPHY SAFETY ..... 4

EMPLOYEE BACKGROUND CHECKS ..... 5

CREDIT CARD SECURITY ..... 6

DATA PRIVACY ..... 7

# LIFETOUCH SMILES SAFE™ PROGRAM

Lifetouch is the only photography company partnered with the National Center for Missing and Exploited Children.

This partnership of over 20 years helps provide law enforcement with the most valuable tool when a child goes missing—a current photograph. A rapid response team from Lifetouch is available 24/7 to provide the student's most current picture to law enforcement authorities. Every student photographed by Lifetouch receives a complimentary SmileSafe photo ID card and parents will also receive a free digital download of this card for easy access.

Since it was founded in 1984, it has assisted law enforcement in the recovery of more than 199,575 missing children.



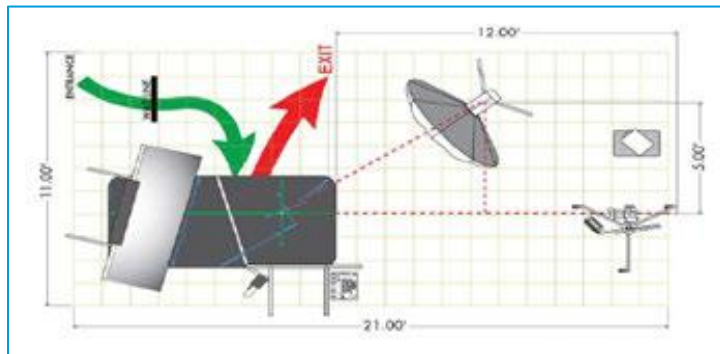
SmileSafe, NCMEC, and CCP provide:

- A current, quality student image available for authorities that parents can access 24/7 for early intervention
- Resources to educate children on how to stay safer while using the Internet, smartphones, social media, online gaming and more. Visit the [NetSmartz Workshop](#)
- Peace of mind, knowing you and your families are prepared in case of an emergency

The National Center for Missing & Exploited Children® is a 501(c)(3) nonprofit that works in cooperation with the U.S. Department of Justice's Office of Juvenile Justice and Delinquency Prevention.

# STUDIO AND ON-SITE PHOTOGRAPHY SAFETY

Lifetouch camera sets are compliant with the Americans with Disabilities Act (ADA). Our setup prevents cords from obstructing traffic areas of students. We also avoid bulky props or stools to allow for a safe and secure open floor plan.



Photographers complete a comprehensive checklist of safety items including:

- Ensure there are no loose cables, using gaffers tape or duct tape secure all loose cables to prevent them from becoming a tripping hazard.
- When setting up the studio lights please take care that all tripod stands have the single leg aligned with the light fitting and the other 2 legs at the back, this prevents the stands from tipping.
- Take care to allow enough room for staff and students to maneuver in a safe manner around the studio ensuring that all light stands are positioned accordingly for the desired effect but also in a safe manner.
- When changing light attachments, extra care needs to be taken, as the lights become very hot and can burn. If moving to a different location ALWAYS place the protective cover back onto the light unit, this prevents damage to the bulbs and burns.
- When using the light fittings, please ensure that they are secured correctly before moving the stand and using it.
- When packing away, ensure all light fittings are put away securely, if hung up please ensure that they are secured to the wall and above head height to prevent them falling and people banging their heads.
- Place the light unit covers on securely before packing them away into a secure place such as a cupboard or box, taking extra care to wrap any loose wiring.

# EMPLOYEE BACKGROUND CHECKS

We know that creating a safe learning environment for your students is a top priority. As your partner, we couldn't agree more, and we have developed a program to support you in this effort.

We take great care in screening and selecting our employees knowing that they are on the front line with your students. Our professional photographers are all Lifetouch personnel with significant experience working with children of all ages—from preschool to seniors

The Lifetouch We Care Enough to Check program requires that each new employee pass an extensive background check which is conducted through First Advantage and includes a rigorous examination of

- ✓ County criminal records across the U.S. where the individual lived in the previous seven years (the maximum allowed by law)
- ✓ National sex offender registry
- ✓ Social Security number trace
- ✓ Driving record search



We also comply with state and local required screening practices of employees and contractors working in your school, including fingerprinting. We take great pride that our team has passed the required background checks and is authorized to work in your school/facility.



# CREDIT CARD SECURITY

We know how precious your students' photos are and how even more precious their privacy is. Our platforms use encrypted technology to ensure a seamless, convenient, and safe experience every time you and your families interact with Lifetouch online.

Every year, a third-party auditor certifies that we meet or exceed the credit card industry's strict standards for use. That means when it's time for parents to pay for photography and yearbooks, they can be assured that their information is secure.

## ATTESTATION OF PCI COMPLIANCE

**Section 2: Self-Assessment Questionnaire D – Merchants**

This Attestation of Compliance reflects the results of a self-assessment, which is documented in an accompanying SAQ:

The assessment documented in this attestation and in the SAQ was completed on:	6/10/2022
Have compensating controls been used to meet any requirement in the SAQ?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Were any requirements in the SAQ identified as being not applicable (N/A)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were any requirements in the SAQ identified as being not tested?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Were any requirements in the SAQ unable to be met due to a legal constraint?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Section 3: Validation and Attestation Details**

**Part 3. PCI DSS Validation**

This AOC is based on results noted in SAQ D (Section 2), dated 6/10/2022.

Based on the results documented in the SAQ ( ) noted above, the signatories identified in Parts 3b-3d, as applicable, assert(s) the following compliance status for the entity identified in Part 2 of this document (check one):

**Compliant:** All sections of the PCI DSS SAQ are complete, all questions answered affirmatively, resulting in an overall **COMPLIANT** rating; thereby Shutterfly Lifetouch, LLC has demonstrated full compliance with the PCI DSS.

# DATA PRIVACY

We know how precious your students' photos are and how even more valuable their privacy is. As one of the original signatories of the Student Privacy Pledge, Lifetouch is committed to maintaining the security of student data and offering transparency to the schools and families that we serve. Highlights of the Lifetouch Data Security Plan:



**Lifetouch complies with federal, state, and local data security and privacy requirements.** As a service provider of staff and student photography for the schools we serve, Lifetouch acknowledges its obligations under the federal Family Educational Rights and Privacy Act (FERPA), as well as applicable state laws.



**Lifetouch uses a variety of safeguards to protect School Data.** Lifetouch has implemented a variety of physical, technical, and organizational security measures to help protect School Data from unauthorized access and use. These safeguards are in place and focus on our facilities, networks, personnel, and enterprise-wide policies.



**Lifetouch limits the disclosure of student data to authorized recipients.** Lifetouch limits disclosure of student data to the individuals and organizations that have a legitimate interest in the data or who help Lifetouch fulfill our contracts with schools and districts.



**Lifetouch sets strict security requirements for our third-party vendors.** Lifetouch does not use third-party contractors to photograph students or manufacture our products. However, Lifetouch may use vendors to help provide our services (for example, data management). All Lifetouch vendors who have access to School Data are required to implement the same data privacy commitments.



**Lifetouch has robust privacy and security training programs for all employees who handle School Data.** Lifetouch has a robust internal team of dedicated privacy professionals, including the Lifetouch Privacy Office and the Lifetouch Information Security Office, who is responsible for ensuring that Lifetouch employees abide by all relevant laws when handling School Data.



**Lifetouch has a comprehensive response plan for managing data security and privacy incidents and notifying our schools and regulators.** The Lifetouch Privacy Office and Lifetouch Information Security Office work in tandem to maintain a robust incident management program designed to ensure compliance with all statutory and contractual breach notification obligations.



**Lifetouch securely disposes of school data when it is no longer needed.** School Data is securely destroyed on demand by the school, or in the ordinary course of business when no longer needed to provide school services. Families who purchase products or services from Lifetouch will still have access to their images.



2022-2023

# Service Products for Schools

**Lifetouch.**

# Lifetouch®

Lifetouch offers a unique portfolio of exclusive products that provide additional value to schools beyond high-quality photography and yearbooks. These products are for use by school administrators.

# TABLE OF CONTENTS

## SAFETY & SECURITY

- 4 Lifetouch Portal
- 4 Parent Notify
- 5 ID Cards
- 5 SmileSafe® & Pictures2Protect Cards

## ADMINISTRATIVE RESOURCES

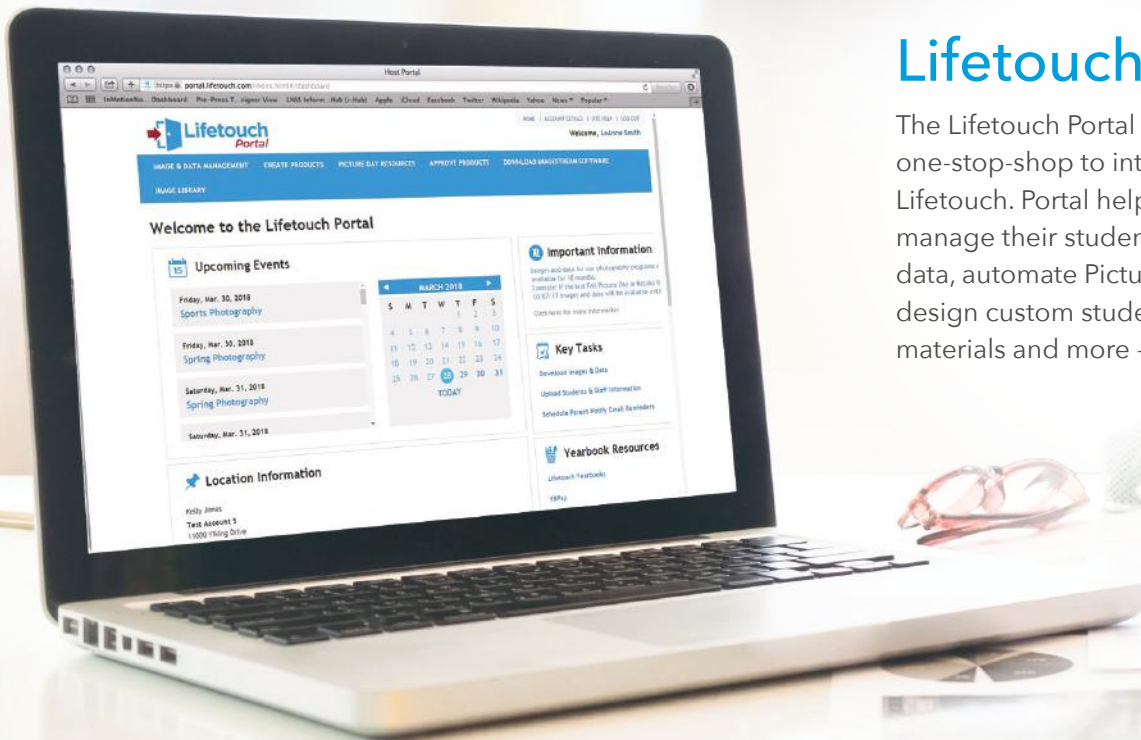
- 6 Calendars
- 6 Photo Directory
- 6 Principal's Album
- 7 Class Composite & Class Group
- 8 Photo Labels
- 8 Seating Charts
- 9 Staff Packages

## SCHOOL CULTURE

- 10 Lifetouch PrintShop
- 11 Montage Poster
- 12 Wall Composite
- 12 Staff Composite
- 13 Rewards & Recognition

## FUNDRAISING

- 20 Shutterfly Storefront



## Lifetouch Portal

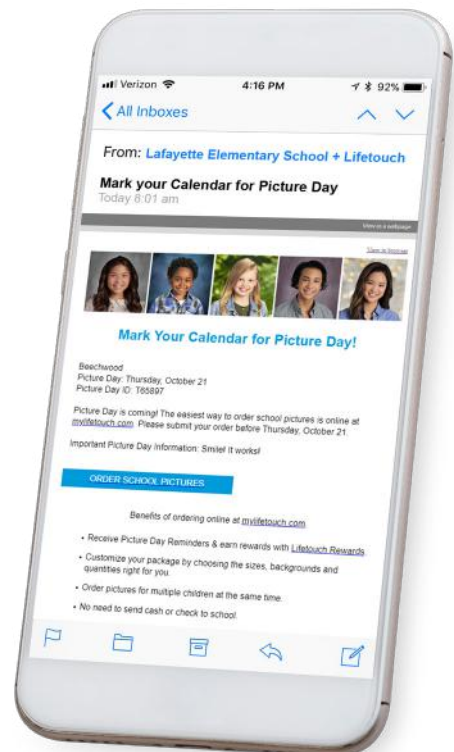
The Lifetouch Portal is a school's one-stop-shop to interact with Lifetouch. Portal helps schools manage their student images and data, automate Picture Day reminders, design custom student recognition materials and more - all in one place.

## Parent Notify (U.S. Only)

Within Portal, schools can utilize Parent Notify. Parent Notify is a paperless Picture Day and Yearbook communication solution for schools that will simplify administrative tasks and reduce questions from parents.

*"Parent Notify was the best! This was our first year using Parent Notify and it was so easy. We had no problems with parents ordering and knowing when Picture Day was. No phone calls to the office for the first time EVER!"*

- Office Manager, St. Susanna School, Mason, Ohio





## ID Cards

ID cards are a critical part of your school's day-to-day operations. That's why we developed a program that provides ID cards with numerous customization features.

Our tamper-resistant ID cards provide schools with easy identification of students and staff, to promote a safe and secure learning environment.



## SmileSafe® & Pictures2Protect Cards

Lifetouch plays a critical role in the safety and recovery of missing children. Lifetouch provides printed and digital photo identifications cards to every child photographed, regardless of school picture purchase. In the event a child goes missing, the details on this card connect law enforcement with the most important tool in the recovery of a missing child - a current picture.

In the U.S., this program is referred to as SmileSafe®; In Canada, it is called Pictures2Protect.



## Calendars

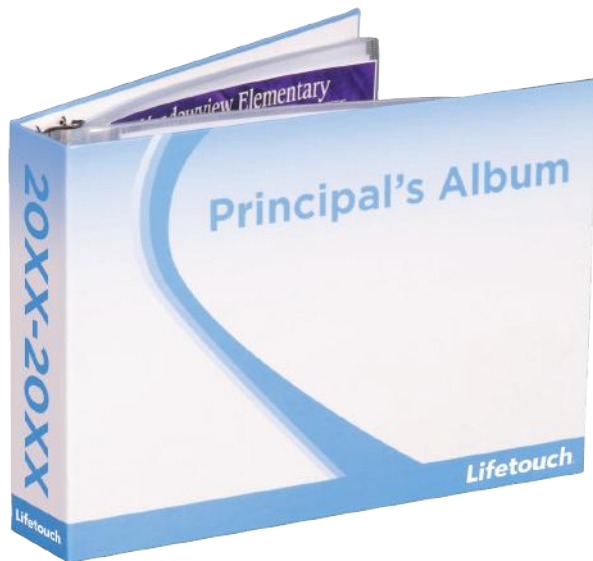
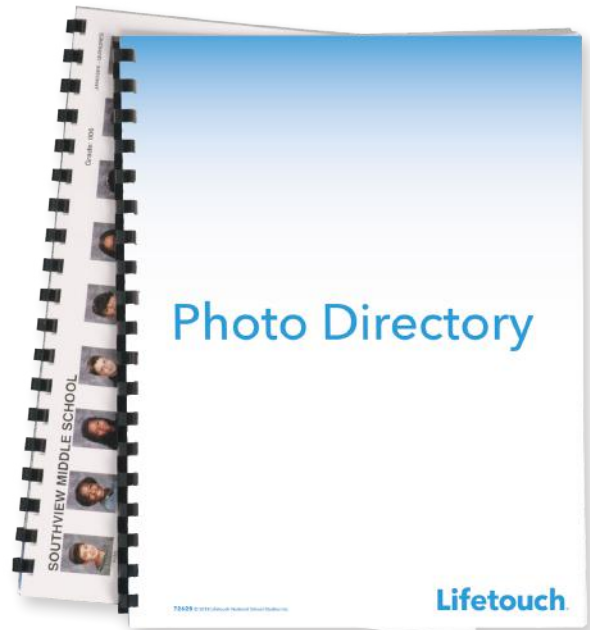
Our bilingual calendars are designed with educators in mind - featuring 12 months from July through June to align with the academic year.

## Photo Directory

A comprehensive guide of all individual student and staff pictures bound with a spiral binding. Pages can be customized with barcodes and student information such as bus number, locker number and more.

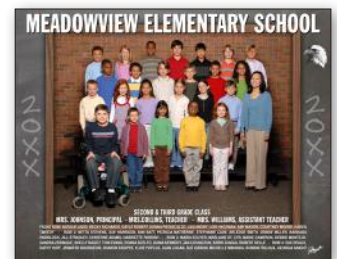
This visual guide can be used to learn students' names, track attendance, identify students in an emergency, or checkout classroom resources such as textbooks or laptops.

You can also customize and print an on-demand version from your Lifetouch Portal!



## Principal's Album

A collection of 8" x 10", classroom images assembled into a hard cover or soft cover album. Available as Class Composite or Class Group\* images.





# Class Composites & Class Group\*

Choose from a variety of themes or colors to make your class picture pop! These designs will be leveraged for both class composites or class group photography. Selection and/or offering may vary.

\*Class Groups are only available if your school hosts a Group Picture Day.

## Class Composites



Standard Composite Layout\*\*



Ombre\*\*



Modern\*\*



Patriotic



Chalkboard



Blue Marble

## Class Group



Standard Composite Layout\*\*



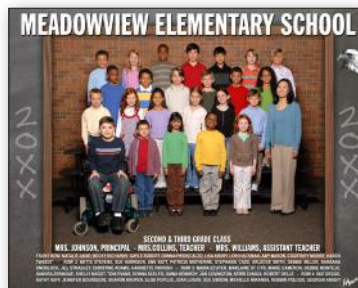
Ombre\*\*



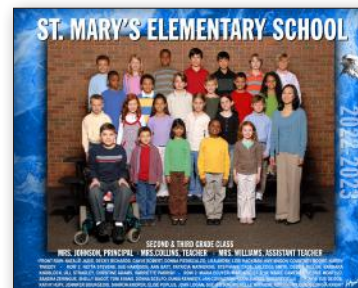
Modern\*\*



Patriotic



Chalkboard



Blue Marble

\*\*Backgrounds available in these colors:



## Seating Charts

Customize and print seating charts, featuring each student's school image, on-demand from your Lifetouch Portal. There are multiple formats available to meet your needs.

Perfect for a substitute teacher or learning name/face recognition at the beginning of the school year.



## Photo Labels

Individual, adhesive labels featuring the student's school picture with corresponding information labels that contain the student's first name, last name and school year.

These are ideal for labeling student medications, files, classroom cubbies, class projects, and more.

You can also customize and print an on-demand version from your Lifetouch Portal!



# Staff Packages

Staff photography and digital pictures are a complimentary service we provide to staff.

Staff receive a digital image and rights to use the image however they'd like - on professional networking sites, business cards, social media, their email signature and more!



**Lifetouch + Shutterfly**

## Free Digital Image!

As part of the Shutterfly family, view and download your free Lifetouch school picture on Shutterfly.

**Instructions:**

1. Visit [shutterfly.com/claim](http://shutterfly.com/claim)
2. Enter your name, **Portrait ID** and **Access Code**

**Taylor Johnstone**

Portrait ID **M312-4568**

Access Code **XY40**

Thank you for all that you do.

**Shutterfly**

Claim your digital image and enjoy a **FREE 5x8 Notebook** from Shutterfly\*

Enter promo code at [shutterfly.com/offer/lifetouchschool](http://shutterfly.com/offer/lifetouchschool)  
**LTUCS8NBSP**

\*Offer expires Aug 31, 2023 11:59 PM PT. Offer is good for one full notebook through checkout. Maximum one per staff member. Offer is available on Shutterfly.com. Offer cannot be combined with other promotions and cannot be used on already purchased items. Offer is not available on international orders. Offer is not available on orders placed through Shutterfly mobile app. Offer is not available on orders placed through Shutterfly kiosks. Offer is not available on orders placed through Shutterfly gift cards. Offer is not available on orders placed through Shutterfly corporate accounts. Offer is not available on orders placed through Shutterfly gift certificates. Offer is not available on orders placed through Shutterfly gift cards. Offer is not available on orders placed through Shutterfly gift certificates. Offer is not available on orders placed through Shutterfly gift cards. Offer is not available on orders placed through Shutterfly gift certificates.

## For U.S. Staff:

Staff download their complimentary digital image on Shutterfly.com. As an extra thank you, staff also receive a special offer from Shutterfly.

**Lifetouch**

## Une photo numérique gratuite!

**Instructions:**

1. Visitez [mylifetouch.ca](http://mylifetouch.ca)
2. Entrez votre **Portrait ID** et **Access Code**
3. Visitez la page **"Photos and Gifts"**
4. Ajoutez une image numérique à votre panier et entrez le code ci-dessous à la caisse: **STAFFPICTURE22**
5. Après votre paiement, vous recevrez un e-mail pour télécharger votre image numérique.

Offre valide jusqu'au 31 août 2023. Offre réservée au personnel scolaire. Aucune substitution ou échange. Valeur maximale ne peut être appliquée. Aucune commande requise.

**Shutterfly**

Claim your digital image and enjoy a **FREE 5x8 Notebook** from Shutterfly\*

Enter promo code at [shutterfly.com/offer/lifetouchschool](http://shutterfly.com/offer/lifetouchschool)  
**LTUCS8NBSP**

\*Offer expires Aug 31, 2023 11:59 PM PT. Offer is good for one full notebook through checkout. Maximum one per staff member. Offer is available on Shutterfly.com. Offer cannot be combined with other promotions and cannot be used on already purchased items. Offer is not available on international orders. Offer is not available on orders placed through Shutterfly mobile app. Offer is not available on orders placed through Shutterfly kiosks. Offer is not available on orders placed through Shutterfly gift cards. Offer is not available on orders placed through Shutterfly corporate accounts. Offer is not available on orders placed through Shutterfly gift certificates. Offer is not available on orders placed through Shutterfly gift cards. Offer is not available on orders placed through Shutterfly gift certificates.

## For Canadian Staff:

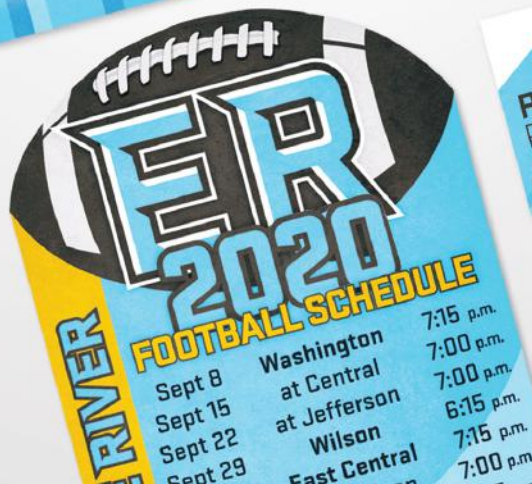
Staff easily download their complimentary digital image on MyLifetouch.ca.



## Lifetouch PrintShop

The Lifetouch PrintShop provides schools with customizable products that effectively communicate their school brand, mission and culture to their school community.

The Lifetouch PrintShop includes more than 2,000 products such as banners, posters, signs, wall and floor decals, folders and more.



# Montage Poster

The Montage Poster includes up to 5,000 small images of individual students and staff in a unique, 24" x 36" design. Schools can choose from pre-designed artwork or use their own photo!

Great for reinforcing that everybody counts and displaying school pride in the main entrance, front office, cafeteria or gymnasium.



2023



2023



American Flag



Ascension



Canada



Canadian Flag



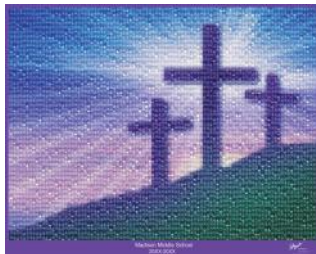
Classroom



Colored Pencils



Colored Pencils



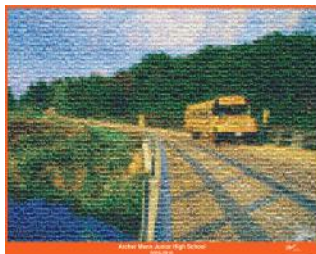
Crosses



Faith



Peace



School Bus



School House



School Subjects



Shining Stars



World Peace

Borders available in these colors:

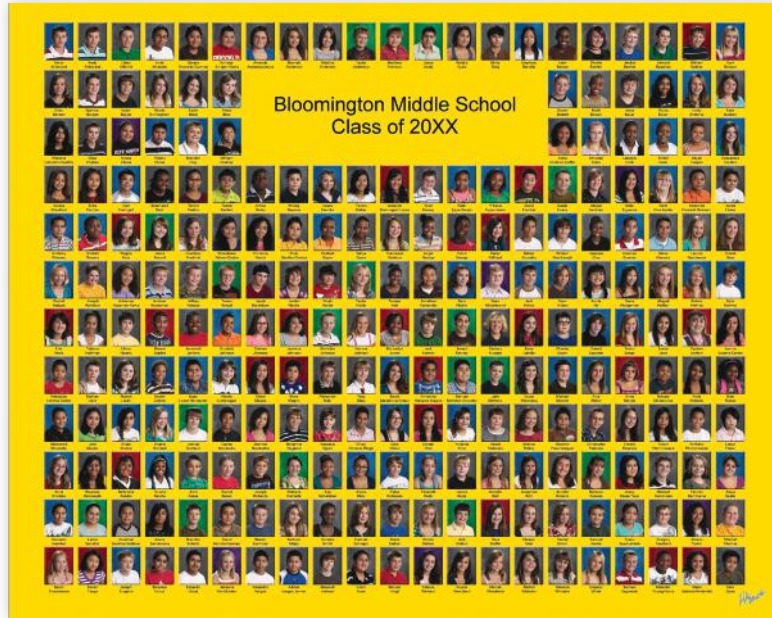


Create a custom design using an image of your school, mascot or anything you'd like!

# Wall Composite

The Wall Composite features individual student and staff images on a large display. Available in multiple substrates, sizes and colors with unique customization features.

Schools can welcome visitors, show school pride and foster a sense of unity by showcasing each student.



## Background colors:



## Background textures (available in all colors):



# Staff Composite

Showcase your incredible administrative team altogether on an 8"x10" image.

Hang in the front office to commemorate the staff or display each school's staff composite at the district office.



# Reward & Recognition

Beautifully designed 8.5" x 11" cardstock certificate templates are provided to schools to customize and print on demand. Schools can easily customize certificates in their Lifetouch Portal with Lifetouch-captured pictures and student or staff information.

Certificates are great for acknowledging and motivating students, staff and volunteers.

Personalize certificates with student images!

## Celebration Certificates



72641



72642

## Faith Certificates



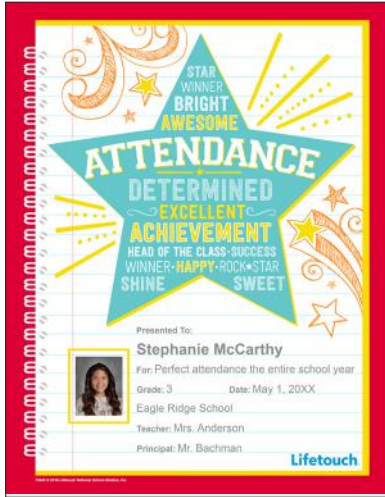
72705



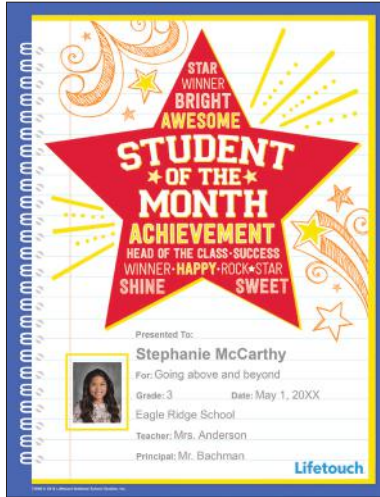
72606



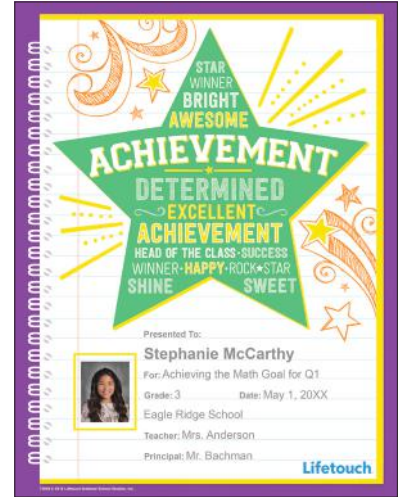
# Take Note Certificates



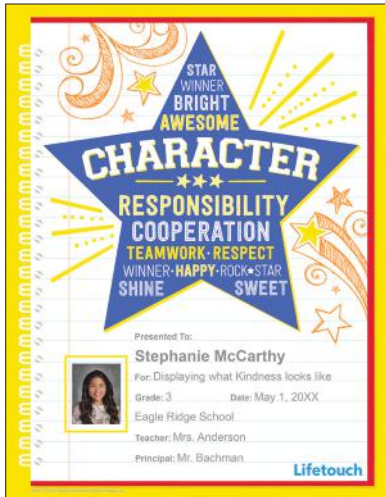
Attendance  
72643



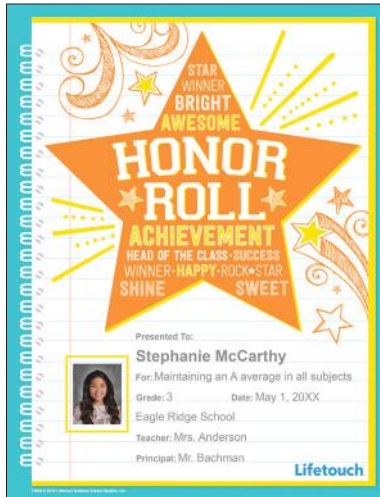
Student of the Month  
72646



Achievement  
72644



Character  
72647



Honor Roll  
72645



Custom  
72648

Customize the title on this certificate!

## Visitor Sticker

3" diameter | 73053



## Birthday Card

4.25"x 5.5"  
69769

# Blockbuster Certificates



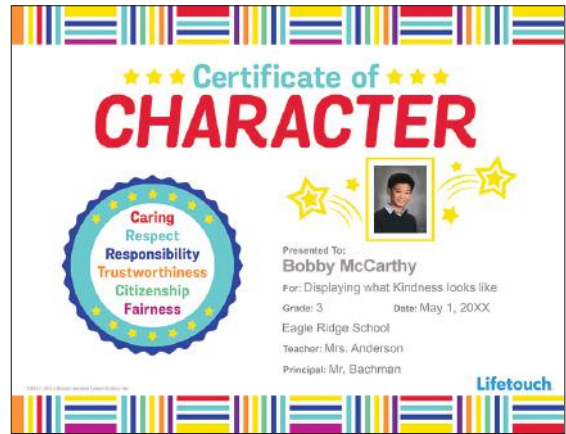
Attendance  
72650



Student of the Month  
72653



Achievement  
72649



Character  
72651



Honor Roll  
72652



Custom  
72654

Customize the title on this certificate!

# Character Certificates



Kindness  
72708



Teamwork  
72709



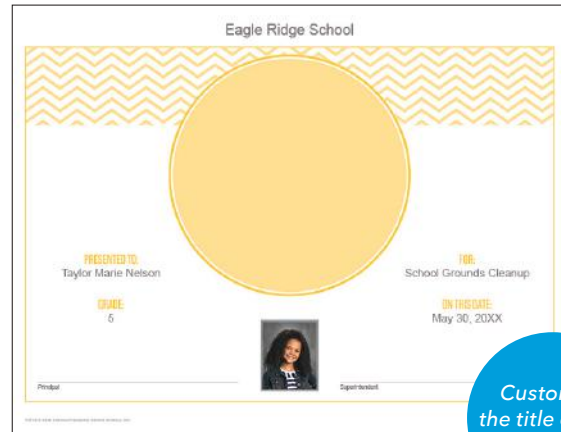
Cooperation  
72710



Responsibility  
72711



Courage  
72712



Custom  
72713

Customize  
the title on this  
certificate!

# Laureate Certificates

Gold Foil

Laureate certificates available in French for Canadian schools!



Achievement  
English: 72685 | French: 72690



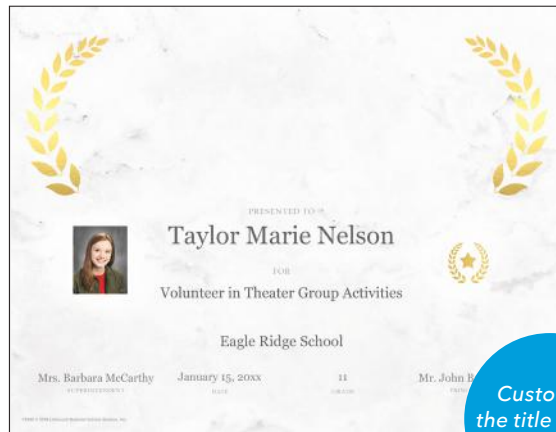
Honor Roll  
English: 72686 | French: 72691



Student of the Month  
English: 72688 | French: 72693



Making A Difference  
English: 72687 | French: 72692

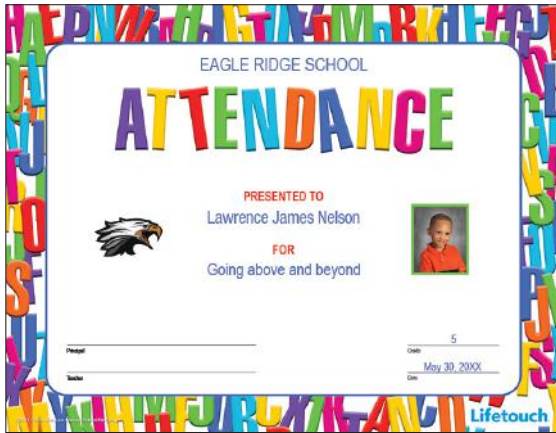


Custom  
English: 72689 | French: 72694

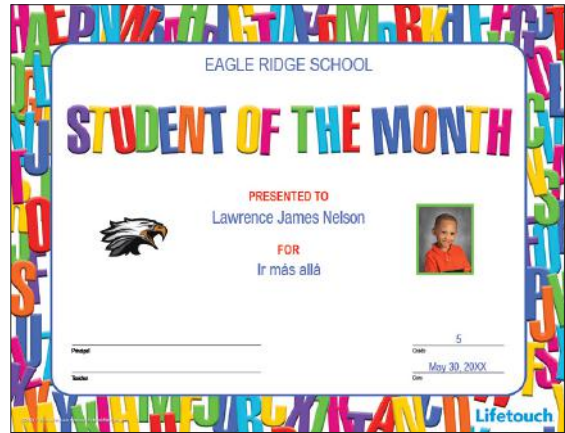
Customize the title on this certificate!

# Alphabet Certificates

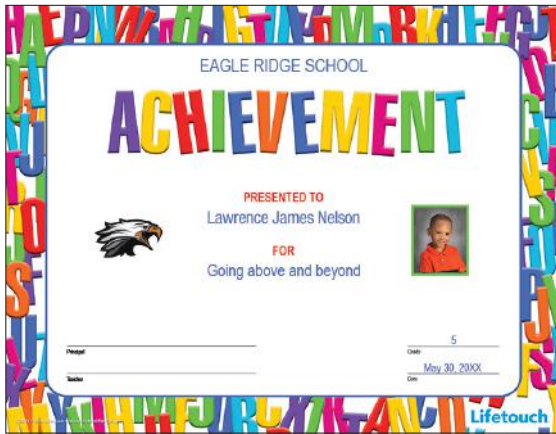
Alphabet certificates available  
in Spanish for U.S. schools!



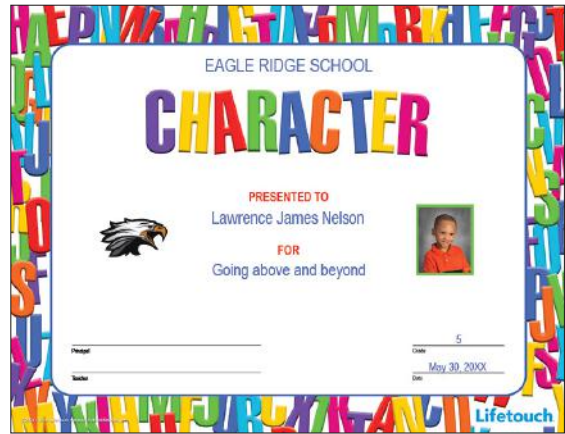
Attendance  
English: 72671 | Spanish: 72666



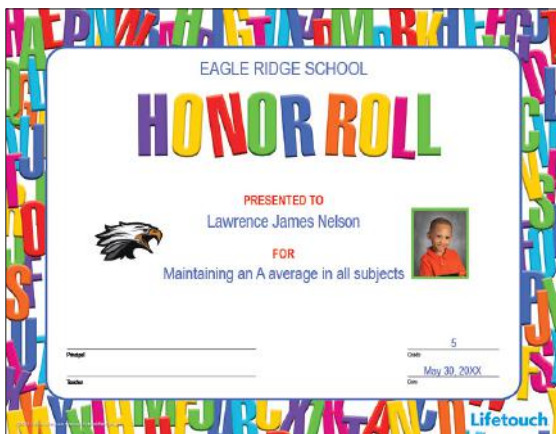
Student of the Month  
English: 72669 | Spanish: 72663



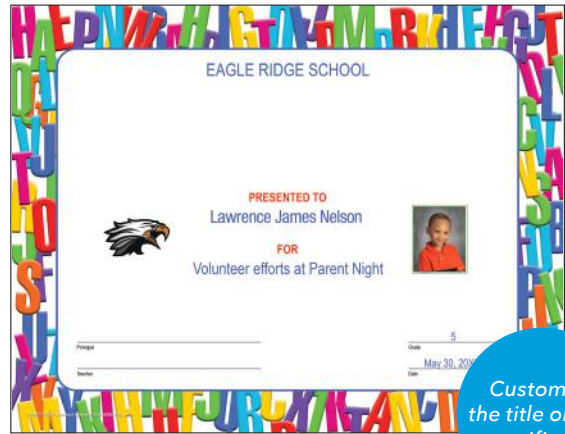
Achievement  
English: 72670 | Spanish: 72665



Character  
English: 72668 | Spanish: 72661



Honor Roll  
English: 72672 | Spanish: 72664



Custom  
English: 72667 | Spanish: 72662

Customize  
the title on this  
certificate!

## Lifetouch + Shutterfly

### Shutterfly Storefront

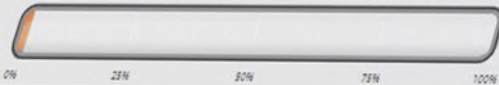
Exclusive and free to Lifetouch customers, the Shutterfly Storefront program makes it easy to raise funds for your school.\*

#### How it works:

- As a Lifetouch partner, you can create a Shutterfly Storefront in minutes, and raise money for your school all year long.
- Receive customizable flyers to promote your Storefront to your entire school community.
- Earn 8% commission on every order placed through your Storefront.



Our Fundraising Goal \$500.00 . We've Achieved \$ 8.96 So Far!



Shutterfly

Welcome, Jefferson Middle School

Shop at Shutterfly and 8% of your purchase will be donated to our organization.

SHOP SHUTTERFLY >

mama's girls

LOVE  
IS ALL YOU NEED

Learn more at  
[shutterfly.com/fundraise](https://shutterfly.com/fundraise)



[schools.lifetouch.com/contact](https://schools.lifetouch.com/contact)

**Lifetouch**<sup>®</sup>



# PICTURE DAY IS:

EL DÍA DE LA FOTO ES:

# Easier online ordering on mylifetouch.com

with your Student's School ID or Picture Day ID:

or choose a package below and fill out your order form.

Pedidos en línea más fáciles en mylifetouch.com con tu ID escolar del estudiante o la ID del Día de la Foto, o elija un paquete a continuación y complete su formulario de pedido.

Easier online ordering on [mylifetouch.com](http://mylifetouch.com) with your Student's School ID or Picture Day ID: **EVTF7XFTX**

Pedidos en línea más fáciles en mylifetouch.com con tu ID escolar del estudiante o la ID del Día de la Foto.

**ONLINE ORDERS:** No need to return this form on Picture Day.  
*PEDIDOS EN LÍNEA:* No es necesario enviar este formulario el Día de la Foto.

**PAPER ORDERS:** Fill out form completely & return this form on Picture Day.  
*PEDIDOS EN PAPEL:* Llena el formulario por completo y envíalo el Día de la Foto.

If you do not order online, please fill this form out completely, enclose EXACT payment, and return to school on Picture Day. Enclose cash, money order or check payable to Lifetouch. Photographer won't make change. *Si no encargas en línea, llena este formulario por completo, incluye el pago EXACTO y envíalo a la escuela el Día de la Foto. Incluye dinero en efectivo, giro postal o cheque a la orden de Lifetouch. El fotógrafo no entregará cambio.*

## 1 Choose a Package *Elige un paquete*

<p><b>A. Deluxe \$27.00</b> Includes Shutterfly Digital Image(s)</p> <p>1 - 8x10    2 - 5x7    4 - 3x5</p> <p>8 - 2x3</p>	<p><b>C. Premium \$39.00</b> Includes Shutterfly Digital Image(s)</p> <p>2 - 8x10    4 - 5x7    4 - 3x5</p> <p>12 - 2x3    1 - 8x10 Calendar</p>	<p><b>E. Value \$22.00</b> Includes Shutterfly Digital Image(s)</p> <p>2 - 5x7    4 - 3x5    8 - 2x3</p>	<p><b>G. Ultimate \$44.00</b> Includes Shutterfly Digital Image(s)</p> <p>3 - 8x10    4 - 5x7    4 - 3x5    16 - 2x3</p> <p>1 - 8x10 Calendar</p> <p><b>BEST VALUE!</b></p> <p>Bundle + Save 8 - Variety 2x3 added to your Ultimate package</p>
<p><b>B. Deluxe Plus \$29.00</b> Includes Shutterfly Digital Image(s)</p> <p>1 - 8x10    2 - 5x7    4 - 3x5</p> <p>8 - 2x3</p> <p>Bundle + Save 8 - Variety 2x3 added to your Deluxe Plus package</p>	<p><b>D. Premium Plus \$41.00</b> Includes Shutterfly Digital Image(s)</p> <p>2 - 8x10    4 - 5x7    4 - 3x5    12 - 2x3</p> <p>1 - 8x10 Calendar</p> <p>Bundle + Save 8 - Variety 2x3 added to your Premium Plus package</p>	<p><b>F. Value Plus \$24.00</b> Includes Shutterfly Digital Image(s)</p> <p>2 - 5x7    4 - 3x5</p> <p>8 - 2x3</p> <p>Bundle + Save 8 - Variety 2x3 added to your Value Plus package</p>	<p><b>Lifetouch + Shutterfly</b></p> <p>*Your Lifetouch digital images will be delivered to your Shutterfly account. New users will need to create an account. You'll be notified when your images are ready to view, download &amp; share.</p> <p>Physical Prints Delivered to Home or School</p> <p>Digital Image Delivered via Shutterfly</p>
<p><b>H. Family \$32.00</b> Includes Shutterfly Digital Image(s)</p> <p>1 - 8x10    3 - 5x7    4 - 3x5    12 - 2x3</p>	<p><b>I. Basic \$17.00</b> Includes Shutterfly Digital Image(s)</p> <p>4 - 3x5    8 - 2x3</p>	<p><b>J. Entry \$10.00</b> Includes Shutterfly Digital Image(s)</p> <p>2 - 3x5    4 - 2x3</p>	

Student First & Last Name *Nombre y apellido del estudiante*

Teacher Last Name *Apellido del maestro(a)*    Student Grade *Grado del estudiante*

Mobile Phone Number *Número de teléfono móvil*

	Qty <i>Cantidad</i>	Price <i>Precio</i>	Total	Image Code
<b>Packages</b> Paquetes				
A. Deluxe		\$27.00		
B. Deluxe Plus		\$29.00		
C. Premium		\$39.00		
D. Premium Plus		\$41.00		
E. Value		\$22.00		
F. Value Plus		\$24.00		
G. Ultimate		\$44.00		
H. Family		\$32.00		
I. Basic		\$17.00		
J. Entry		\$10.00		
<b>Add-Ons</b> Complementos				
K. 8 - 2x3 Wallets		\$12.99		
L. 2 - 5x7		\$12.99		
M. 1 - 8x10		\$12.99		
N. 4 - 3x5		\$12.99		
O. 4 - Variety 3x5		\$12.99		N/A
P. 8 - Variety 2x3		\$12.99		N/A

## 2 Choose Your Image *Elige tu imagen*

**Image Code**

**More Backgrounds Available Online!**  
*Más fondos disponibles en línea!*

## 3 Add-Ons *Complementos*

**O. 4 - Variety 3x5 \$12.99**  
*4 de Variedad de 3x5*

**P. 8 - Variety 2x3 \$12.99**  
*8 de Variedad de 2x3*

## 4 Enhancements *Realces*

**Name & Grade On All Pictures \$9.99**  
*Nombre y grado en todos los retratos*

**Basic Retouching \$6.99**  
*(Removes blemishes) Retoque básico (Quita imperfecciones)*

**Premium Retouching \$11.99**  
*Removes blemishes plus whitens teeth and evens skin tone. Retoque superior. Quita imperfecciones y además blanquea a los dientes y empareja el tono de piel.*

5000594 Questions? Contact our Help Center at [lifetouch.com/support-us](http://lifetouch.com/support-us). Select K-12 School Photography for assistance.

¿Preguntas? Comunícate con nuestro Centro de Ayuda en [lifetouch.com/support-us](http://lifetouch.com/support-us). Selecciona Fotografía Escolar K-12 para recibir asistencia. When you pay by check, you authorize us to process the payment as a check transaction, or to use information from your check to make a one-time electronic fund transfer from your checking account. A service fee may be charged on returned checks. Post-dated checks are not accepted. By completing and submitting this order form, you are agreeing to all of Lifetouch's terms and conditions located at [www.lifetouch.com/terms-conditions](http://www.lifetouch.com/terms-conditions) and to our privacy policy located at [www.lifetouch.com/privacy](http://www.lifetouch.com/privacy). Cuando pagas con cheque, nos autorizas a procesar el pago como una transacción mediante cheque o a usar la información de tu cheque para realizar una transferencia electrónica de fondos desde tu cuenta de cheques por única vez. Por cheques rechazados se podrá aplicar un cargo. No se aceptan cheques de pago diferido. Al completar y enviar este formulario de pedido, aceptas todas las condiciones de Lifetouch ubicadas en [www.lifetouch.com/terms-conditions](http://www.lifetouch.com/terms-conditions) y nuestra política de privacidad ubicada en [www.lifetouch.com/privacy](http://www.lifetouch.com/privacy).

<b>SUBTOTAL</b>		
<small>Subtotal</small>		
<b>Add 7.525% tax.</b>		
<i>Agregar impuesto sobre las ventas 7.525%</i>		
<b>Name**</b>	<b>TOTAL</b>	
<small>Please print first name exactly how it should appear on pictures.</small>	<small>TOTAL</small>	
<small>Aplicación de nombre** Escribe el nombre de pila con letras de imprenta, exactamente como debe aparecer en los retratos.</small>		