

LICENSE AGREEMENT
NON-COMMERCIAL

This license agreement ("Agreement") is made on the Effective Date, as defined in the signature block, by Linn-Mar Community School District, and Iowa school corporation ("Licensor"), and the undersigned ("Licensee").

1. DEFINITIONS

- 1.1 "Trademarks" means the word and logo marks depicted in Exhibit A.
- 1.2 "Licensed Product" means the products bearing the Trademarks.
- 1.3 "Royalty Rate" means the percentage defined in Exhibit B.
- 1.4 "Net Sales" means Licensee's gross invoice amount billed to customers of Licensed Products, less discounts and allowances actually shown on the invoice and, further, less any bona fide returns supported by credit memoranda actually issued to the customers. No other costs incurred in the manufacturing, selling, advertising, and distribution of the Licensed Products shall be deducted, nor shall any deduction be allowed for any uncollectible accounts or allowances.
- 1.5 "Licensed Market" means the types of products that may be marked with the Trademarks, as defined in Exhibit B.
- 1.6 "Customers" means the people to whom Licensed Products may be sold, as defined in Exhibit B.
- 1.7 "Term" means the period of time, as defined in Exhibit B, starting from the Effective Date.

2. LICENSE

- 2.1 Scope of License. Licensor grants to Licensee a non-exclusive license to make, have made, and sell Licensed Products in the Licensed Market throughout the world to Customers. Licensee shall not have the right to sub-license beyond the extent necessary to manufacture the Licensed Products. Licensee shall make no other use of the Trademarks.
- 2.2 Royalty. Licensee shall pay Licensor a royalty equal to the Royalty Rate time Net Sales.
- 2.3 Code of Conduct. The grant of the license to the Licensee is contingent upon Licensee agreeing to and adhering to the Code of Conduct, attached at Exhibit C.

3. LICENSOR'S CONTROL

- 3.1 In order to protect and preserve Licensor's rights in the Trademarks, Licensee agrees that (i) prior to the first use of the Trademarks by Licensee, Licensee shall obtain a Licensor's approval of all aspects of such use, including quality of the Licensed Product; and (ii) once Licensee's use of the Trademarks is initially approved by Licensor, any subsequent modification in such use, including changes in quality of the licensed Product, must be reviewed and approved by Licensor prior to implementation of such modification. Licensor may terminate this Agreement if Licensee fails to abide by these quality control provisions.

4. USE OF THE TRADEMARK

- 4.1 Trademark Format. Licensor retains the right to specify, from time to time, the format in which Licensee shall use the Trademarks, and Licensee shall only use the Trademarks in a format approved by Licensor.
- 4.2 Proper Notice and Acknowledgement. Every use of the Trademark by Licensee shall incorporate a superscript TM or a circle enclosing an R, as directed by Licensor.
- 4.3 Impairment of Licensor's Rights. Whether during or after the term of this Agreement, Licensee shall not challenge or otherwise impair Licensor's rights in the Trademarks. Licensee shall not apply for the registration of, or cause or allow the filing of an application for the registration of, a tradename, trademark or service mark which is identical to or confusingly similar to any of the Trademarks.
- 4.4 Licensor's Rights and Remedies. Licensee agrees that Licensor retains, and may exercise, all rights and remedies available to Licensor as a result of Licensee's breach of this Agreement, misuse of the

Trademarks, or any other use of the Trademarks by Licensee which is not expressly permitted by this Agreement.

5. TERMINATION

5.1 Termination without Cause. Either party may terminate this Agreement, with or without cause, by delivering written notice of termination to the other party, and, unless a later date is specified in such notice, termination shall be effective thirty (30) days after the date such notice is given.

5.2 Termination for Cause. Notwithstanding the provisions of Section 5.1, this Agreement shall automatically terminate without notice from Licensor if: (i) Licensee violates the Code of Conduct; (ii) Licensee attempts to assign, transfer or otherwise convey, without first obtaining Licensor's written consent, any of the rights granted to Licensee; (iii) Licensee fails to obtain Licensor's approval of Licensee's use of the Trademark in accordance with Section 3 of this Agreement; (iv) Licensee uses the Trademark in a manner in violation of, or otherwise inconsistent with, the restrictions imposed by or in connection with Section 4 of this Agreement; or (v) Licensee uses the Trademark in a manner not expressly permitted by this Agreement.

5.3 Effect of Termination. All rights granted by this Agreement, shall expire upon termination of this Agreement, and upon termination Licensee shall immediately cease and desist from all further use of the Trademarks, except that Licensee may continue to sell off Licensed Products in its inventory for a period of ninety (90) days.

6. REPORTING AND PAYMENTS

6.1 Licensee shall provide Licensor a report within thirty (30) days of the end of each Reporting Period, as defined in Exhibit B. The report shall detail the number of Licensed Products sold, the Net Sales of Licensed Products and royalties due. The report shall be accompanied by payment of the royalties due. If no royalties are due, the report shall so state.

7. MISCELLANEOUS

7.1 Indemnification. Licensee agrees to indemnify and hold harmless Licensor and its board, officers, employees, and contractors from any and all claims or allegations for damage or injury to persons or property or for loss of life or limb under any product liability, tort liability or similar cause of action arising out of or in connection with (i) its activities or (ii) the use of License Products by third parties.

7.2 Assignment. Except as permitted, Licensee shall not assign, sublicense, transfer, or otherwise convey Licensee's rights or obligations without Licensor's prior written consent.

7.3 Applicable Law. This Agreement shall be interpreted, construed, and enforced pursuant to, and in accordance with, the laws of the State of Iowa. Parties agree that jurisdiction is proper in the courts of Linn County, Iowa.

7.4 Entire Agreement. This Agreement supersedes all previous agreements, understandings, and arrangements between the parties, whether oral or written, and constitutes the entire agreement between the parties.

7.5 Amendments. This Agreement may not be modified except by an agreement in writing executed by the parties hereto.

7.6 Waivers. The waiver by either party of a breach or other violation of any provision of this Agreement shall not operate as a waiver of any subsequent breach of the same or other provision of this Agreement.

7.7 Notice. All communication to be given under this Agreement shall be in writing and shall be delivered by hand, by facsimile, by registered or certified mail through the United States Postal Service, or by courier service at the addresses listed below.

7.8 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their duly authorized representatives as of the date first set forth above.

Please print (except for your signature) and provide all the information requested.

Licensee: (Non-Commercial)

Full Name of Group: LM Heat Basketball
(Example: LM Red 3rd grade basketball, Wilkins PTO)

Purpose of Use of Licensed Materials: Uniforms
(Example: Club team uniforms, PTO fundraiser)

Contact's Title/Position: Coach
(Example: Coach, PTO chair)

Contact's Name (print): Beau Laughridge

Contact's Signature:  Date Signed: 8/7/26

Contact Information: Phone: 319-241-0592

Email: laughridge@crmetroymca.org

Full Address: _____

Licensors:

Linn-Mar Community School District
3556 Winslow Road, Marion, IA 52302
District Contact: Business Services
Email: sofferman@linnmar.k12.ia.us
Phone: (319) 447-3145

Board President's Name (printed): Katie Lowe Lancaster

Board President's Signature: _____ Date: _____

Exhibit A

a)



b)



c)



d)



e)



f) Linn-Mar Community School District

g) Linn-Mar Lions

Exhibit B

Non-Commercial

Royalty Rate: 0%

Licensed Markets: 1) Nothing prohibited by the Code of Conduct; 2) Licensor approved clothing for members of the group such as uniforms or event T-shirts; and 3) Licensor approved promotional materials for the group

Customers: Members of the group

Term: Five (5) years

Reporting Period: Annually

Exhibit C

CODE OF CONDUCT COMMERCIAL

Prohibited Items. Licensee shall not use any Trademarks in connection with the promotion of sexual activity or tobacco, alcohol or illegal drug use including refraining from using the Trademarks i) in combinations with any positive or neutral mention of sexual activity, tobacco, alcohol, or illegal drugs; and ii) on any item used during sexual activity or used for consuming tobacco, alcohol, or illegal drugs.

Supplier Performance. Licensee is expected to provide the highest level of ethics and service in all business facets which include categories such as products and services, delivery, administration, and customer service. Licensee shall not engage in unscrupulous business practices and misrepresentations of any type. Licensee and its representatives shall be courteous, considerate, prompt, and businesslike with those whom they deal including employers, employees, suppliers, and the general public. Licensees may be subject to formal evaluations.

Gifts. Licensor's officials and employees cannot accept anything of value from a Licensee, such as personal gifts or gratuities, which may be construed to have been given to influence the official or employee.

Compensation. Licensee shall ensure that its employees and the employees of all its subcontractors, shall earn at least the minimum wage as required by the law of the location of manufacture.

Working Conditions. Licensee shall provide a safe and healthy working environment and have a safety program that proactively identifies and eliminates workplace hazards. Employees shall not be required to work more than the limits on the regular hours allowed by the law of the location of manufacture.

Workers' Rights. Employees of Licensee and subcontractors shall have the right to speak up about working conditions without fear of retaliation. No employee may be subjected to physical, sexual, or verbal harassment. No employee may be discriminated against in employment in any way on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status.

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5.1 Termination without Cause. Either party may terminate this Agreement, with or without cause, by delivering written notice of termination to the other party, and, unless a later date is specified in such notice, termination shall be effective thirty (30) days after the date such notice is given.

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7.2 Assignment. Except as permitted, Licensee shall not assign, sublicense, transfer, or otherwise convey Licensee's rights or obligations without Licensor's prior written consent.

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IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their duly authorized representatives as of the date first set forth above.

Please print (except for your signature) and provide all the information requested.

Licensee: (Non-Commercial)

Full Name of Group: Linn-Mar Lions 2nd Grade
(Example: LM Red 3rd grade basketball, Wilkins PTO)

Purpose of Use of Licensed Materials: Uniforms
(Example: Club team uniforms, PTO fundraiser)

Contact's Title/Position: Coach
(Example: Coach, PTO chair)

Contact's Name (print): Tyler Clark

Contact's Signature: Tyler Clark Date Signed: 8-24-26

Contact Information: Phone: (319) 929-4223
Email: clark.m.tyler@gmail.com
Full Address: 2975 Silver Oak Trl
Marion, IA 52302

Licensors:

Linn-Mar Community School District
3556 Winslow Road, Marion, IA 52302
District Contact: Business Services
Email: sofferman@linnmar.k12.ia.us
Phone: (319) 447-3145

Board President's Name (printed): Katie Lowe Lancaster

Board President's Signature: _____ Date: _____

Exhibit A

a)



b)



c)



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f) Linn-Mar Community School District

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Royalty Rate: 0%

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Gifts. Licensor's officials and employees cannot accept anything of value from a Licensee, such as personal gifts or gratuities, which may be construed to have been given to influence the official or employee.

Compensation. Licensee shall ensure that its employees and the employees of all its subcontractors, shall earn at least the minimum wage as required by the law of the location of manufacture.

Working Conditions. Licensee shall provide a safe and healthy working environment and have a safety program that proactively identifies and eliminates workplace hazards. Employees shall not be required to work more than the limits on the regular hours allowed by the law of the location of manufacture.

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Full Name of Group: Linn Mar Lions 3rd grade Basketball
(Example: LM Red 3rd grade basketball, Wilkins PTO)

Purpose of Use of Licensed Materials: Uniforms
(Example: Club team uniforms, PTO fundraiser)

Contact's Title/Position: Coach
(Example: Coach, PTO chair)

Contact's Name (print): Brian Klaren

Contact's Signature:  EDC429C37B854D0... Date Signed: 7/6/2026

Contact Information: Phone: 563-542-0837
Email: brian.klaren24@gmail.com
Full Address: 4167 Larkspur Dr
Marion, IA 52302

Licensors:

Linn-Mar Community School District
2999 N 10th Street, Marion, IA 52302
District Contact: Business Services
Email: sofferman@linnmar.k12.ia.us
Phone: (319) 447-3145

Board President's Name (printed): Katie Lowe Lancaster

Board President's Signature: _____ Date: _____

Exhibit A

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- 2.1 Scope of License. Licensor grants to Licensee a non-exclusive license to make, have made, and sell Licensed Products in the Licensed Market throughout the world to Customers. Licensee shall not have the right to sub-license beyond the extent necessary to manufacture the Licensed Products. Licensee shall make no other use of the Trademarks.
- 2.2 Royalty. Licensee shall pay Licensor a royalty equal to the Royalty Rate time Net Sales.
- 2.3 Code of Conduct. The grant of the license to the Licensee is contingent upon Licensee agreeing to and adhering to the Code of Conduct, attached at Exhibit C.

3. LICENSOR'S CONTROL

- 3.1 In order to protect and preserve Licensor's rights in the Trademarks, Licensee agrees that (i) prior to the first use of the Trademarks by Licensee, Licensee shall obtain a Licensor's approval of all aspects of such use, including quality of the Licensed Product; and (ii) once Licensee's use of the Trademarks is initially approved by Licensor, any subsequent modification in such use, including changes in quality of the licensed Product, must be reviewed and approved by Licensor prior to implementation of such modification. Licensor may terminate this Agreement if Licensee fails to abide by these quality control provisions.

4. USE OF THE TRADEMARK

- 4.1 Trademark Format. Licensor retains the right to specify, from time to time, the format in which Licensee shall use the Trademarks, and Licensee shall only use the Trademarks in a format approved by Licensor.
- 4.2 Proper Notice and Acknowledgement. Every use of the Trademark by Licensee shall incorporate a superscript TM or a circle enclosing an R, as directed by Licensor.
- 4.3 Impairment of Licensor's Rights. Whether during or after the term of this Agreement, Licensee shall not challenge or otherwise impair Licensor's rights in the Trademarks. Licensee shall not apply for the registration of, or cause or allow the filing of an application for the registration of, a tradename, trademark or service mark which is identical to or confusingly similar to any of the Trademarks.
- 4.4 Licensor's Rights and Remedies. Licensee agrees that Licensor retains, and may exercise, all rights and remedies available to Licensor as a result of Licensee's breach of this Agreement, misuse of the

Trademarks, or any other use of the Trademarks by Licensee which is not expressly permitted by this Agreement.

5. TERMINATION

5.1 Termination without Cause. Either party may terminate this Agreement, with or without cause, by delivering written notice of termination to the other party, and, unless a later date is specified in such notice, termination shall be effective thirty (30) days after the date such notice is given.

5.2 Termination for Cause. Notwithstanding the provisions of Section 5.1, this Agreement shall automatically terminate without notice from Licensor if: (i) Licensee violates the Code of Conduct; (ii) Licensee attempts to assign, transfer or otherwise convey, without first obtaining Licensor's written consent, any of the rights granted to Licensee; (iii) Licensee fails to obtain Licensor's approval of Licensee's use of the Trademark in accordance with Section 3 of this Agreement; (iv) Licensee uses the Trademark in a manner in violation of, or otherwise inconsistent with, the restrictions imposed by or in connection with Section 4 of this Agreement; or (v) Licensee uses the Trademark in a manner not expressly permitted by this Agreement.

5.3 Effect of Termination. All rights granted by this Agreement, shall expire upon termination of this Agreement, and upon termination Licensee shall immediately cease and desist from all further use of the Trademarks, except that Licensee may continue to sell off Licensed Products in its inventory for a period of ninety (90) days.

6. REPORTING AND PAYMENTS

6.1 Licensee shall provide Licensor a report within thirty (30) days of the end of each Reporting Period, as defined in Exhibit B. The report shall detail the number of Licensed Products sold, the Net Sales of Licensed Products and royalties due. The report shall be accompanied by payment of the royalties due. If no royalties are due, the report shall so state.

7. MISCELLANEOUS

7.1 Indemnification. Licensee agrees to indemnify and hold harmless Licensor and its board, officers, employees, and contractors from any and all claims or allegations for damage or injury to persons or property or for loss of life or limb under any product liability, tort liability or similar cause of action arising out of or in connection with (i) its activities or (ii) the use of License Products by third parties.

7.2 Assignment. Except as permitted, Licensee shall not assign, sublicense, transfer, or otherwise convey Licensee's rights or obligations without Licensor's prior written consent.

7.3 Applicable Law. This Agreement shall be interpreted, construed, and enforced pursuant to, and in accordance with, the laws of the State of Iowa. Parties agree that jurisdiction is proper in the courts of Linn County, Iowa.

7.4 Entire Agreement. This Agreement supersedes all previous agreements, understandings, and arrangements between the parties, whether oral or written, and constitutes the entire agreement between the parties.

7.5 Amendments. This Agreement may not be modified except by an agreement in writing executed by the parties hereto.

7.6 Waivers. The waiver by either party of a breach or other violation of any provision of this Agreement shall not operate as a waiver of any subsequent breach of the same or other provision of this Agreement.

7.7 Notice. All communication to be given under this Agreement shall be in writing and shall be delivered by hand, by facsimile, by registered or certified mail through the United States Postal Service, or by courier service at the addresses listed below.

7.8 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their duly authorized representatives as of the date first set forth above.

Please print (except for your signature) and provide all the information requested.

Licensee: (Non-Commercial)

Full Name of Group: Linn Mar Prowl 8th grade girls basketball
(Example: LM Red 3rd grade basketball, Wilkins PTO)

Purpose of Use of Licensed Materials: Club team uniforms
(Example: Club team uniforms, PTO fundraiser)

Contact's Title/Position: Head basketball coach
(Example: Coach, PTO chair)

Contact's Name (print): Stacy Feldman

Contact's Signature: Stacy Feldman Date Signed: 7/14/2026

Contact Information: Phone: 319-361-6875
Email: Feldmanstacy72@gmail.com
Full Address: 2530 Victoria St
Marion, IA 52302

Licensors:

Linn-Mar Community School District
3556 Winslow Road, Marion, IA 52302
District Contact: Business Services
Email: sofferman@linnmar.k12.ia.us
Phone: (319) 447-3145

Board President's Name (printed): Katie Lowe Lancaster

Board President's Signature: _____ Date: _____

Exhibit A

a)



b)



c)



d)



e)



f) Linn-Mar Community School District

g) Linn-Mar Lions

Exhibit B

Non-Commercial

Royalty Rate: 0%

Licensed Markets: 1) Nothing prohibited by the Code of Conduct; 2) Licensor approved clothing for members of the group such as uniforms or event T-shirts; and 3) Licensor approved promotional materials for the group

Customers: Members of the group

Term: Five (5) years

Reporting Period: Annually

Exhibit C

CODE OF CONDUCT COMMERCIAL

Prohibited Items. Licensee shall not use any Trademarks in connection with the promotion of sexual activity or tobacco, alcohol or illegal drug use including refraining from using the Trademarks i) in combinations with any positive or neutral mention of sexual activity, tobacco, alcohol, or illegal drugs; and ii) on any item used during sexual activity or used for consuming tobacco, alcohol, or illegal drugs.

Supplier Performance. Licensee is expected to provide the highest level of ethics and service in all business facets which include categories such as products and services, delivery, administration, and customer service. Licensee shall not engage in unscrupulous business practices and misrepresentations of any type. Licensee and its representatives shall be courteous, considerate, prompt, and businesslike with those whom they deal including employers, employees, suppliers, and the general public. Licensees may be subject to formal evaluations.

Gifts. Licensor's officials and employees cannot accept anything of value from a Licensee, such as personal gifts or gratuities, which may be construed to have been given to influence the official or employee.

Compensation. Licensee shall ensure that its employees and the employees of all its subcontractors, shall earn at least the minimum wage as required by the law of the location of manufacture.

Working Conditions. Licensee shall provide a safe and healthy working environment and have a safety program that proactively identifies and eliminates workplace hazards. Employees shall not be required to work more than the limits on the regular hours allowed by the law of the location of manufacture.

Workers' Rights. Employees of Licensee and subcontractors shall have the right to speak up about working conditions without fear of retaliation. No employee may be subjected to physical, sexual, or verbal harassment. No employee may be discriminated against in employment in any way on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status.

Legal Compliance. Licensee shall comply with all the laws and regulation governing the workplace and Licensee's conduct of its business affairs. Where there are differences or conflicts with this Code of Conduct and the applicable laws, the higher standard will prevail.

LICENSE AGREEMENT
NON-COMMERCIAL

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- 1.1 "Trademarks" means the word and logo marks depicted in Exhibit A.
- 1.2 "Licensed Product" means the products bearing the Trademarks.
- 1.3 "Royalty Rate" means the percentage defined in Exhibit B.
- 1.4 "Net Sales" means Licensee's gross invoice amount billed to customers of Licensed Products, less discounts and allowances actually shown on the invoice and, further, less any bona fide returns supported by credit memoranda actually issued to the customers. No other costs incurred in the manufacturing, selling, advertising, and distribution of the Licensed Products shall be deducted, nor shall any deduction be allowed for any uncollectible accounts or allowances.
- 1.5 "Licensed Market" means the types of products that may be marked with the Trademarks, as defined in Exhibit B.
- 1.6 "Customers" means the people to whom Licensed Products may be sold, as defined in Exhibit B.
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- 2.1 Scope of License. Licensor grants to Licensee a non-exclusive license to make, have made, and sell Licensed Products in the Licensed Market throughout the world to Customers. Licensee shall not have the right to sub-license beyond the extent necessary to manufacture the Licensed Products. Licensee shall make no other use of the Trademarks.
- 2.2 Royalty. Licensee shall pay Licensor a royalty equal to the Royalty Rate time Net Sales.
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- 4.3 Impairment of Licensor's Rights. Whether during or after the term of this Agreement, Licensee shall not challenge or otherwise impair Licensor's rights in the Trademarks. Licensee shall not apply for the registration of, or cause or allow the filing of an application for the registration of, a tradename, trademark or service mark which is identical to or confusingly similar to any of the Trademarks.
- 4.4 Licensor's Rights and Remedies. Licensee agrees that Licensor retains, and may exercise, all rights and remedies available to Licensor as a result of Licensee's breach of this Agreement, misuse of the

Trademarks, or any other use of the Trademarks by Licensee which is not expressly permitted by this Agreement.

5. TERMINATION

5.1 Termination without Cause. Either party may terminate this Agreement, with or without cause, by delivering written notice of termination to the other party, and, unless a later date is specified in such notice, termination shall be effective thirty (30) days after the date such notice is given.

5.2 Termination for Cause. Notwithstanding the provisions of Section 5.1, this Agreement shall automatically terminate without notice from Licensor if: (i) Licensee violates the Code of Conduct; (ii) Licensee attempts to assign, transfer or otherwise convey, without first obtaining Licensor's written consent, any of the rights granted to Licensee; (iii) Licensee fails to obtain Licensor's approval of Licensee's use of the Trademark in accordance with Section 3 of this Agreement; (iv) Licensee uses the Trademark in a manner in violation of, or otherwise inconsistent with, the restrictions imposed by or in connection with Section 4 of this Agreement; or (v) Licensee uses the Trademark in a manner not expressly permitted by this Agreement.

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6.1 Licensee shall provide Licensor a report within thirty (30) days of the end of each Reporting Period, as defined in Exhibit B. The report shall detail the number of Licensed Products sold, the Net Sales of Licensed Products and royalties due. The report shall be accompanied by payment of the royalties due. If no royalties are due, the report shall so state.

7. MISCELLANEOUS

7.1 Indemnification. Licensee agrees to indemnify and hold harmless Licensor and its board, officers, employees, and contractors from any and all claims or allegations for damage or injury to persons or property or for loss of life or limb under any product liability, tort liability or similar cause of action arising out of or in connection with (i) its activities or (ii) the use of License Products by third parties.

7.2 Assignment. Except as permitted, Licensee shall not assign, sublicense, transfer, or otherwise convey Licensee's rights or obligations without Licensor's prior written consent.

7.3 Applicable Law. This Agreement shall be interpreted, construed, and enforced pursuant to, and in accordance with, the laws of the State of Iowa. Parties agree that jurisdiction is proper in the courts of Linn County, Iowa.

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7.8 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their duly authorized representatives as of the date first set forth above.

Please print (except for your signature) and provide all the information requested.

Licensee: (Non-Commercial)

Full Name of Group: Eastern Iowa Splash
(Example: LM Red 3rd grade basketball, Wilkins PTO)

Purpose of Use of Licensed Materials: basketball practice
(Example: Club team uniforms, PTO fundraiser)

Contact's Title/Position: Coach
(Example: Coach, PTO chair)

Contact's Name (print): Melissa Tompkins

Contact's Signature: Melissa Tompkins Date Signed: 7/20/26

Contact Information: Phone: 319.929.2209

Email: mtompkins@linnmar.k12.ia.us

Full Address: 3105 Carlisle Circle
Marion, IA 52302

Licensors:

Linn-Mar Community School District
3556 Winslow Road, Marion, IA 52302
District Contact: Business Services
Email: sofferman@linnmar.k12.ia.us
Phone: (319) 447-3145

Board President's Name (printed): Katie Lowe Lancaster

Board President's Signature: _____ Date: _____

Exhibit A

a)



b)



c)



d)



e)



f) Linn-Mar Community School District

g) Linn-Mar Lions

Exhibit B

Non-Commercial

Royalty Rate: 0%

Licensed Markets: 1) Nothing prohibited by the Code of Conduct; 2) Licensor approved clothing for members of the group such as uniforms or event T-shirts; and 3) Licensor approved promotional materials for the group

Customers: Members of the group

Term: Five (5) years

Reporting Period: Annually

Exhibit C

CODE OF CONDUCT COMMERCIAL

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Supplier Performance. Licensee is expected to provide the highest level of ethics and service in all business facets which include categories such as products and services, delivery, administration, and customer service. Licensee shall not engage in unscrupulous business practices and misrepresentations of any type. Licensee and its representatives shall be courteous, considerate, prompt, and businesslike with those whom they deal including employers, employees, suppliers, and the general public. Licensees may be subject to formal evaluations.

Gifts. Licensor's officials and employees cannot accept anything of value from a Licensee, such as personal gifts or gratuities, which may be construed to have been given to influence the official or employee.

Compensation. Licensee shall ensure that its employees and the employees of all its subcontractors, shall earn at least the minimum wage as required by the law of the location of manufacture.

Working Conditions. Licensee shall provide a safe and healthy working environment and have a safety program that proactively identifies and eliminates workplace hazards. Employees shall not be required to work more than the limits on the regular hours allowed by the law of the location of manufacture.

Workers' Rights. Employees of Licensee and subcontractors shall have the right to speak up about working conditions without fear of retaliation. No employee may be subjected to physical, sexual, or verbal harassment. No employee may be discriminated against in employment in any way on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status.

Legal Compliance. Licensee shall comply with all the laws and regulation governing the workplace and Licensee's conduct of its business affairs. Where there are differences or conflicts with this Code of Conduct and the applicable laws, the higher standard will prevail.

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IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their duly authorized representatives as of the date first set forth above.

Please print (except for your signature) and provide all the information requested.

Licensee: (Non-Commercial)

Full Name of Group: Westfield PTO
(Example: LM Red 3rd grade basketball, Wilkins PTO)

Purpose of Use of Licensed Materials: PTO Fundraiser
(Example: Club team uniforms, PTO fundraiser)

Contact's Title/Position: Treasurer
(Example: Coach, PTO chair)

Contact's Name (print): Abbey Moehn

Contact's Signature: Abbey Moehn Date Signed: 09/09/26

Contact Information: Phone: 319-560-5922

Email: WestfieldPTO@gmail.com

Full Address: 901 East Main Street
Robins, IA 52328

Licensor:

Linn-Mar Community School District
2999 N 10th Street, Marion, IA 52302
District Contact: Business Services
Email: sofferman@linnmar.k12.ia.us
Phone: (319) 447-3145

Board President's Name (printed): Katie Lowe Lancaster

Board President's Signature: _____ Date: _____

Exhibit A

a)



b)



c)



d)



e)



f) Linn-Mar Community School District

g) Linn-Mar Lions

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Royalty Rate: 0%

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Term: Five (5) years

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- 4.1 Trademark Format. Licensor retains the right to specify, from time to time, the format in which Licensee shall use the Trademarks, and Licensee shall only use the Trademarks in a format approved by Licensor.
- 4.2 Proper Notice and Acknowledgement. Every use of the Trademark by Licensee shall incorporate a superscript TM or a circle enclosing an R, as directed by Licensor.
- 4.3 Impairment of Licensor's Rights. Whether during or after the term of this Agreement, Licensee shall not challenge or otherwise impair Licensor's rights in the Trademarks. Licensee shall not apply for the registration of, or cause or allow the filing of an application for the registration of, a tradename, trademark or service mark which is identical to or confusingly similar to any of the Trademarks.
- 4.4 Licensor's Rights and Remedies. Licensee agrees that Licensor retains, and may exercise, all rights and remedies available to Licensor as a result of Licensee's breach of this Agreement, misuse of the

Trademarks, or any other use of the Trademarks by Licensee which is not expressly permitted by this Agreement.

5. TERMINATION

5.1 Termination without Cause. Either party may terminate this Agreement, with or without cause, by delivering written notice of termination to the other party, and, unless a later date is specified in such notice, termination shall be effective thirty (30) days after the date such notice is given.

5.2 Termination for Cause. Notwithstanding the provisions of Section 5.1, this Agreement shall automatically terminate without notice from Licensor if: (i) Licensee violates the Code of Conduct; (ii) Licensee attempts to assign, transfer or otherwise convey, without first obtaining Licensor's written consent, any of the rights granted to Licensee; (iii) Licensee fails to obtain Licensor's approval of Licensee's use of the Trademark in accordance with Section 3 of this Agreement; (iv) Licensee uses the Trademark in a manner in violation of, or otherwise inconsistent with, the restrictions imposed by or in connection with Section 4 of this Agreement; or (v) Licensee uses the Trademark in a manner not expressly permitted by this Agreement.

5.3 Effect of Termination. All rights granted by this Agreement, shall expire upon termination of this Agreement, and upon termination Licensee shall immediately cease and desist from all further use of the Trademarks, except that Licensee may continue to sell off Licensed Products in its inventory for a period of ninety (90) days.

6. REPORTING AND PAYMENTS

6.1 Licensee shall provide Licensor a report within thirty (30) days of the end of each Reporting Period, as defined in Exhibit B. The report shall detail the number of Licensed Products sold, the Net Sales of Licensed Products and royalties due. The report shall be accompanied by payment of the royalties due. If no royalties are due, the report shall so state.

7. MISCELLANEOUS

7.1 Indemnification. Licensee agrees to indemnify and hold harmless Licensor and its board, officers, employees, and contractors from any and all claims or allegations for damage or injury to persons or property or for loss of life or limb under any product liability, tort liability or similar cause of action arising out of or in connection with (i) its activities or (ii) the use of License Products by third parties.

7.2 Assignment. Except as permitted, Licensee shall not assign, sublicense, transfer, or otherwise convey Licensee's rights or obligations without Licensor's prior written consent.

7.3 Applicable Law. This Agreement shall be interpreted, construed, and enforced pursuant to, and in accordance with, the laws of the State of Iowa. Parties agree that jurisdiction is proper in the courts of Linn County, Iowa.

7.4 Entire Agreement. This Agreement supersedes all previous agreements, understandings, and arrangements between the parties, whether oral or written, and constitutes the entire agreement between the parties.

7.5 Amendments. This Agreement may not be modified except by an agreement in writing executed by the parties hereto.

7.6 Waivers. The waiver by either party of a breach or other violation of any provision of this Agreement shall not operate as a waiver of any subsequent breach of the same or other provision of this Agreement.

7.7 Notice. All communication to be given under this Agreement shall be in writing and shall be delivered by hand, by facsimile, by registered or certified mail through the United States Postal Service, or by courier service at the addresses listed below.

7.8 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their duly authorized representatives as of the date first set forth above.

Please print (except for your signature) and provide all the information requested.

Licensee: (Non-Commercial)

YMCA 1st/2nd Team Basketball

Full Name of Group: _____
team uniforms (Example: LM Red 3rd grade basketball, Wilkins PTO)

Purpose of Use of Licensed Materials: _____
Coach (Example: Club team uniforms, PTO fundraiser)

Contact's Title/Position: _____
Elise Handke / Chris Handke (Example: Coach, PTO chair)

Contact's Name (print): _____

Contact's Signature: Elise Handke Date Signed: 8/24/2026

319-431-3169

Contact Information: Phone: _____

elisemf314@gmail.com
Email: _____

2295 Newcastle Rd

Full Address: _____
Marion IA 52302

Licensors:

Linn-Mar Community School District
2999 N 10th Street, Marion, IA 52302
District Contact: Business Services
Email: sofferman@linnmar.k12.ia.us
Phone: (319) 447-3145

Board President's Name (printed): Katie Lowe Lancaster

Board President's Signature: _____ Date: _____

Exhibit A

a)



b)



c)



d)



e)



f) Linn-Mar Community School District

g) Linn-Mar Lions

Exhibit B

Non-Commercial

Royalty Rate: 0%

Licensed Markets: 1) Nothing prohibited by the Code of Conduct; 2) Licensor approved clothing for members of the group such as uniforms or event T-shirts; and 3) Licensor approved promotional materials for the group

Customers: Members of the group

Term: Five (5) years

Reporting Period: Annually

Exhibit C

CODE OF CONDUCT COMMERCIAL

Prohibited Items. Licensee shall not use any Trademarks in connection with the promotion of sexual activity or tobacco, alcohol or illegal drug use including refraining from using the Trademarks i) in combinations with any positive or neutral mention of sexual activity, tobacco, alcohol, or illegal drugs; and ii) on any item used during sexual activity or used for consuming tobacco, alcohol, or illegal drugs.

Supplier Performance. Licensee is expected to provide the highest level of ethics and service in all business facets which include categories such as products and services, delivery, administration, and customer service. Licensee shall not engage in unscrupulous business practices and misrepresentations of any type. Licensee and its representatives shall be courteous, considerate, prompt, and businesslike with those whom they deal including employers, employees, suppliers, and the general public. Licensees may be subject to formal evaluations.

Gifts. Licensor's officials and employees cannot accept anything of value from a Licensee, such as personal gifts or gratuities, which may be construed to have been given to influence the official or employee.

Compensation. Licensee shall ensure that its employees and the employees of all its subcontractors, shall earn at least the minimum wage as required by the law of the location of manufacture.

Working Conditions. Licensee shall provide a safe and healthy working environment and have a safety program that proactively identifies and eliminates workplace hazards. Employees shall not be required to work more than the limits on the regular hours allowed by the law of the location of manufacture.

Workers' Rights. Employees of Licensee and subcontractors shall have the right to speak up about working conditions without fear of retaliation. No employee may be subjected to physical, sexual, or verbal harassment. No employee may be discriminated against in employment in any way on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status.

Legal Compliance. Licensee shall comply with all the laws and regulation governing the workplace and Licensee's conduct of its business affairs. Where there are differences or conflicts with this Code of Conduct and the applicable laws, the higher standard will prevail.

LICENSE AGREEMENT
NON-COMMERCIAL

This license agreement ("Agreement") is made on the Effective Date, as defined in the signature block, by Linn-Mar Community School District, and Iowa school corporation ("Licensor"), and the undersigned ("Licensee").

1. DEFINITIONS

- 1.1 "Trademarks" means the word and logo marks depicted in Exhibit A.
- 1.2 "Licensed Product" means the products bearing the Trademarks.
- 1.3 "Royalty Rate" means the percentage defined in Exhibit B.
- 1.4 "Net Sales" means Licensee's gross invoice amount billed to customers of Licensed Products, less discounts and allowances actually shown on the invoice and, further, less any bona fide returns supported by credit memoranda actually issued to the customers. No other costs incurred in the manufacturing, selling, advertising, and distribution of the Licensed Products shall be deducted, nor shall any deduction be allowed for any uncollectible accounts or allowances.
- 1.5 "Licensed Market" means the types of products that may be marked with the Trademarks, as defined in Exhibit B.
- 1.6 "Customers" means the people to whom Licensed Products may be sold, as defined in Exhibit B.
- 1.7 "Term" means the period of time, as defined in Exhibit B, starting from the Effective Date.

2. LICENSE

- 2.1 Scope of License. Licensor grants to Licensee a non-exclusive license to make, have made, and sell Licensed Products in the Licensed Market throughout the world to Customers. Licensee shall not have the right to sub-license beyond the extent necessary to manufacture the Licensed Products. Licensee shall make no other use of the Trademarks.
- 2.2 Royalty. Licensee shall pay Licensor a royalty equal to the Royalty Rate time Net Sales.
- 2.3 Code of Conduct. The grant of the license to the Licensee is contingent upon Licensee agreeing to and adhering to the Code of Conduct, attached at Exhibit C.

3. LICENSOR'S CONTROL

- 3.1 In order to protect and preserve Licensor's rights in the Trademarks, Licensee agrees that (i) prior to the first use of the Trademarks by Licensee, Licensee shall obtain a Licensor's approval of all aspects of such use, including quality of the Licensed Product; and (ii) once Licensee's use of the Trademarks is initially approved by Licensor, any subsequent modification in such use, including changes in quality of the licensed Product, must be reviewed and approved by Licensor prior to implementation of such modification. Licensor may terminate this Agreement if Licensee fails to abide by these quality control provisions.

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- 4.3 Impairment of Licensor's Rights. Whether during or after the term of this Agreement, Licensee shall not challenge or otherwise impair Licensor's rights in the Trademarks. Licensee shall not apply for the registration of, or cause or allow the filing of an application for the registration of, a tradename, trademark or service mark which is identical to or confusingly similar to any of the Trademarks.
- 4.4 Licensor's Rights and Remedies. Licensee agrees that Licensor retains, and may exercise, all rights and remedies available to Licensor as a result of Licensee's breach of this Agreement, misuse of the

Trademarks, or any other use of the Trademarks by Licensee which is not expressly permitted by this Agreement.

5. TERMINATION

5.1 Termination without Cause. Either party may terminate this Agreement, with or without cause, by delivering written notice of termination to the other party, and, unless a later date is specified in such notice, termination shall be effective thirty (30) days after the date such notice is given.

5.2 Termination for Cause. Notwithstanding the provisions of Section 5.1, this Agreement shall automatically terminate without notice from Licensor if: (i) Licensee violates the Code of Conduct; (ii) Licensee attempts to assign, transfer or otherwise convey, without first obtaining Licensor's written consent, any of the rights granted to Licensee; (iii) Licensee fails to obtain Licensor's approval of Licensee's use of the Trademark in accordance with Section 3 of this Agreement; (iv) Licensee uses the Trademark in a manner in violation of, or otherwise inconsistent with, the restrictions imposed by or in connection with Section 4 of this Agreement; or (v) Licensee uses the Trademark in a manner not expressly permitted by this Agreement.

5.3 Effect of Termination. All rights granted by this Agreement, shall expire upon termination of this Agreement, and upon termination Licensee shall immediately cease and desist from all further use of the Trademarks, except that Licensee may continue to sell off Licensed Products in its inventory for a period of ninety (90) days.

6. REPORTING AND PAYMENTS

6.1 Licensee shall provide Licensor a report within thirty (30) days of the end of each Reporting Period, as defined in Exhibit B. The report shall detail the number of Licensed Products sold, the Net Sales of Licensed Products and royalties due. The report shall be accompanied by payment of the royalties due. If no royalties are due, the report shall so state.

7. MISCELLANEOUS

7.1 Indemnification. Licensee agrees to indemnify and hold harmless Licensor and its board, officers, employees, and contractors from any and all claims or allegations for damage or injury to persons or property or for loss of life or limb under any product liability, tort liability or similar cause of action arising out of or in connection with (i) its activities or (ii) the use of License Products by third parties.

7.2 Assignment. Except as permitted, Licensee shall not assign, sublicense, transfer, or otherwise convey Licensee's rights or obligations without Licensor's prior written consent.

7.3 Applicable Law. This Agreement shall be interpreted, construed, and enforced pursuant to, and in accordance with, the laws of the State of Iowa. Parties agree that jurisdiction is proper in the courts of Linn County, Iowa.

7.4 Entire Agreement. This Agreement supersedes all previous agreements, understandings, and arrangements between the parties, whether oral or written, and constitutes the entire agreement between the parties.

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7.8 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their duly authorized representatives as of the date first set forth above.

Please print (except for your signature) and provide all the information requested.

Licensee: (Non-Commercial)

Full Name of Group: 1st/2nd grade girls basketball team (YMCA)
(Example: LM Red 3rd grade basketball, Wilkins PTO)

Purpose of Use of Licensed Materials: 1st/2nd Grade girls YMCA Uniforms
(Example: Club team uniforms, PTO fundraiser)

Contact's Title/Position: Coach
(Example: Coach, PTO chair)

Contact's Name (print): Jake Rancy

Contact's Signature: Jake Rancy Date Signed: 08/10/2026

Contact Information: Phone: 507-454-2526

Email: jakerancy@gmail.com

Full Address: 7413 Cattail Ct NE
Cedar Rapids, IA 52402

Licensors:

Linn-Mar Community School District
3556 Winslow Road, Marion, IA 52302
District Contact: Business Services
Email: sofferman@linnmar.k12.ia.us
Phone: (319) 447-3145

Board President's Name (printed): Katie Lowe Lancaster

Board President's Signature: _____ Date: _____

Exhibit A

a)



b)



c)



d)



e)



f) Linn-Mar Community School District

g) Linn-Mar Lions

Exhibit B

Non-Commercial

Royalty Rate: 0%

Licensed Markets: 1) Nothing prohibited by the Code of Conduct; 2) Licensor approved clothing for members of the group such as uniforms or event T-shirts; and 3) Licensor approved promotional materials for the group

Customers: Members of the group

Term: Five (5) years

Reporting Period: Annually

Exhibit C

CODE OF CONDUCT COMMERCIAL

Prohibited Items. Licensee shall not use any Trademarks in connection with the promotion of sexual activity or tobacco, alcohol or illegal drug use including refraining from using the Trademarks i) in combinations with any positive or neutral mention of sexual activity, tobacco, alcohol, or illegal drugs; and ii) on any item used during sexual activity or used for consuming tobacco, alcohol, or illegal drugs.

Supplier Performance. Licensee is expected to provide the highest level of ethics and service in all business facets which include categories such as products and services, delivery, administration, and customer service. Licensee shall not engage in unscrupulous business practices and misrepresentations of any type. Licensee and its representatives shall be courteous, considerate, prompt, and businesslike with those whom they deal including employers, employees, suppliers, and the general public. Licensees may be subject to formal evaluations.

Gifts. Licensor's officials and employees cannot accept anything of value from a Licensee, such as personal gifts or gratuities, which may be construed to have been given to influence the official or employee.

Compensation. Licensee shall ensure that its employees and the employees of all its subcontractors, shall earn at least the minimum wage as required by the law of the location of manufacture.

Working Conditions. Licensee shall provide a safe and healthy working environment and have a safety program that proactively identifies and eliminates workplace hazards. Employees shall not be required to work more than the limits on the regular hours allowed by the law of the location of manufacture.

Workers' Rights. Employees of Licensee and subcontractors shall have the right to speak up about working conditions without fear of retaliation. No employee may be subjected to physical, sexual, or verbal harassment. No employee may be discriminated against in employment in any way on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status.

Legal Compliance. Licensee shall comply with all the laws and regulation governing the workplace and Licensee's conduct of its business affairs. Where there are differences or conflicts with this Code of Conduct and the applicable laws, the higher standard will prevail.

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- 1.4 "Net Sales" means Licensee's gross invoice amount billed to customers of Licensed Products, less discounts and allowances actually shown on the invoice and, further, less any bona fide returns supported by credit memoranda actually issued to the customers. No other costs incurred in the manufacturing, selling, advertising, and distribution of the Licensed Products shall be deducted, nor shall any deduction be allowed for any uncollectible accounts or allowances.
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2. LICENSE

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- 2.2 Royalty. Licensee shall pay Licensor a royalty equal to the Royalty Rate time Net Sales.
- 2.3 Code of Conduct. The grant of the license to the Licensee is contingent upon Licensee agreeing to and adhering to the Code of Conduct, attached at Exhibit C.

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7.8 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their duly authorized representatives as of the date first set forth above.

Please print (except for your signature) and provide all the information requested.

Licensee: (Commercial)

Full Name of Entity: Celestial Stitch Co.

Purpose of Use of Licensed Materials: Making sweatshirts for game day apparel.
Exhibit A (g)

Contact's Title/Position: Owner

Contact's Name (print): Celeste Rocha

Contact's Signature:  Date Signed: Sept 2, 2026

Contact Information: Phone: 720-276-9599

Email: celestialstitchco@gmail.com

Full Address: 725 7th Ave NW

Mount Vernon, IA 52314

Licensors:

Linn-Mar Community School District
2999 N 10th Street, Marion, IA 52302
District Contact: Business Services
Email: sofferman@linnmar.k12.ia.us
Phone: (319) 447-3145

Board President's Name (printed): Katie Lowe Lancaster

Board President's Signature: _____ Date: _____

Exhibit A

a)



b)



c)



d)



e)



f) Linn-Mar Community School District

g) Linn-Mar Lions

Exhibit B

Commercial

Royalty Rate: 8%

Licensed Markets: Everything not prohibited by Code of Conduct

Customers: Everyone

Term: One (1) year

Reporting Period: Quarterly

Exhibit C

CODE OF CONDUCT COMMERCIAL

Prohibited Items. Licensee shall not use any Trademarks in connection with the promotion of sexual activity or tobacco, alcohol or illegal drug use including refraining from using the Trademarks i) in combinations with any positive or neutral mention of sexual activity, tobacco, alcohol, or illegal drugs; and ii) on any item used during sexual activity or used for consuming tobacco, alcohol, or illegal drugs.

Supplier Performance. Licensee is expected to provide the highest level of ethics and service in all business facets which include categories such as products and services, delivery, administration, and customer service. Licensee shall not engage in unscrupulous business practices and misrepresentations of any type. Licensee and its representatives shall be courteous, considerate, prompt, and businesslike with those whom they deal including employers, employees, suppliers, and the general public. Licensees may be subject to formal evaluations.

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Legal Compliance. Licensee shall comply with all the laws and regulation governing the workplace and Licensee's conduct of its business affairs. Where there are differences or conflicts with this Code of Conduct and the applicable laws, the higher standard will prevail.

Linn-Mar Complaint Managers:

Jay Lehman, Principal, Bowman Woods Elementary: 319-447-3241

CJ McDonald, Principal, Echo Hill Elementary: 319-730-3562

Amy Bowman, Principal, Indian Creek Elementary: 319-447-3271

Colleen Fangman, Principal, Linn Grove Elementary: 319-730-3502

Sara Hovden, Principal, Novak Elementary: 319-447-3301

Scott Fillner, Principal, Westfield Elementary: 319-447-3351

Amanda Potter, Principal, Wilkins Elementary: 319-447-3381

Nathan Wear, Superintendent: 319-447-3001

Brian Cruise, Transportation Manager: 319-447-3031

Stacy Fish, Nutrition Services Manager: 319-447-3302

Katie Little, Student Assistance Specialist: 319-200-1677

Tammy Devries, Student Assistance Specialist: 319-447-3436

For questions regarding alternative complaint procedures and/or appeals please contact:

Linn-Mar Nondiscrimination Coordinators:

- **Chad Lang**, Associate Superintendent: 319-447-3028
- **Anne Faber**, Executive Director of Student Services: 319-730-3663

The Linn-Mar Community School District does not discriminate on the basis of race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status in its education programs and its employment practices. Inquiries regarding compliance with equal educational opportunity laws and policies, including but not limited to complaints of discrimination, and affirmative action laws and policies shall be directed to the Equal Employment/ Nondiscrimination Coordinators, Linn-Mar Community School District, 3556 Winslow Road, Marion, IA 52302. Inquiries may also be directed in writing to the Iowa Civil Rights, US Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO, 80204-3582 or the Iowa Civil Rights Commissioner, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270. *(Reference LM Policy Series 103 & 104)*

Bullying And Harassment

Student Rights and Responsibilities
(PK-4th Grade Students)



Marion, IA

Updated: September 2026

The Linn-Mar Community School District is fully committed to providing a welcoming and safe environment. To ensure all students are able to achieve their highest learning potential, the district has expectations for student behavior. As part of these efforts, Positive Behavioral Interventions and Supports (PBIS) is utilized in PK-8th grade at Linn-Mar.

The Linn-Mar Board of Directors has stated in Policy Series 103 and 104, that harassment based on such characteristics as age, race, color, sex, religion, or disability will not be tolerated.

What is bullying?

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time.

Why address bullying in schools?

1. For students and their futures;
2. For a healthy school climate;
3. For the larger community;
4. For the purpose of risk management for schools; and
5. It is the law.

School rules against bullying:

1. We will not bully others;
2. We will try to help students who are bullied;
3. We will include students who are easily left out; and
4. When we know somebody is being bullied, we will tell an adult at school or an adult at home.

Behaviors that will not be tolerated:

- Verbal bullying that includes speaking or writing mean things at school and/or online:
 - Teasing;
 - Name calling;
 - Insults/Unkind comments;
 - Physical threats; or
 - Comments about someone's body.
- Social bullying that includes hurting someone's relationship or reputation:
 - Excluding someone on purpose;
 - Telling other children not to be friends with someone;
 - Spreading rumors about someone; or
 - Embarrassing someone in public.
- Physical bullying that includes hurting someone's body or personal items:
 - Physical fighting;
 - Pulling hair or clothes;
 - Taking or damaging another's belongings;
 - Gestures with the hands or body; or
 - Trying to kiss, hug, or touch someone who doesn't want to be kissed, hugged, or touched.

Taking part in any of the behaviors listed above will result in:

- Verbal warning/appropriate consequences;
- Written warning/appropriate consequences;
- Student/parent conference; or
- Suspension.

*****Some behaviors are more severe than others, therefore, complaint managers reserve the right to assign a consequence that will best fit the behavior*****



Consequences for the Student Harasser*: Consequences for the student harasser include, but are not limited to:

- Verbal warning/reprimand;
- Written warning/reprimand (entered into student's discipline file);
- Internal or external suspension;
- Expulsion;
- Referral to law enforcement agencies for appropriate action.

**Some harassing behaviors are more severe than others and they may merit more severe and immediate consequences.*

Reporting a Complaint: Any person who believes that they have been a victim of harassment by a student or employee of the district shall report the conduct immediately to a trusted employee, the district's Nondiscrimination/Title IX Coordinators, or law enforcement.

Failure to report an unwelcome behavior does not mean the behavior was welcome.

Any district employee who witnesses or becomes aware of sexual harassment has an affirmative obligation to report immediately to the district's Nondiscrimination/Title IX Coordinators or to their building principal or immediate supervisor. Failure to do so may result in disciplinary action against the employee, up to and including termination of employment.

An investigation shall begin immediately, unless the informal resolution process is in place. The investigation may consist of personal interviews with the alleged victim(s), the alleged harasser(s), and others who may have knowledge of the incidents or circumstances that led to the complaint. The investigation may also consist of other methods and documents specified by the investigator.

Confidentiality: Confidentiality shall be maintained in so far as possible during the investigation of a complaint and regarding any subsequent disciplinary action.

Complaint Procedures: Questions about procedures, forms, appeals, or alternative complaint procedures should be directed to the Linn-Mar Nondiscrimination/Title IX Coordinators:

*Anne Faber, Exec Director of Student Services (319-447-3663)

*Chad Lang, Associate Superintendent (319-447-3028)

*Karla Christian, Chief Human Resources Officer (319-447-3036)

Complaints can also be submitted to:

*Iowa Civil Rights Commission, Des Moines, IA (515-281-4121)

*US Office for Civil Rights, Denver, CO (303-844-5695)

Reprisal and/or Retaliation: Retaliation includes but is not limited to any form of intimidation, reprisal, or harassment. Anyone, student, or staff, who retaliates against an individual reporting alleged harassment may be subject to discipline. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation, proceeding, or hearing related to a complaint of harassment may be subject to discipline. Submission of a complaint or report shall not affect a student's grades, etc.

Services Available to Students: Students who feel the need to talk with a trusted adult following experiences with harassment may find the following services helpful: school counselors, nurses, and prevention/intervention specialists.

The Linn-Mar Community School District does not discriminate on the basis of race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status in its education programs and its employment practices. Inquiries regarding compliance with equal educational opportunity laws and policies, including but not limited to complaints of discrimination, and affirmative action laws and policies shall be directed to the Equal Employment/ Nondiscrimination Coordinators, Linn-Mar Community School District, 3556 Winslow Road, Marion, IA 52302. Inquiries may also be directed in writing to the Iowa Civil Rights, US Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO, 80204-3582 or the Iowa Civil Rights Commissioner, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270. (Reference LM Policy Series 103 & 104)

Harassment

Student Rights and Responsibilities

(5th – 12th Grade Students)



Marion, IA

The purpose of this brochure is to provide information and examples on:

- The district's policies and procedures regarding harassment.
- Behaviors which may constitute harassment.
- What to do if you are a victim of harassment.
- The consequences for harassment or failure to report harassing behaviors.

**Documentation will exist that students and staff have received this information.*

Board Policies: The Linn-Mar board policies state that all members of the Linn-Mar Community School District are expected to conduct themselves to provide an atmosphere free from harassment. Any person proven to be in violation of these policies, while acting as a member of the school community, will be subject to discipline or discharge. *(Reference: LM Policy Series 103 & 104)*

Why Policies?

Harassment is illegal under federal law, the Code of Iowa, and Linn-Mar board policies. District staff are obligated to maintain a working and learning environment that is free of harassment. In addition, board policies provide that student conduct shall be governed by the educational purpose underlying all school activities, for the widely-shared use of student property, and for the rights and welfare of other students.

What is Sexual Harassment?

Sexual harassment means unwelcome behavior or conduct (physical, verbal, written, electronic) that is directed at someone because of that person's sex or gender, and that meets any of the following definitions:

1. **“Quid Pro Quo” Harassment:** A district employee explicitly or implicitly conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; **OR**
2. **Hostile Educational/Work Environment:** Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a

person equal access to the district's education program or activity; **OR**

3. **Sexual assault:** An offense that meets the definition any one of the following offenses:
 - Rape: the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person without consent of the victim;
 - Fondling: the touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim;
 - Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law;
 - Statutory rape: sexual intercourse with a person who is under the statutory age of consent; **OR**
4. **Stalking:**
 - Purposefully engaging in a course of conduct directed at a specific person ("target") that would cause a reasonable person to fear bodily injury to, or the death of, the target or a member of the target's immediate family;
 - When the person ("stalker") knows or should know that the target will be placed in reasonable fear of bodily injury to, or the death of, the target or a member of the target's immediate family by the course of conduct; and
 - The stalker's course of conduct induces fear in the target of bodily injury to, or the death of, the target or a member of the target's immediate family; **OR**
5. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of:
 - The length of the relationship;
 - The type of relationship;
 - The frequency of interaction between the persons involved in the relationship; **OR**
6. **Domestic Violence:** Any felony or misdemeanor crime of violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;

- By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Iowa;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Iowa.

Behaviors that May Constitute Sexual Harassment:

- Direct propositions of a sexual nature;
- Subtle pressure for sexual activity, an element of which may be repeated staring or leering;
- A pattern of sexually explicit statements, questions, jokes, or anecdotes;
- Unnecessary touching, patting, hugging, or brushing against a person's body;
- Gestures with the hands or body; such as flashing or mooning
- Remarks of a sexual nature about a person's clothing or body, about sexual activity, or about previous sexual experiences;
- A display of graphic sexual material where others are not free to avoid it;
- Display or transmission of sexually suggestive electronic content such as sexting or social media posts;
- Sexual cartoons, pictures, messages, texts, notes, or tweets;
- Terms of address;
- Physical assault.

Other Forms of Harassment: In addition to sexual harassment, Linn-Mar students and staff are also protected from harassing behaviors based on real or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, military status, pregnancy, or familial status. Harassing acts may be treated as just cause for discipline or discharge. *(Reference: LM Policy Series 103 & 104)*



Sponsoring Group	Activity	Contact	Start Date	End Date	Est. Profit	Purpose of Funds
Boulder Peak	Artsonia	Kelly Bailey	9/26/2026	6/26/2027	\$1,000.00	dry rack
5th-8th Band	Charleston Wrap	Mike Davies	10/1/2026	11/24/2026	\$10,000.00	new instruments, repairs, music, supplies
Jazz Band	Jazzathon	Jen Tiede	12/3/2026	12/3/2026	\$10,000.00	music, new instruments, repairs, charter bus, clinicians
Double Time Show Choir	Egg Roll Sale	Andy Cutler	10/12/2026	3/15/2027	\$5,000.00	competition fees, music, band equipment, set pieces, arrangement fees, costumes
Ovation Show Choir	Egg Roll Sale	Liz Jorgensen	10/16/2025	10/30/2026	\$5,000.00	competition fees, music, band equipment, set pieces, arrangement fees, costumes
LM Show Choirs	MS/HS Shared Performance	Liz Jorgensen	2/1/2027	2/1/2027	\$8,000.00	competition fees, music, band equipment, set pieces, arrangement fees, costumes
FFA	Candle & Food Sale	Jacob Mayes	10/1/2026	10/30/2026	\$2,000.00	national convention costs, meeting activities
	Newhall Locker Meat Sale	Jacob Mayes	4/1/2027	4/30/2027	\$1,500.00	state convention costs, Ag in the Park supplies

Red Cross Club	Restaurant Nights	Steve Meeker	9/1/2026	11/20/2026	\$200.00	CPR training costs, drive prizes, club shirts, emergency supply donation to American Red Cross
	Business Sponsorships	Steve Meeker	9/1/2026	11/20/2026	\$500.00	CPR training costs, drive prizes, club shirts, emergency supply donation to American Red Cross
	Bake Sale	Steve Meeker	1/11/2027	3/25/2027	\$100.00	CPR training costs, drive prizes, club shirts, emergency supply donation to American Red Cross
Robotics	Business Donations	Dan Niemitalo	9/15/2026	6/1/2027	\$5,000.00	competition fees, parts & supplies
Work-Based Learning	Business Sponsorships	Barb Schult	10/1/2026	12/31/2026	\$2,000.00	conference fees, field trip, banquet
Basketball - Boys	Poster Sponsors	Chris Robertson	11/1/2026	11/13/2026	\$1,000.00	poster costs, equipment, uniforms
	Youth Camp	Chris Robertson	6/7/2027	6/24/2027	\$10,000.00	uniforms, basketballs, charter bus
Bowling - Coed	Poster Donations	Steve Tschantz	10/13/2026	11/10/2026	\$2,000.00	banquet, rebuild program account
Poms - JV	Catalog Sale	Nikki Russell	10/1/2026	10/24/2026	\$2,000.00	costumes, travel, competition fees
MS Athletics	Bound Donations	Candice Mullnix	9/15/2026	5/30/2027	\$20,000.00	officials, equipment, repairs, first aid supplies

Policy Series 1000 – School and Community Relations
Community Activities Involving Students



Policy 1005.4-E1 Fundraising Request Form

Forms should be submitted to the Business Office per the following deadlines:

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from Oct 1 thru Dec 31	First meeting in Sept	Fundraisers should NOT start until the day immediately following board approval.
Last day of school before Thanksgiving break for fundraisers occurring from Jan 1 thru Mar 31	December meeting	
By Feb 15 for fundraisers occurring from Apr 1 thru May 31	March meeting	
By April 15 for fundraisers occurring from Jun 1 thru Sept 30	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year the funds are raised.

Building Name: <u>Boulder Peak</u>	Sponsoring Group: <u>BP Art Room</u>
Contact Name: <u>Kelly Bailey</u>	Contact Phone: <u>730-3602</u>
Contact Email: <u>kebailey@linnmar.k12.ia.us</u>	District Acct Code: <u>10.0472.1013.102.</u>
Description of Fundraising Activity (Information required for the request to be considered)	
Fundraising Activity: <u>Artsonia</u>	
Activity Start/End Dates: <u>Sept. 26²⁰²⁴ - June 26²⁰²⁷</u>	Estimated Proceeds: <u>\$1,000.00</u>
Purpose/Use of Funds Raised: (Must be specific) <u>Saving for a drying rack</u>	

Administrator Approval:	
I approve this request as necessary to provide funds for the purposes described above.	
Building Administrator Signature: <u>[Signature]</u>	Date: <u>9-1-26</u>

Business Office and Board Review/Approval:	
Business Office Review/Approval: <u>[Signature]</u>	Date: <u>9/8/26</u>
Board Review/Approval: _____	Date: _____

Date Request Received: 9/1/26 Summary Due Date: Aug 11, 2027



8/21/26
80

Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	Fundraisers should NOT start until the day immediately following board approval
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REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Inter + MS

Building Name: Ex OR, BP, HP ✓ Sponsoring Group: 5-8 Band Programs

Contact Name: Mike Davies Contact Phone: 319-447-3142

Contact Email: michael.davies@linnmar.k12.ia.us District Account Code: 10.0209.1101.112.9224.001999 ✓

EX #

SEE BACK →

Add codes

Description of Fundraising Activity (All information is required for the request to be considered)

Fundraising Activity: Charleston Wrap - wrapping paper, gifts, etc.

Activity Start/End Dates: 10/1/26 - 11/24/26 (exact TBD) Estimated Proceeds: \$5,000 - 10,000 ✓

Purpose/Use of Funds Raised (Must be specific): Purchase of new instruments, repairs, music, + supplies ✓

Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: [Signature] Date: 8-20-26

Business Office and Board Review/Approval:

Business Office Review/Approval: [Signature] Date: 9/8/26

Board Review/Approval: _____ Date: _____

Summary Due Date: Jan 5, 2027

Revised: 6/22; 7/22



9/1/20

Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	Fundraisers should NOT start until the day immediately following board approval
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By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Building Name: LM High School Sponsoring Group: Jazz Band
Contact Name: Jen Tiede Contact Phone: 319-447-3094
Contact Email: jtiede@linmar.k12.ia.us District Account Code: 21.0109.1900.910.6235.000618 Revenue

Description of Fundraising Activity (All information is required for the request to be considered)

Fundraising Activity: Jazzathon
Activity Start/End Dates: Dec. 3, 2026 Estimated Proceeds: \$10,000.00
Purpose/Use of Funds Raised (Must be specific): jazz band music, new instruments for jazz band, repairs, charter bus rental, guest clinicians

Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: _____ Date: 9/1/20

Business Office and Board Review/Approval:

Business Office Review/Approval: _____ Date: 9/8/20

Board Review/Approval: _____ Date: _____

Summary Due Date: Jan 14, 2027

Revised: 6/22; 7/22



8/26/26

Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	Fundraisers should NOT start until the day immediately following board approval
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By February 15 th for fundraisers occurring from April 1 st thru May 31 st	March meeting	
By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Building Name: Excelsior Middle School ✓ Sponsoring Group: Double Time Show Choir ✓

Contact Name: Andy Cutler Contact Phone: 515-943-8258

Contact Email: andrew.cutler@linnmar.k12.ia.us District Account Code: 21.0209 1900.950.7406.090618 Revenue

Description of Fundraising Activity (All information is required for the request to be considered)

Fundraising Activity: Egg Roll Sales through Cedar Rapids Egg Roll Lady ✓

Activity Start/End Dates: October 12th - March 15th 2027 Estimated Proceeds: \$3,000 - \$5,000 ✓

Purpose/Use of Funds Raised (Must be specific): 2026 ✓

Proceeds will go towards competition fees, song rights, purchasing of band equipment, set pieces, arranging fees, and extra costume pieces.

Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: [Signature] Date: 8/24/26

Business Office and Board Review/Approval:

Business Office Review/Approval: [Signature] Date: 9/8/24

Board Review/Approval: _____ Date: _____

Summary Due Date: April 26, 2027

Revised: 6/22; 7/22



8/21/26

Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	Fundraisers should NOT start until the day immediately following board approval
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By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Building Name: Oak Ridge Ovation Sponsoring Group: Oak Ridge Ovation Show Choir
Contact Name: Liz Jorgensen Contact Phone: (309)370-0193
Contact Email: liz.jorgensen@linnmar.k12.ia.us District Account Code: 21.0445.1900.950.7406.001790
10.0445.1101.112.9211.000002
S/b F21 001790

Description of Fundraising Activity (All information is required for the request to be considered)Fundraising Activity: Sale of egg rolls through Michelle Jones' "Egg Roll Lady" businessActivity Start/End Dates: 10/16/26-10/30/26 Estimated Proceeds: \$5,000**Purpose/Use of Funds Raised (Must be specific):**

Funds raised will help cover show choir expenses including: competition registration fees, music arrangements & licensing, choreography & visual design, set pieces/construction equipment, props, costume & hair supplies, sound system maintenance, band equipment maintenance, performance equipment maintenance.

Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: [Signature] Date: 8.17.26**Business Office and Board Review/Approval:**Business Office Review/Approval: [Signature] Date: 8/18/26Board Review/Approval: _____ Date: _____Summary Due Date: Dec 11, 2026

Revised: 6/22; 7/22



Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

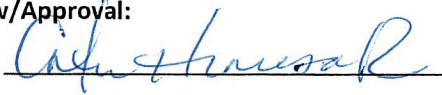
Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	Fundraisers should NOT start until the day immediately following board approval
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By February 15 th for fundraisers occurring from April 1 st thru May 31 st	March meeting	
By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Building Name: Oak Ridge, Excelsior, and Linn Mar High School	Sponsoring Group: Oak Ridge Ovation, Excelsior Double Time, and LMHS Show Choirs
Contact Name: Liz Jorgensen	Contact Phone: (309)370-0193
Contact Email: liz.jorgensen@linnmar.k12.ia.us	District Account Code: See back SAF OR & EX
Description of Fundraising Activity (All information is required for the request to be considered)	
Fundraising Activity: \$10/ticket for High School/Middle School Shared Show Choir Concert at LMHS	
Activity Start/End Dates: Event takes place on 2/1/27 ✓	Estimated Proceeds: \$6,000-\$8,000 total, all proceeds to middle school show choirs
Purpose/Use of Funds Raised (Must be specific):	
Funds raised will help cover show choir expenses including: competition registration fees, music arrangements & licensing, choreography & visual design, set pieces/construction equipment, props, costume & hair supplies, sound system maintenance, band equipment maintenance, performance equipment maintenance.	
→ The funds will be evenly split between Excelsior Double Time show choir and Oak Ridge Ovation show choir.	

Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: Date: 8/21/24
8-25-26**Business Office and Board Review/Approval:**Business Office Review/Approval:  Date: 9/8/24

Board Review/Approval: _____ Date: _____

Summary Due Date: March 12, 2027

Revised: 6/22; 7/22

**Policy Series 1000 – School and Community Relations
Community Activities Involving Students**



Policy 1005.4-E1 Fundraising Request Form

Forms should be submitted to the Business Office per the following deadlines:

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from Oct 1 thru Dec 31	First meeting in Sept	Fundraisers should NOT start until the day immediately following board approval.
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By April 15 for fundraisers occurring from Jun 1 thru Sept 30	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year the funds are raised.

Building Name: <u>LMHS</u>	Sponsoring Group: <u>FFA</u>
Contact Name: <u>Jacob Mayes</u>	Contact Phone: <u>319-447-3115</u>
Contact Email: <u>jacob.mayes@linnmar.k12.ia.us</u>	District Acct Code: <u>21-0109.1900.950.1433.001790</u>
Description of Fundraising Activity (Information required for the request to be considered)	
Fundraising Activity: <u>Candles, Butter Braid's Sales</u>	
Activity Start/End Dates: <u>Oct. 1 - Oct 30 2026</u> Estimated Proceeds: <u>\$ 2,000</u>	
Purpose/Use of Funds Raised: (Must be specific) <u>Funds to Support Students attending national FFA convention. Also to support chapter meeting activities.</u>	

Administrator Approval:

I approve this request as necessary to provide funds for the purposes described above.

Building Administrator Signature: _____

Zach May Date: 8/21/26

Business Office and Board Review/Approval:

Business Office Review/Approval: _____

Date: 9/8/26

Board Review/Approval: _____

Date: _____

Date Request Received: 8/28/26

Summary Due Date: Dec 11, 2026

**Policy Series 1000 – School and Community Relations
Community Activities Involving Students**



Policy 1005.4-E1 Fundraising Request Form

Forms should be submitted to the Business Office per the following deadlines:

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REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year the funds are raised.

Building Name: <u>LMHS</u>	Sponsoring Group: <u>FFA</u>
Contact Name: <u>Jacob Mayes</u>	Contact Phone: <u>319.447.3115</u>
Contact Email: <u>jacob.mayes@linnmar.k12.ia.us</u>	District Acct Code: <u>21-0109.1900.950.7433.001790</u>
Description of Fundraising Activity (Information required for the request to be considered)	
Fundraising Activity: <u>Newhall Meat Locker, Jerky/meat cuts sales</u>	
Activity Start/End Dates: <u>April 1st - 30th 2027</u>	Estimated Proceeds: <u>\$ 1500</u>
Purpose/Use of Funds Raised: (Must be specific) <u>Support students attending state FFA convention. Additionally provide funds for Ag in the park supplies</u>	

Administrator Approval:	
I approve this request as necessary to provide funds for the purposes described above.	
Building Administrator Signature: <u>Zach Mayes</u>	Date: <u>8/21/26</u>

Business Office and Board Review/Approval:	
Business Office Review/Approval: <u>Cristina Buesal</u>	Date: <u>9/8/26</u>
Board Review/Approval: _____	Date: _____

Date Request Received: 8/28/26 **Summary Due Date:** June 11, 2027

**Policy Series 1000 – School and Community Relations
Community Activities Involving Students**



Policy 1005.4-E1 Fundraising Request Form

Forms should be submitted to the Business Office per the following deadlines:

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By Feb 15 for fundraisers occurring from Apr 1 thru May 31	March meeting	
By April 15 for fundraisers occurring from Jun 1 thru Sept 30	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year the funds are raised.

Building Name: Linn-Mar High School **Sponsoring Group:** Red Cross club
Contact Name: Steve Meeker **Contact Phone:** 319-447-3239
Contact Email: smeeker@linnmar.k12.ia.us **District Acct Code:** 21.0109.1900.950.7443.001999 ✓
Description of Fundraising Activity (Information required for the request to be considered)
Fundraising Activity: Restaurant night at local fast food restaurant ?
Activity Start/End Dates: Sept 15 - Nov 20, 2026 ✓ **Estimated Proceeds:** \$ 200 ✓
Purpose/Use of Funds Raised: (Must be specific) _____
 -cover cost of CPR training for LMHS students
 - Prizes/rewards for donors who donate blood at blood drives
 -reduce cost of club t-shirts
 - purchase emergency supply to donate to the American Red Cross

Administrator Approval:
 I approve this request as necessary to provide funds for the purposes described above.
 Building Administrator Signature: Zach Meyer Date: 8/21/26

Business Office and Board Review/Approval:
 Business Office Review/Approval: [Signature] Date: 9/8/26
 Board Review/Approval: _____ Date: _____

Date Request Received: 8/28/26 **Summary Due Date:** Jan 8, 2027

**Policy Series 1000 – School and Community Relations
Community Activities Involving Students**



Policy 1005.4-E1 Fundraising Request Form

Forms should be submitted to the Business Office per the following deadlines:

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from Oct 1 thru Dec 31	First meeting in Sept	Fundraisers should NOT start until the day immediately following board approval.
Last day of school before Thanksgiving break for fundraisers occurring from Jan 1 thru Mar 31	December meeting	
By Feb 15 for fundraisers occurring from Apr 1 thru May 31	March meeting	
By April 15 for fundraisers occurring from Jun 1 thru Sept 30	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year the funds are raised.

Building Name: Linn-Mar High School **Sponsoring Group:** Red Cross club
Contact Name: Steve Meeker **Contact Phone:** 319-447-3239
Contact Email: smeeker@linnmar.k12.ia.us **District Acct Code:** 21.0109.1900.950.7443.001999
Description of Fundraising Activity (Information required for the request to be considered)
Fundraising Activity: Sponsorship requests from local business
Activity Start/End Dates: Sept 15 - Nov 20, 2026 **Estimated Proceeds:** \$ 300-500
Purpose/Use of Funds Raised: (Must be specific)
-cover cost of CPR training for LMHS students
- Prizes/rewards for donors who donate blood at blood drives
-reduce cost of club t-shirts
- purchase emergency supply to donate to the American Red Cross

Administrator Approval:
I approve this request as necessary to provide funds for the purposes described above.
Building Administrator Signature: Zach Meeker Date: 8/21/26

Business Office and Board Review/Approval:
Business Office Review/Approval: [Signature] Date: 9/8/26
Board Review/Approval: _____ Date: _____

Date Request Received: 8/28/26 **Summary Due Date:** Jan 8, 2027

**Policy Series 1000 – School and Community Relations
Community Activities Involving Students**



Policy 1005.4-E1 Fundraising Request Form

Forms should be submitted to the Business Office per the following deadlines:

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from Oct 1 thru Dec 31	First meeting in Sept	Fundraisers should NOT start until the day immediately following board approval.
Last day of school before Thanksgiving break for fundraisers occurring from Jan 1 thru Mar 31	December meeting	
By Feb 15 for fundraisers occurring from Apr 1 thru May 31	March meeting	
By April 15 for fundraisers occurring from Jun 1 thru Sept 30	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year the funds are raised.

Building Name: Linn-Mar High School **Sponsoring Group:** Red Cross club
Contact Name: Steve Meeker **Contact Phone:** 319-447-3239
Contact Email: smeeker@linnmar.k12.ia.us **District Acct Code:** 21.0109.1900.950

Description of Fundraising Activity (Information required for the request to be considered)

Fundraising Activity: Bake/food and drink sale before school at LMHS * ad here to wellness

Activity Start/End Dates: TBD - during quarter 3 **Estimated Proceeds:** \$ 100 ✓

Purpose/Use of Funds Raised: (Must be specific) _____

-cover cost of CPR training for LMHS students

- Prizes/rewards for donors who donate blood at blood drives

-reduce cost of club t-shirts

- purchase emergency supply to donate to the American Red Cross

Administrator Approval:

I approve this request as necessary to provide funds for the purposes described above.

Building Administrator Signature: Zach Meeker Date: 8/21/26

Business Office and Board Review/Approval:

Business Office Review/Approval: [Signature] Date: 9/8/26

Board Review/Approval: _____ Date: _____

Date Request Received: 8/28/26 **Summary Due Date:** May 6, 2027

**Policy Series 1000 – School and Community Relations
Community Activities Involving Students**



Policy 1005.4-E1 Fundraising Request Form

Forms should be submitted to the Business Office per the following deadlines:

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from Oct 1 thru Dec 31	First meeting in Sept	Fundraisers should NOT start until the day immediately following board approval.
Last day of school before Thanksgiving break for fundraisers occurring from Jan 1 thru Mar 31	December meeting	
By Feb 15 for fundraisers occurring from Apr 1 thru May 31	March meeting	
By April 15 for fundraisers occurring from Jun 1 thru Sept 30	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year the funds are raised.

Building Name: <u>HS</u>	Sponsoring Group: <u>LM Robotics</u>
Contact Name: <u>Dan Niemitalo</u>	Contact Phone: <u>319-892-4928</u>
Contact Email: <u>dniemitalo@linnmar.k12.ia.us</u>	District Acct Code: <u>21-0109-1900-950-7426-001790</u>
Description of Fundraising Activity (Information required for the request to be considered)	
Fundraising Activity: <u>Solicit Donations from local companies/organizations</u>	
Activity Start/End Dates: <u>9/15/26 - 6/1/27</u> Estimated Proceeds: <u>\$ 5000</u>	
Purpose/Use of Funds Raised: (Must be specific) <u>Fund FIRST registration fees for FIRST Robotics Competition and FIRST Tech Challenge, purchase robot parts such as motors, aluminum, new required electronic controls, and more. purchase tools, 3D printer filament and parts.</u>	

Administrator Approval:

I approve this request as necessary to provide funds for the purposes described above.

Building Administrator Signature: Zach M. F. Date: 8/31/26

Business Office and Board Review/Approval:

Business Office Review/Approval: [Signature] Date: 9/8/26

Board Review/Approval: _____ Date: _____

Date Request Received: 9/1/26 **Summary Due Date:** July 13, 2027



**Policy Series 1000 – School and Community Relations
Community Activities Involving Students**

Policy 1005.4-E1 Fundraising Request Form

Forms should be submitted to the Business Office per the following deadlines:

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from Oct 1 thru Dec 31	First meeting in Sept	Fundraisers should NOT start until the day immediately following board approval.
Last day of school before Thanksgiving break for fundraisers occurring from Jan 1 thru Mar 31	December meeting	
By Feb 15 for fundraisers occurring from Apr 1 thru May 31	March meeting	
By April 15 for fundraisers occurring from Jun 1 thru Sept 30	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year the funds are raised.

Building Name: ____ High School **Sponsoring Group:** __ Work-Based Learning

Contact Name: ____ Barb Schult **Contact Phone:** __ 563-608-1395 ____

Contact Email: Barbara.schult@linnmar.k12.ia.us **District Acct Code:** 7190 ✓

Description of Fundraising Activity *(Information required for the request to be considered)*

Fundraising Activity: Business Sponsorships

Activity Start/End Dates: October 1, 2026-December 31, 2026

Estimated Proceeds: \$2,000.00 ✓

Purpose/Use of Funds Raised: *(Must be specific)* Funds will be used for conference fees, field trip and banquet fees. ✓

Administrator Approval:

I approve this request as necessary to provide funds for the purposes described above.

Building Administrator Signature: Zach M. J. Date: 8/21/26

Business Office and Board Review/Approval:

Business Office Review/Approval: Christina Hausa/R Date: 9/8/26

Board Review/Approval: _____ Date: _____

Date Request Received: 8/28/26 Summary Due Date: Feb 11, 2027

Revised: 6/22; 7/22 Related Policy:
1005.4; 1005.4-R; 1005.4-E2

8/26/26



Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	Fundraisers should NOT start until the day immediately following board approval
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	
By February 15 th for fundraisers occurring from April 1 st thru May 31 st	March meeting	
By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Building Name: High School Sponsoring Group: Boys Basketball

Contact Name: CHRIS ROBERTSON Contact Phone: (319) 447-3051

Contact Email: crobertson@linnmar.k12.ia.us District Account Code: 21-3209-1900-920-6711-001790
0109

Description of Fundraising Activity (All information is required for the request to be considered)

Fundraising Activity: Poster Sponsors ✓

Activity Start/End Dates: Nov. 1 - Nov. 13, 2026 Estimated Proceeds: \$500 - \$1,000 ✓

Purpose/Use of Funds Raised (Must be specific):

- Purchase Posters
- Equipment (uniforms, warm-ups) ✓

Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: [Signature] Date: 8/24/26

Business Office and Board Review/Approval:

Business Office Review/Approval: [Signature] Date: 9/8/26

Board Review/Approval: _____ Date: _____

Summary Due Date: Dec 18, 2026



8/24/24

Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	Fundraisers should NOT start until the day immediately following board approval
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	
By February 15 th for fundraisers occurring from April 1 st thru May 31 st	March meeting	
By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Building Name: High School Sponsoring Group: Boys Basketball

Contact Name: Chris ROBERTSON Contact Phone: (319) 3209-447-3051

Contact Email: Crobertson@linnmar.k12-ia.us District Account Code: 21-3209-1900-920-6711-001790
0109

Description of Fundraising Activity (All information is required for the request to be considered)

Fundraising Activity: Youth Basketball Camp

Activity Start/End Dates: June 7-10 + June 21-24 Estimated Proceeds: \$10,000

Purpose/Use of Funds Raised (Must be specific): 2027

- Uniforms (all levels)
- Basketballs
- Charter Buses

Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: [Signature] Date: 8/24/24

Business Office and Board Review/Approval:

Business Office Review/Approval: [Signature] Date: 9/8/20

Board Review/Approval: _____ Date: _____

Summary Due Date: Aug 5, 2027

Revised: 6/22; 7/22

8/26/26



Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	Fundraisers should NOT start until the day immediately following board approval
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	
By February 15 th for fundraisers occurring from April 1 st thru May 31 st	March meeting	
By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Building Name: LMHS Sponsoring Group: Boys and Girls Bowling
 Contact Name: Steve Tschantz Contact Phone: 319-350-7320
 Contact Email: Steve.Tschantz@linnmar.k12.ia.us District Account Code: 21.0109.1900.920.6686.001790 ✓

Description of Fundraising Activity (All information is required for the request to be considered)

Fundraising Activity: Poster Penations ✓
 Activity Start/End Dates: 10/13/26 - 11/10/26 ✓ Estimated Proceeds: \$800 - \$2,000 ✓
 Purpose/Use of Funds Raised (Must be specific): Using proceeds mainly for end of season banquet. Any extra left will be used to rebuild the depleted program account. ?

Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: [Signature] Date: 8/25/26

Business Office and Board Review/Approval:

Business Office Review/Approval: [Signature] Date: 9/8/26

Board Review/Approval: _____ Date: _____

Summary Due Date: Dec 18, 2026

Revised: 6/22; 7/22

**Policy Series 1000 – School and Community Relations
Community Activities Involving Students**



Policy 1005.4-E1 Fundraising Request Form

Forms should be submitted to the Business Office per the following deadlines:

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from Oct 1 thru Dec 31	First meeting in Sept	Fundraisers should NOT start until the day immediately following board approval.
Last day of school before Thanksgiving break for fundraisers occurring from Jan 1 thru Mar 31	December meeting	
By Feb 15 for fundraisers occurring from Apr 1 thru May 31	March meeting	
By April 15 for fundraisers occurring from Jun 1 thru Sept 30	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year the funds are raised.

Building Name: <u>LMHS</u>	Sponsoring Group: <u>JV Poms</u>
Contact Name: <u>Nikki Russell</u>	Contact Phone: <u>319-981-0444</u>
Contact Email: <u>nikolesrussell@gmail.com</u>	District Acct Code: <u>21.0109.1900.920.6696-001790</u>
Description of Fundraising Activity (Information required for the request to be considered)	
Fundraising Activity: <u>Catalog Fundraiser</u> ✓	
Activity Start/End Dates: <u>October 1- 24, 2026</u> Estimated Proceeds: \$ <u>\$2000</u> ✓	
Purpose/Use of Funds Raised: (Must be specific) _____	
<u>Costuming, travel, and competition entry fees</u> ✓	

Administrator Approval:	
I approve this request as necessary to provide funds for the purposes described above.	
Building Administrator Signature: <u>[Signature]</u>	Date: <u>9/2/26</u>

Business Office and Board Review/Approval:	
Business Office Review/Approval: <u>[Signature]</u>	Date: <u>9/8/26</u>
Board Review/Approval: _____	Date: _____

Date Request Received: 9/3/26 **Summary Due Date:** Dec 4, 2026



Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	Fundraisers should NOT start until the day immediately following board approval
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	
By February 15 th for fundraisers occurring from April 1 st thru May 31 st	March meeting	
By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Building Name: Excelsior and Oak Ridge Sponsoring Group: MS Athletics
Contact Name: Candice Mullnix Contact Phone: 319-447-3139
Contact Email: cmullnix@linnmar.k12.ia.us District Account Code: 21-0209-1900-950-7406-001790
21-0445-1900-920-0000
Description of Fundraising Activity (All information is required for the request to be considered) 7406.00 0000 1790
Fundraising Activity: Donations at/for sporting events through Bound
Activity Start/End Dates: September 2026 - May 2027 Estimated Proceeds: \$20,000
Purpose/Use of Funds Raised (Must be specific):
Both middle schools are looking to bring in revenue to help
offset the cost of our officials, new equipment, equipment
repairs, and first aid supplies.

Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: [Signature] Date: 9-2-26 9.8.26

Business Office and Board Review/Approval:

Business Office Review/Approval: [Signature] Date: 9/9/26

Board Review/Approval: _____ Date: _____

Summary Due Date: July 12, 2027

Revised: 6/22; 7/22



West Des Moines Robotics Trip

Fri 10/2/26 - Sat 10/3/26

Exhibit 807.1
Code 603.3-R2

ADMINISTRATIVE REGULATIONS REGARDING
FIELDTRIPS AND EXCURSIONS – **REQUEST FORM**

A written request for overnight trips must be submitted to the building principal not less than four weeks prior to the proposed trip and prior to any travel arrangements being finalized. The request will include: objectives and purposes of the trip; the need, rationale, and justification for an overnight trip; detailed plans for student supervision on the trip; and a complete itinerary and budget of the trip. The school district will be responsible for obtaining a substitute teacher if one is needed. Following fieldtrips and excursions, the teacher shall submit a written summary of the event.

- Overnight trips involving high school students will require the prior approval of a high school administrator and the superintendent, or designee.
- Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

In authorizing fieldtrips, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity and other factors deemed relevant by the superintendent, including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored fieldtrips unless the event is sanctioned by the state athletic associations.

Fieldtrip Criteria:

The following checklist *must be* submitted for overnight trips along with the required documentation:

Fieldtrip Group: LM Robotics Submitted by: Dan Niemitalo
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Yes	No
Purpose	Required	The purpose of the fieldtrip/work site visit is clearly defined and "... is a vital part of the curriculum or current activity." Reference: Board Policy 603.3		
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this fieldtrip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this fieldtrip/work site visit or excursion is an initial common experience or a culminating experience.		
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this fieldtrip/work site visit or excursion.		
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.		
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines. Reference: Board Policy 603.3		
Common Experience	Recommended	This fieldtrip/work site visit is a common experience that all students at this grade level or activity group should have.		
Multi-disciplinary	Recommended	This fieldtrip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.		
School Administrator Approval		<u>Zack M...</u> Date <u>9/3/26</u>		
District Administrator Approval		<u>[Signature]</u> Date <u>9/4/26</u>		
Board Approval		Date		

- Students who are eligible for a fee waiver will be covered through the use of contingency or discretionary funds as appropriate.

Adopted 2/1/99 Reviewed 9/08; 7/11; 9/12; 9/13; 2/15 Revised 10/08; 1/10; 8/16

Purpose of Field Trip

Linn-Mar Robotics Mission Statement:

Empowering students to become technology leaders through experiential learning and mentorship.

We are excited to provide our team members, especially the rookies, opportunities to experience a FIRST Robotics Competition event early in the year. Normally we compete for the first time in March, and that makes for a long wait until our new team members learn what the competitions are like.

As an off-season event, this event is much less expensive to register for than an additional event during the season. In fact, this season they are holding the event for free (refunding a \$250 deposit) for teams that stay in a West Des Moines hotel. This year's event is a little later than last year's inaugural event, which puts it at a perfect time to bring new members who have had time to build a low complexity robot and then test it out on a real competition field as an exciting training experience.

Our trip's goals will include educating our new students about the ways of FRC competitions ahead of our 2025 competition season, starting in January. The trip will also help them be motivated to learn new skills in the fall so they can be as effective as possible. It's difficult to know what the target is when the students haven't seen a competition before, so we are excited to have this opportunity.

Returning students will also have opportunities to drive a robot or play other key roles within the competition drive team. In the official season, only 4-5 team members will get the opportunity to be on the drive team. During this offseason event, we can spread that opportunity around and give everybody a chance to drive who has completed the necessary training beforehand to learn how to drive the robot. We are aiming to field two robots (last year's competition robot plus our new simple robot), which will double the driving opportunities. This will be exciting and motivating for the students, and it provides a nice reward for sticking with the team. Developing our driving talent in this way will help us be more successful during the season.

Another goal is to interact with other teams and learn about their team organization, mechanical and software ideas, and scouting systems. Bringing new members in to talk to veteran teams helps them learn the ethos of the program, which includes the idea of working together with the other teams to raise the overall level of competition.

Pre-Planning and Follow-Up

Every student will be assigned one or more roles prior to the trip. These role descriptions include preparation that is to be done prior to the trip. All of the roles include a follow-up component, such as reporting to the team on best practices learned from other teams.

Roles have been provisionally assigned (attached), but in the coming weeks we will refine these roles as the competition approaches. We do not yet have our new members, so some of these roles are generic until we get our new people onto the team.

Assessment

The trip will be assessed in multiple ways. The competitive success of the team is one such measure; we hope to rank highly enough to be alliance captains, then advance through elimination rounds and win the tournament.

After we return from the event, we will have a significant debriefing meeting with the team. Students in the various roles will discuss their findings, and we will create a list of resulting tasks to be done. This information will create jobs for students to work on in future meetings, and that work will help the team get better at accomplishing our mission.

One of the benefits of this event is that it can inform our future work. We will use what we learn on this trip to direct our FRC team's workload in the coming weeks and months.

Funding – Travel

Travel expenses are paid for by students' families. The trip is optional, and we will explore scholarship possibilities if students have a financial need and want to attend.

Projected expenses are as follows:

Hotel Rooms: 6 rooms for one night	\$1100
Rental Vans (3 vans x 2 days):	\$400
Van gas:	\$100
Approximate Total:	\$1600

With adult mentors paying their hotels separately and approximately 12 students attending, this puts the cost per student at approximately \$100 per student. Cost will be adjusted according to the number of students on the trip.. Students' families will pay for the costs before the trip. Students will also be responsible for bringing money along for three concession meals at the venue and one supper meal on the road on the way back (approximately \$50). Saturday breakfast is included with the hotel.

Funding – Other Expenses

Registration for this event is free. Parts/tools costs for this event are covered by the LM Robotics general budget.

The robot is already built, but we continue to work on upgraded mechanisms to improve our performance at the event. The new robot is built mostly from spare parts for a practice drive base that we have carefully acquired over the past two years.

LM Robotics' general budget (HS clubs account 21.0109.1900.950.7426) is funded as follows:

- Donations from businesses and non-profit organizations
- Donations from families and mentors
- LM Booster Club support
- Fundraising through summer robotics and Lego camps

Common Experience

The competitions are the most exciting and energizing parts of our endeavors. These competitions motivate students to work very hard and achieve some impressive things. Often when students come back from their very first competition, they come back with a higher level of motivation and go on to become stronger contributors. Also, competitions give them some experiences that they don't get in the shop. For example, they work cooperatively with allies from other schools even as they compete with them (FIRST refers to this highly workplace-relevant dynamic as "coopertition"). They act as ambassadors to introduce spectators to FIRST and its goals and principles. They give their award presentations to judge panels. They work to solve tricky unexpected problems in the very short time available – often just minutes.

FIRST emphasizes an ethos of Gracious Professionalism at all meetings and events related to FIRST. Students and mentors are expected to behave professionally, but also to relate in a friendly and helpful way to everybody, including competitors. It is common to see one team helping another team at events, even if they know they will face each other in the next match. The goal is for everybody to compete at an increasingly high level. Gracious Professionalism is a standard of behavior that will serve students very well when they become technology leaders.

Multi-Disciplinary:

The students will use and be exposed to many different STEM skills on any robotics trip; those include mechanical design, programming, and electronics. Beyond the many STEM skills, they also put their communication, leadership, and interpersonal skills to the test. The scouting team organizes itself complete a marathon of data collection, and then they have to organize and disseminate that data using a combination of paper, face to face communication, excel, and web application use. The drive team has to assert itself tactfully to advocate for the best strategies for our team and for our entire alliances, even when the alliance partners may sometimes start off with dearly held, yet suboptimal strategic plans. The pit crew must work safely yet quickly and effectively to keep the robot running even when they have only minutes to work. The software team has to keep their cool and maintain their creativity as they tackle vexing bugs that pop up at the least convenient times. Business oriented members of the team will focus partly on scouting other team's organizational and business practices with plans to share ideas with our team later on. All students will be required to frequently practice effective communication with people they don't know.

2026 Clash in the Corn Trip Itinerary (tentative, pending official schedule)
FIRST Robotics Offseason Competition
West Des Moines, IA

Friday, 10/02/26 11:45 AM Students dismissed from class 12:00 PM Eat school lunch 12:30 PM Load vans and depart 2:45 PM Arrive at Valley HS Unload at gym door 3:20 PM Building opens after school Team check-in Robot Inspection Setup Pit 4:00 PM Radio programming & Calibration 5:30 PM Practice matches begin Supper at concessions 7:00 PM Matches done for the day Venue closes, drive to hotel 10:30 PM In rooms 11:00 PM Lights Out	Saturday, 10/03/26 6:30 AM Breakfast at hotel and check out 7:15 AM Leave hotel, head to venue 7:30 AM Doors open at venue Pits Open 8:15 AM Opening Ceremonies Drivers Meeting 8:45 AM Qualifier matches begin 12:45 PM Alliance Selection Lunch after alliance selection 1:45 PM Playoff Matches 3:30 PM Playoffs finish Mentor matches after playoffs Awards after mentor matches 5:00 PM Pack up and depart for LMHS Supper on the road 8:00 PM Arrive back at LMHS
Hotel TownePlace Suites by Marriott Des Moines West/Jordan Creek 125 S 68th St, West Des Moines, IA 50266 (515)-223-8015	Arena Valley Southwoods Freshman High School 625 S. 35th Street West Des Moines, IA 50265 (515) 633-4500
Transportation Travel via rental vans	Coach Contact Info Dan Niemitalo: 319-400-2730



Excursions and Trips Request Form

Exhibit 807.2

Code 603.3-E

Date Request Received by CFO/COO: 8/28/26

A written request for overnight excursions/trips must be submitted to the Chief Financial/Operating Officer **NOT LESS THAN FOUR WEEKS PRIOR TO THE PROPOSED EXCURSION/TRIP AND PRIOR TO ANY TRAVEL ARRANGEMENTS BEING FINALIZED.**

Overnight excursions/trips require prior approval of the building administrator, the superintendent [or designee], and the school board. In authorizing excursions/trips, the building principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored excursions/trips unless the event is sanctioned by the state athletic associations.

THE REQUEST WILL INCLUDE:

- Rationale for the excursion/trip including the purpose and objectives
 - Clarification if request is dependent upon pre-qualifying for event
 - Detailed plans for student supervision
 - Proposed itinerary
 - Cost and source of funding
 - Number of student participants
 - Copy of required participation paperwork
- Within three weeks of the completion of the excursion/trip the sponsor will submit a written summary of the event to the building principal.
 - The building will be responsible for obtaining a substitute teacher if one is needed.
 - Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

EXCURSION/TRIP CRITERIA: The following checklist **MUST BE** signed and submitted to the Chief Financial/Operating Officer with required documentation **NOT LESS THAN 4 WEEKS PRIOR TO** the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: FFA Submitted by: Jacob Mayes
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	✓
Pre-Planning	Required	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	✓
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	✓
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	✓
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	✓
Common Experience	<i>Recommended</i>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	✓
Multi-disciplinary	<i>Recommended</i>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	✓
Building Principal Approval		<u>Zach Mayes</u>	Date <u>8/27/26</u>
Chief Financial/Operating Officer Approval		<u>[Signature]</u>	Date <u>9/9/26</u>
Board of Directors Approval			Date

National FFA Convention

Trip Title: National FFA Convention

Dates: October 20-24th, 2026

Destination: Indianapolis, Indiana

Lodging: Drury Inn

Advisor/Chaperones: Jacob Mayes, Agriculture Instructor

Students Attending: TBD closer to event

Purpose of the Trip

The National FFA Convention & Expo is one of the largest student leadership conferences in the United States, bringing together over 90,000 members from across the nation. Participation in this event provides Linn-Mar FFA members the opportunity to expand their leadership skills, engage in career exploration, and build connections with peers, industry leaders, and agricultural professionals.

Purpose and Objectives:

- Expose students to diverse career pathways in agriculture, food, and natural resources.
- Inspire students through keynote speakers, workshops, and motivational sessions.
- Provide competitive event participants with the chance to represent Linn-Mar FFA at the national level.
- Strengthen team bonding and chapter pride through shared experiences.
- Develop lifelong leadership, communication, and networking skills.

Pre-Planning Activities

- Selection and registration of student attendees.
- Pre-convention orientation meetings with students and parents to review expectations, schedules, and travel details.
- Team practice for students competing in Career Development Events (CDEs) or Leadership Development Events (LDEs).
- Budget review and fundraising activities to support trip costs.
- Completion of permission slips, medical forms, and code of conduct agreements.
- Tours of higher-level institutions (University of Illinois Urbana-Champaign, Purdue University)
- Hotel Rooms reserved- Drury Plaza Hotel (9625 N Meridian St, Indianapolis, IN 46290)
- Industry tours including John Deere, Fair Oaks Dairy Farms, and Indianapolis International Speedway.

- Leave will be requested in iVisions and Frontline for 4 days... October 29-November 1. A substitute teacher will be requested. We will leave on Tuesday, October 22nd and return on Saturday, October 26th.
- A transportation request has been sent to the Transportation Department requesting 1 rental van.
- Online convention registration opens on September 11th and will remain open through the convention. Names of participants can be made on site, but the fee increases per member added or changed. At the September FFA chapter meeting (Early September), we will inform members of convention opportunities and present them with the required paperwork to participate. The paperwork deadline is October 1st.
- Mayes has reviewed the **schedule and tentatively determined the schedule that all participants will follow**. Refer to the online schedule at ffa.org. Participants will have a pre-planning meeting, going over the various activities and the purposes and expectations of the trip. Students attending will also have a say in the workshops, business sessions, career show activities, competition finals, etc., that they want to participate in or attend. Students will also determine an agribusiness tour that they want to go on Thursday afternoon of the convention.
- **Virtual Option** - 2025 Virtual Program (*Includes access to Virtual FFA Blue Room, Live Streaming of all Sessions, and On-demand Student and Teacher Workshops*). There is no registration or fee needed for the 2025 virtual program.

Follow-Up Activities

- Student reflections on their convention experience presented during a chapter meeting.
- Presentations to agriculture classes and the school board/community about lessons learned.
- Chapter discussions about how new ideas can be applied to local FFA activities.
- Officer and member goal setting based on convention inspiration.

Assessment of Trip Impact

- Student surveys before and after the trip to measure growth in leadership confidence and agricultural awareness.
- Evaluation of chapter participation in workshops, tours, and sessions.
- Tracking of CDE/LDE performance results at the national level.
- Advisor and student reflections used to improve future participation.

Funding and Budget

Item	Cost Estimate
Lodging (3 nights)	\$2000

Meals	\$TBD
Transportation (bus/van)	\$200
Afternoon Activities	\$400
Total Estimated Cost	\$2600

Funding Sources:

- Chapter FFA Funds
- Possible Community Donations or Sponsors
- Fundraising Events
- Participant Contribution

Common Experience & Multidisciplinary Connections

- **Agricultural Education:** Reinforces agricultural literacy, advocacy, and leadership.
- **Career & Technical Education:** Provides career exploration and hands-on industry connections.
- **Business & Economics:** Students manage budgeting, fundraising, and marketing of their chapter.
- **English Language Arts:** Students develop communication and presentation skills through reflections and workshops.
- **Social Studies/Civics:** Engages students in leadership, community involvement, and cultural diversity.
- **STEM:** Many exhibitors and workshops highlight agricultural science, engineering, and technology.

Conclusion

The National FFA Convention & Expo is a transformative experience that equips Linn-Mar FFA members with real-world skills, leadership growth, and career exploration opportunities. Through careful planning, meaningful participation, and reflective follow-up, this trip will strengthen not only the individual students but also the chapter and school community.



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(Examples: Robotics, FBLA, etc.) (Name)

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Chief Financial/Operating Officer Approval		<u>[Signature]</u> Date <u>9/9/20</u>	
Board of Directors Approval		Date	

April 1-2, 2027
Hilton Coliseum
Ames, IA

State Science and Technology Fair of Iowa (SSTFI)

Overview

The State Science and Technology Fair of Iowa (SSTFI) is Iowa's premier student research competition. Students from across Iowa showcase original science, technology, engineering, and mathematics (STEM) investigations while developing research, critical thinking, communication, and problem-solving skills.

Purpose

- Develop scientific inquiry, research, and critical thinking skills.
- Promote innovation and problem-solving through STEM-based investigations.
- Encourage students to communicate scientific findings to judges and peers.
- Provide exposure to STEM careers, college programs, and research opportunities.
- Foster collaboration, creativity, and lifelong learning.

Pre-Planning

- Student Eligibility and Registration: Register qualifying students according to SSTFI guidelines and deadlines.
- Research Preparation: Assist students with project development, data collection, analysis, and documentation.
- Presentation Skills: Prepare students for interviews and project presentations.
- Logistics and Supervision: Coordinate transportation, lodging, schedules, and chaperones as needed.
- Safety and Ethics: Review research ethics, safety procedures, and fair regulations.
- Parent Communication: Share expectations, timelines, costs, and travel information.

Common Experience

- Presenting research projects to qualified judges.
- Participating in project interviews and feedback sessions.
- Observing innovative research from students across Iowa.
- Networking with STEM professionals, educators, and peers.
- Exploring college, industry, and career opportunities in STEM fields.

Assessment

- Student Reflection on research process and learning outcomes.
- Judge Feedback and project scoring rubrics.
- Advisor Observation of professionalism and engagement.
- Program Review to improve future participation.

Funding

- School district STEM or academic activity funds.
- Science department or gifted education budgets.
- Student fundraising activities.
- Parent or community contributions.
- Local business, industry, or educational sponsorships.

Follow-Up Plan

- Student Debriefing and reflection activities.
- Sharing research findings with classes, clubs, or community groups.
- Application of improved research skills to future projects.
- Recognition of student achievements through school communications.
- Evaluation of participation outcomes for future planning.

Summary

The State Science and Technology Fair of Iowa provides an authentic STEM learning experience that encourages inquiry, innovation, and scientific discovery while preparing students for future academic and career success.



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Board of Directors Approval			

Iowa FFA State Leadership Conference

Dates: April 11th- 13th, ~~2026~~ 2027

Destination: Ames, IA

Lodging: Hotel in Ankeny, IA

Chaperones: Jacob Mayes

Overview

The Iowa FFA State Leadership Conference (SLC) is a statewide career and leadership development event designed to build leadership capacity, communication skills, and personal growth in FFA members. Hosted annually by the Iowa FFA Association, the conference brings together students from across the state to participate in leadership workshops, career development events, service activities, general sessions, and networking with peers, advisors, and industry partners.

Purpose

Participation in the Iowa FFA State Leadership Conference is intended to:

- Develop student leadership, teamwork, and communication skills.
 - Strengthen understanding of FFA values, mission, and opportunities.
 - Encourage personal growth, responsibility, and civic engagement.
 - Provide exposure to agricultural education pathways, careers, and postsecondary opportunities.
 - Foster networking and collaboration among FFA members statewide.
-

Pre-Planning

Successful participation in the State Leadership Conference requires intentional preparation, including:

- **Student Eligibility and Registration:** Identify and register eligible FFA members according to Iowa FFA guidelines and deadlines.
- **Event Preparation:** Prepare students for workshops, leadership labs, career development events (CDEs), and leadership development events (LDEs).

- **Leadership Training:** Provide instruction in goal setting, teamwork, parliamentary procedure, and professional conduct.
 - **Supervision and Logistics:** Coordinate transportation, lodging, meals, schedules, and chaperone assignments.
 - **Behavior and Expectations:** Review Iowa FFA Code of Ethics, dress code, and professional expectations with students.
 - **Parent Communication:** Communicate costs, schedules, expectations, and emergency procedures with parents and guardians.
-

Common Experience

The Iowa FFA State Leadership Conference provides all participants with a shared leadership-focused experience. Common experiences include:

- Participation in leadership workshops and breakout sessions.
 - Engagement in FFA sessions emphasizing personal growth and organizational involvement.
 - Collaboration with peers from across Iowa through team-based activities.
 - Exposure to keynote speakers, agricultural leaders, and industry professionals.
 - Practicing professionalism, responsibility, and independence in a large-scale conference setting.
-

Assessment

Student learning and leadership development will be assessed using multiple methods:

- **Student Reflection:** Written or oral reflections focused on leadership growth, teamwork, and goal setting.
- **Advisor Observation:** Evaluation of student engagement, professionalism, and participation during conference activities.
- **Event Performance:** Results and feedback from leadership or career development events, when applicable.

- **Program Review:** Evaluation of overall conference outcomes to guide future participation and improvement.
-

Funding

Funding sources for participation in the Iowa FFA State Leadership Conference may include:

- FFA chapter funds or activity accounts.
- School district Career and Technical Education (CTE) funds.
- Student fundraising activities.
- Parent or community contributions.
- Local sponsors or agricultural industry partnerships.

All funds will be managed and documented according to district and chapter financial policies.

Follow-Up Plan

Following the conference, students and advisors will engage in purposeful follow-up activities:

- **Student Debriefing:** Guided discussions to reflect on leadership lessons and experiences.
 - **Goal Setting:** Students apply leadership skills by setting personal and chapter goals.
 - **Knowledge Sharing:** Participants share learning with chapter members through meetings, presentations, or activities.
 - **Chapter Application:** Leadership strategies are implemented in chapter projects, committees, and officer roles.
 - **Future Planning:** Review conference participation, costs, and student outcomes to improve future attendance.
-

Summary

The Iowa FFA State Leadership Conference is a cornerstone leadership experience within agricultural education. Participation supports student growth in leadership, communication, and career readiness while reinforcing FFA values and preparing students for success in school, careers, and community involvement.