

Sales Order

Renewal

Overview

This Sales Order constitutes a contract between Linn-Mar Comm School District (“Client”) and Nutrislice, Inc. (“Nutrislice”) for the purchase and provision of the Software, Services, and/or Products described below.

Contact Information

Nutrislice		Linn-Mar Comm School District	
Contact Name: Emma Jarard		Contact Name: Brittania Morey	
Email: emma@nutrislice.com		Email:	
Phone:		Phone:	
Address: 1550 Wewatta Street #200 Denver, Colorado 80202 United States		Address: 2999 North Tenth Street Marion, Iowa 52302 United States	

CONFIDENTIALITY NOTICE: As further provided in the Terms and Conditions referenced below, proprietary information included in this Sales Order, including but not limited to pricing and product information, is confidential, except to the extent Client is a public (or publicly funded) entity and disclosure is required by applicable law.

Sales Order Overview

Term

Term Length:	36 Months
Start Date:	April 1, 2023
End Date:	March 31, 2026
Next Renewal Date:	April 1, 2026

Billing

Payment Terms:	Net 30
Initial Invoice Date:	April 1, 2023
Billing Frequency:	Annually
Annual Billing Date:	April 1

COST SUMMARY

Initial Invoice Amount:	\$3,382.56
Total Contract Amount*:	\$10,147.68
Annual Subscription Fees*:	\$3,382.56

* Calculated based on purchases in this Sales Order only – subject to change with any additional purchases and upon renewal.

Purchase Details

Nutrislice agrees to provide the Software, Services, and/or Products and Client agrees to pay the corresponding amounts as provided in the following table(s)**:

Subscription Fees – Recurring			
DESCRIPTION	QTY	UNIT PRICE (12 months)	INVOICE AMOUNT (Initial 12 months)
Nutrislice Essentials	12	\$281.88 <i>Per Each</i>	\$3,382.56
SUBSCRIPTIONS SUBTOTAL <i>For Initial 12 months</i>			\$3,382.56
SALES ORDER SUBTOTAL <i>Term of 36 months</i>			\$10,147.68

Following the initial invoice, subsequent recurring Subscription fees are due annually. Unless the parties have agreed otherwise, purchased Subscriptions will be directly incorporated into any future renewal, subject to applicable pricing at that time.

** Unless otherwise provided in this Sales Order and/or its Terms and Conditions, all purchases are non-cancellable, non-returnable (as applicable), and committed to by Client upon execution of this Sales Order.

Terms and Conditions

Nutrislice's agreement to provide the Software, Services, and/or Products purchased hereunder is subject to and conditioned upon Client's agreement to and compliance with the terms, conditions and obligations (collectively, the "Terms and Conditions") provided in the following agreement(s), which shall hereby be incorporated into this Sales Order by reference :

- > the Nutrislice Software Subscription Agreement, version 3.3, which is located at and may be downloaded from the following URL:

https://docs.nutrislice.com/Subscription-Agreement-v3_3.pdf

[Signature Page Follows]

APPROVAL

By affixing my signature, I do hereby accept and agree, on behalf of the party named below, to this Sales Order, including the Terms and Conditions provided or incorporated by reference above and any attachments provided herewith, and do hereby acknowledge that I have full authority to do so.

For **Linn-Mar Comm School District**:

For Nutrislice, Inc.:

Signature

Stanton Aydlett, CFO
or other authorized signer

Name

Date

Title

Date

Client Billing Information

Billing Contact Name/Dept: _____

Billing Email Address: _____

Tax-Exempt? (Yes/No)* _____

**If your organization is tax exempt, please forward the appropriate tax-exempt certificate for your jurisdiction to billing@nutrislice.com upon full execution of this sales order.*



Date: 02/27/2023
 Order Number: Q-516528
 Revision: 1
 Order Form Expiration Date: 04/18/2023

ORDER FORM

Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com
 Orders Under \$25,000.00 may pay by Credit Card:
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer and Billing Address

Customer No.: 147198
 Customer Name: Linn-Mar Cmty School District
 Billing Address: 2999 N 10th St
 Marion, IA 52302-5499

Products and Services

Products	Qty	License Start Date	License End Date	License Term (Months)
EdOptions Academy Overdraft Payment	1	02/17/2023	06/30/2023	4

Subtotal: \$19,565.00

Subtotal: \$19,565.00

Estimated Tax: \$0.00

Total US Funds: \$19,565.00

** Unless otherwise specified in this Order Form, the Start Date for your license(s) will be one of the following: (a) the day immediately following the expiration date of the prior license term or (b) the date in which we have accepted your order and have issued log-in credentials for your software license.

Invoicing and Payment Terms

The full amount of Your Order will be invoiced when accepted by Us. Payment is due 15 days after invoice date.

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to edmentum Inc. and affiliates. This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect.

Purchase Order

You acknowledge that this Agreement is non-cancellable and you will submit a purchase order for the full amount of this Order Form. Your order will not be scheduled for delivery until you have submitted a purchase order referencing and conforming to this Order Form.

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | www.edmentum.com



edmentum





Date: 02/27/2023
Order Number: Q-516528
Revision: 1
Order Form Expiration Date: 04/18/2023

ORDER FORM

Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com
Orders Under \$25,000.00 may pay by Credit Card:
Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified. Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com.

Customer Signature

Name (Printed or Typed)

Title

Date

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | www.edmentum.com



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Date: 02/27/2023
 Order Number: Q-516909
 Revision: 1
 Order Form Expiration Date: 04/28/2023

ORDER FORM

Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com
 Orders Under \$25,000.00 may pay by Credit Card:
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer and Billing Address

Customer No.: 147198
 Customer Name: Linn-Mar Cmty School District
 Billing Address: 2999 N 10th St
 Marion, IA 52302-5499

Products and Services

Products	Qty	License Start Date	License End Date	License Term (Months)
ALVS Overdraft Payment	1	02/27/2023	06/30/2023	4

Subtotal: \$300.00

Subtotal: \$300.00

Estimated Tax: \$0.00

Total US Funds: \$300.00

** Unless otherwise specified in this Order Form, the Start Date for your license(s) will be one of the following: (a) the day immediately following the expiration date of the prior license term or (b) the date in which we have accepted your order and have issued log-in credentials for your software license.

Invoicing and Payment Terms

The full amount of Your Order will be invoiced when accepted by Us. Payment is due 15 days after invoice date.

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to edmentum Inc. and affiliates. This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect.

Purchase Order

You acknowledge that this Agreement is non-cancellable and you will submit a purchase order for the full amount of this Order Form. Your order will not be scheduled for delivery until you have submitted a purchase order referencing and conforming to this Order Form.

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Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified. Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com.

Customer Signature

Name (Printed or Typed)

Title

Date

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Independent Contractor Agreement



Please provide all information requested and sign page two.

Exhibit 705.6

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Mark Baumann, Independent Contractor ("IC"), for the performance of certain services,

THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND REPRESENTATIONS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES TO BE PERFORMED:** Accompanist
2. **GROUP/DEPARTMENT WORKING WITH:** Wilkins Chorus
3. **AMOUNT OF PAYMENT:** \$150⁰⁰

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on April 15, 2023, which is the date of completion. *An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 2999 N 10th Street, Marion, IA 52302.*

4. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation: federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
9. **TERM:** This agreement shall begin on March 7, 2023 and shall continue in effect until April 15, 2023, unless earlier terminated by either party in accordance with Section 11.
10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this 13th day of December, 2022.

Independent Contractor Signature:

Mark Bauman
Title: Accountant

Linn-Mar CSD Representative Signature:

Title: School Board President

Please return this form to the Linn-Mar CSD Business Office – 2999 N 10th St, Marion IA 52302

Accompanist Reimbursement for Services to

Mark Baumann
2795 18th Avenue
Marion, IA 52302

Spring 2023 Wilkins Accompanist

Rehearsal to learn Music at accompanist discretion

Accompanist Rehearsals with Chorus:

March 28 , 2023 7:30 - 8:30 AM

April 4, 2023 7:30 - 8:30 AM

April 11, 2023 7:30 - 8:30 AM

Performances:

April 11, 2023 8:45 AM

April 11, 2023 6:30 PM

Snow dates:

April 13, 2023

\$150 Dollars

**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.

RECEIVED

By: SD Date: 2/23/23

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 Team/Entity: Coaches: Janessa Carr Rachel Carr
(Example: LM Starz 3rd Gr Girls' BB Team)

Contact's Title/Position: Liberty Girls Basketball Team - 6th Grade
(Example: Head Coach)

Contact's Printed Name: Janessa Carr / Rachel Carr

Contact's Signature: [Signature] Date Signed: 2/23/23

How to Reach Contact: Phone: 319-450-5105
Email: Janessa@gmail.com AND rachel.k.jehmann@gmail.com
Full Address: 1312 Cedar Springs Dr.
Marion, IA 52302

Licensor:

Linn-Mar Community School District
2999 N 10th Street, Marion, IA 52302
District Contact: Kevin Fry, Communications/Media Coordinator
Email: kfry@linnmar.k12.ia.us
Phone: (319) 730-3530

Board President's Name (printed): Brittania Morey

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

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.



**2023-2024 PROGRAM YEAR – MEMORANDUM OF AGREEMENT
LINN-MAR COMMUNITY SCHOOL DISTRICT
AND JUNIOR ACHIEVEMENT OF EASTERN IOWA**

WHEREAS the Linn-Mar Community School District hereinafter referred to as **DISTRICT**, and Junior Achievement of Eastern Iowa hereinafter referred to as **JUNIOR ACHIEVEMENT**, desire to enter into an Agreement for the purpose of *INSPIRING AND PREPARING YOUNG PEOPLE TO SUCCEED*.

NOW THEREFORE IS AGREED:

Responsibilities of **JUNIOR ACHIEVEMENT**:

1. Will provide all program materials, student guides, teacher manuals, volunteer manuals, test-generating software and other software licensing, shipping charges, program insurance, staff time for recruitment, placement, training and oversight of volunteers and instructors, as well as other materials fees based on program(s) selection. Materials will be ordered and delivered directly to facility prior to the start of the Junior Achievement class.
 - a. Classroom materials will be ordered and delivered directly to each participating classroom prior to the start of the Junior Achievement class. If program materials are lost once proof of delivery to school, the DISTRICT is responsible for the additional cost of replacement materials.
2. Will prospect, recruit, train, schedule and place each volunteer as well as facilitate evaluation tools and recognition of each volunteer. Junior Achievement will serve as a liaison between the volunteer and instructor if any concerns arise during the Junior Achievement partnership.
3. Will compile any program evaluation data and report impact and outcomes to Partnership Coordinator no later than August 15, 2024.
4. Will facilitate a joint DISTRICT & Junior Achievement volunteer recognition program for all participating volunteers.
5. Will compile a DISTRICT volunteer engagement report inclusive of volunteer hours. This will be submitted to DISTRICT's Partnership Coordinator by July 1, 2024.
6. Will be available to present partnership overview, including volunteer, evaluation, and impact details to DISTRICT at an agreed upon date each year.
7. Will provide an itemized cost statement of services based on current year's certified enrollment to DISTRICT's Partnership Coordinator no later than January 31, 2024 for agreed upon 2023-2024 program services.
8. With the partnership of at least one full grade upon request, Junior Achievement will provide at no cost to the DISTRICT:
 - a. All fees associated with facilitating the *JA Ourselves®* program in kindergarten classrooms.
 - b. All fees (excluding transportation to and from event) associated with facilitating select experiential learning programs and student events, i.e. JA Career Fairs, JA Financial Literacy Fairs, JA Career Inspire, JA Stock Market Challenge.

Responsibilities of **DISTRICT**:

1. Will identify a partnership coordinator who will be the primary contact for the JUNIOR ACHIEVEMENT partnership.
 - a. Partnership coordinator will identify and connect JUNIOR ACHIEVEMENT staff to the volunteer liaisons for the DISTRICT.
 - b. Partnership coordinator will identify and connect JUNIOR ACHIEVEMENT staff to the marketing/communications coordinator for the DISTRICT.
2. Will list JUNIOR ACHIEVEMENT as partner on DISTRICT's website and include volunteer opportunities in newsletters and/or digital backpacks.
3. Will provide a list of participating classes to JUNIOR ACHIEVEMENT by **September 15, 2023** for the 2023-2024 school year. All lists will be by school, grade, time period (if applicable), teacher's name and email and number of students.
4. Will allow JUNIOR ACHIEVEMENT to provide a 1-hour group training to all instructors new to Junior Achievement during the program year. All training will be facilitated prior to the Junior Achievement partnership experience. A training date will be determined before **May 31st, 2023**. Junior Achievement education staff will provide the training at a date and time coordinated by the DISTRICT.
5. Will facilitate a pre-program as well as a post-program evaluation instrument for each participating student in the Junior Achievement program. Specific evaluations will be sent to instructors based on program selection.
6. The DISTRICT may select from the following classroom programs to implement as part of the MOA:

GRADE LEVEL	Work and Career Readiness Pathway		Financial Literacy Pathway		Entrepreneurship Pathway	
ELEMENTARY	JA Our Community® (2)	X	JA More Than Money® (3-5)		JA More Than Money® (3-5)	
	JA Our Nation® (5)		JA Our City® (3)	X	JA Our Families® (1)	X
			JA Ourselves®† (K)	X	JA Our Region® (4)	
MIDDLE	JA It's My Future® (6-8)		JA Economics for Success® (6-8)		JA It's My Business!® (6-8)	
			JA Global Marketplace® (6-8)			
MULTI-LEVELS	JA Excellence through Ethics® (6-12)		JA Finance Park® -Classroom (6-12)		JA Company Program Pop Up® (6-12)	
	JA It's My Job® (6-12)		JA Tools for Success® (6-12)		JA Tools for Success® (6-12)	
	JA Tools for Success® (6-12)					
HIGH	JA Career Success® (9-12)		JA All About Cars® (9-12)		JA Company Program® (9-12)	
			JA Economics® (9-12)		JA Be Entrepreneurial® (9-12)	
			JA Personal Finance® 2.0 (9-12)		JA Launch Lesson (9-12)	
			JA Take Stock in Your Future® (9-12)			
			JA Titan® (9-12)			

X - Participating, P - Pilot, O - Previously Implemented, † - No Cost

7. The DISTRICT may select from the following experiential learning programs and student events to implement as part of the MOA:

GRADE LEVEL	Work and Career Readiness Pathway	Financial Literacy Pathway	Entrepreneurship Pathway
ELEMENTARY	JA BizTown® - MOBILE* (5)		
MIDDLE		JA Financial Literacy Fair † (6-8)	
MULTI-LEVELS	JA Career Fairs † (K-12)	JA Finance Park® – MOBILE* (7-12)	
HIGH	JA Career Inspire® † (9)	JA Stock Market Challenge† (9-12)	

X - Participating, P - Pilot, O - Previously Implemented

**JA BizTown® - Mobile and JA Finance Park® - Mobile will be available at a first come, first served basis.*

DISTRICT will pay JUNIOR ACHIEVEMENT \$13.83 per student participating in the Junior Achievement programming noted above for the 2023-2024 program year.

This Agreement shall be effective July 1, 2023, through June 30, 2024, inclusive of school year and summer programming.

This Agreement may be amended at any time during its term by mutual consent of the parties. Any such amendment shall be in writing and signed by authorized representatives of both parties.

LINN-MAR COMMUNITY SCHOOL DISTRICT
Superintendent

Date

LINN-MAR COMMUNITY SCHOOL DISTRICT
Board President

Date

JUNIOR ACHIEVEMENT OF EASTERN IOWA
Area President

Date

JUNIOR ACHIEVEMENT OF EASTERN IOWA
Regional Executive Board Chairperson

Date

Required:

Partnership Coordinator's Name

Telephone Number

Partnership Coordinator's E-mail Address



AGREEMENT FOR TEACHER EDUCATION CLINICAL EXPERIENCE PLACEMENTS

Between

**The Board of Education
Linn-Mar Comm School District
2999 N 10th St Marion Iowa 52302**

and

**Morningside University
1501 Morningside Avenue
Sioux City, IA 51106**

PLEASE RETURN TO MORNINGSIDE UNIVERSITY BY THURSDAY JUNE 9, 2023

This document shall serve as the basis for a working agreement between the District and the University in consideration of the placement of Morningside University candidates enrolled in teacher education programs for either initial licensure or subsequent endorsements, where clinical experiences are required.

A. PLACEMENT AND STATUS OF STUDENTS

1. Morningside University will collaborate with the District administration or designee regarding the placement of teacher education candidates in clinical experiences (student teaching, practicum, field experience, and internship).
2. Any changes to the original assignment of a teacher education candidate in a clinical experience placement must be approved by Morningside University and the building principal.
3. All teacher education candidates will have completed a background check before beginning their clinical experience placement.
4. Only those teacher education candidates who have satisfactorily completed the necessary academic requirements and professional training for their specific preparation programs will be approved for clinical experience placements.
5. Teacher education candidates assigned to a clinical experience placement shall always work under the supervision of certified personnel in the District during the placement.
6. Teacher education candidates assigned to a clinical experience placement shall always be governed by the regulations of certified personnel of the district during these experiences, including upholding all policies held by the District.
7. A student teacher may be used as a substitute teacher under these conditions:
 - a. A student teacher who holds a substitute authorization may serve as a substitute for their cooperating teacher only, on a very limited basis (no long-term subbing), and can be paid as a substitute teacher for that day. When a student teacher serves as the teacher of record, he/she is no longer student teaching, but is serving as a substitute.



B. COOPERATING AND COLLABORATING TEACHERS

Cooperating teachers are defined as those who supervise clinical experiences of candidates enrolled in initial licensure teacher education programs. Collaborating teachers are defined as those who mentor licensed teachers seeking additional endorsements.

1. Cooperating and collaborating teachers for teacher education candidates shall be approved by the building or District administration and Morningside University based on their licensure and teaching experience.
2. Cooperating and collaborating teachers for teacher education candidates must be licensed in the areas in which they will be supervising the candidates and must have a minimum of three years of teaching experience.
3. Cooperating teachers for student teachers will be paid a stipend of \$210 for a fourteen-week assignment and \$105 for a seven-week assignment. The stipend will be paid to the cooperating teacher by Morningside University at the end of the semester. In the case of a discontinuance of a student teacher, Morningside University shall pay all obligations incurred at the time of discontinuance.
4. Cooperating and collaborating teachers for teacher education candidates who are assigned to practicums, field experiences, or internships will not be paid a stipend.

C. SCOPE OF CLINICAL EXPERIENCES

1. The District shall allow teacher education candidates the use of the physical resources of the schools that are normally provided to classroom teachers, including the building, equipment, essential supplies, library facilities, etc. that are necessary and reasonable to enable the teacher candidate to function adequately in the school.
2. The regular curriculum of the participating school district shall be used.
3. Each clinical experience has different requirements. The Morningside University course instructor will share requirements for the clinical experience directly with the cooperating or collaborating teacher.
4. The District shall allow teacher education candidates to record the teaching of lessons in accordance with District policy regarding video recordings. All University teacher education candidates are required to use the University-sponsored, secure digital platform to capture recordings. All University teacher education candidates sign the University Video Recording Acceptable Use Policy Agreement to ensure confidentiality, best practice, and appropriate usage of videos for University assessment purposes only.
5. University Supervisors are assigned by the University to observe teacher education candidates enrolled in advanced practicums, student teaching and teacher internships. University Supervisors coordinate visits with the cooperating teacher and follow the District policy for classroom visitors and video conferencing.

D. TERMS OF AGREEMENT

1. This school agreement is for the duration of the 2023-2024 academic year.
2. The agreement may be revised or modified by written amendment when both parties agree to such change.
3. Each party reserves the right to dissolve the agreement at any time if the clinical experience proves to be unsatisfactory.



Morningside University Representative

Kelly Chaney

By: _____

Kelly Chaney, Ph.D.

Dean, Sharon Walker School of Education

Linn-Mar Comm School District School District Representative

Signature: _____ Date: _____

Printed Name and Title: _____



RECEIVED

By: So Date: 2/21/23

Exhibit 706.1

Code 603.3-R2ADMINISTRATIVE 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: HS 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>[Signature]</u> Date <u>2/21/23</u>		
District Administrator Approval		<u>[Signature]</u> Date <u>2/21/2023</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.

Our team's activities flow from our mission statement. This competition trip meets our goals in a variety of ways.

- Provide students with experiences that are similar in many ways to the business world; that includes communicating in a professional manner with people from other organizations, solving problems on a tight time table, using technical knowledge in a high pressure situation, looking for best practices within other organizations, marketing our team and our "product" to other organizations, and more.
- Practice leadership in a variety of settings within the competitions; that includes leading the scouting effort, leading the drive team, organization the pits, acting as a safety captain, and more.
- Practice many of the relevant technical and non-technical skills we have been working on in LM Robotics, including troubleshooting, programming, problem solving, communication, and data management.
- Attempt to advance to the FIRST World Championship in April in Houston. Attending this event would be a very inspiring opportunity for all students involved.
- Learn best practices from other teams. Some of the teams that will be in attendance at this event are world class teams with really well organized, highly respected, and historically successful programs.

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.

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.

Overnight Field Trip Request - Linn-Mar Robotics

Trip Date: 03/23/23-03/25/23

2023 Iowa FRC Regional Competition, Cedar Falls, IA Submitted: 02/20/23

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: \$160 x 6 rooms x 2 nights	\$1920
Rental Vans (2 vans x 4 days):	\$520
Van gas:	\$100
Group lunch / breakfast food (2 meals provided)	\$150
Parking:	\$30
Approximate Total:	\$2720

With adult mentors paying their hotels separately and approximately 11 students attending, this puts the cost per student at \$200 per student. Students will pay for the costs before the trip. Students will also be responsible for bringing money along for four supper meals on the road and a breakfast meal (concessions) at the competition venue: (approximately \$60).

Funding – Other Expenses

The registration fees and 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.

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.

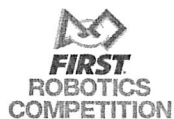
FIRST emphasizes an ethos of Gracious Professionalism at all meetings and events related to FIRST. Students and mentors are expected to behave professionally, but also to relate in a friendly and helpful way to everybody, including competitors. It is common to see one team helping another team at events, 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.

2023 Iowa Regional Trip Itinerary
FIRST Robotics Regional Competition
Cedar Falls, IA

<p>Wednesday, 03/22/23</p> <p>4:00 PM Mentors pick up vans</p> <p>Thursday, 03/23/23</p> <p>6:30 AM Meet at LMHS robotics shop. 7:45 AM Load-In, at Arena (5 reps) 8:30 AM Arrive at Arena Registration Maintenance Pits open Robot Inspection 9:00 AM Driver's Meeting 11:00 AM Lunch at arena 12:00 PM Practice Matches Begin 6:30 PM Practice Matches End 7:00 PM Supper near hotel (tentatively) 8:00 PM Pits close (we may leave earlier) 9:00 PM Team meeting 10:30 PM In rooms 11:00 PM Lights Out</p>	<p>Friday, 03/24/23</p> <p>7:15 AM Breakfast at hotel 7:45 AM Leave hotel 8:00 AM Arrive at Arena Pits Open 8:30 AM Opening Ceremonies 9:00 AM Qualifier Matches begin 12:00 PM Lunch in arena 1:00 PM Matches resume 5:45 PM Awards ceremony, Pits Close 7:00 PM Pizza at hotel 8:00 PM Scouting meetings 10:30 PM In rooms 11:00 PM Lights out</p> <p>Saturday, 03/25/23</p> <p>7:00 AM Check Out + Breakfast at hotel 7:45 AM Leave hotel 8:00 AM Arrive at arena 8:30 AM Opening Ceremonies 9:00 AM Qualifier Matches Resume 12:15 AM Alliance Selections for Playoffs 12:30 PM Lunch in arena 1:30 PM Playoff Rounds & Awards 4:30 PM Pack up, load vans 5:30 PM Supper on the road 7:00 PM Arrive back at LMHS</p>
<p>Hotel AmericInn Cedar Falls 5818 Nordic Drive Cedar Falls, IA 50613 319-277-6166</p>	<p>Arena McLeod Center and UNI Dome 2501 Hudson Road Cedar Falls, IA</p>
<p>Transportation Travel via rental vans</p>	<p>Coach Contact Info Dan Niemitalo: 319-400-2730</p>



2023 REGIONAL SCHEDULE

IOWA REGIONAL

Competition Schedule

Wednesday, March 22nd, 2023	
6:00PM-8:00PM	5 Team Reps to Load In and Set Up Pits

Thursday, March 23rd, 2023	
7:45AM	5 Team Reps to Load In
8:30AM	Pits, Machine Shop, Registration and Inspection Open
9:00AM	Load-in Ends
9:00AM-11:00AM	Driver's Meeting, Field Open for Measurement and Calibration
11:00AM-12:00PM	Lunch
12:00PM-6:30PM	Practice Matches
8:00PM	Pits and Machine Shop Close

Friday, March 24th, 2023	
8:00AM	Pits and Machine Shop Open
8:30AM-9:00AM	Opening Ceremonies
9:00AM-12:00PM	Qualification Matches
12:00PM-1:00PM	Lunch
1:00PM-5:45PM	Qualification Matches
5:45PM-6:15PM	Awards Ceremony
~6:30PM**	Pits and Machine Shop Close immediately following Awards Ceremony

Saturday, March 25th, 2023	
8:00AM	Pits and Machine Shop Open
8:30AM-9:00AM	Opening Ceremonies
9:00AM-12:15PM	Qualification Matches
12:15PM-12:30PM	Alliance Selections
12:30PM-1:30PM	Lunch
1:30PM-4:30PM	Playoff Matches & Awards Ceremony
~5:00PM**	Pits close 30 minutes following the close of the Closing Ceremony

***Schedule subject to change. All times are estimated based on flow of rounds.*

See Pit Administration table for updated times.

Tentative Van & Room Lists				
Van 1			Room 1	
Driver	Dan	Niemitalo	Hana	Mohammed
	Kian	Carter	Layla	Simmons
	Hana	Mohammed	Maddy	Baley
	Layla	Simmons		
	Jafar	Hussein	Room 2	
			Jafar	Hussein
Van 2	Kira	Lansing	Kian	Carter
Driver	Maddy	Baley	Caleb	Ryon
	Isaac	Stark		
	Jacob	Yearous	Room 3	
	Gabriel	Marsh	Beck	Daly
	Beck	Daly	Cole	Daly
	Cole	Daly	Isaac	Stark
			Room 4	
			Jacob	Yearous
			Gabriel	Marsh
			Room 5	
Equipment Truck			Dan	Niemitalo
Driver	Carl	Gloe	Carl	Gloe
			Room 6	
			Carla	Lansing
			Kira	Lansing

Tentative Roles

First	Last	Roles
Hana	Mohammed	Impact Aware Presenter / Pit Representative, Scout
Maddy	Baley	Pit Crew, Scout
Layla	Simmons	Programmer, Impact Aware Presenter / Pit Representative
Gabriel	Marsh	Programmer, Pit Crew
Isaac	Stark	Pit Crew
Cole	Daly	Pit Crew
Jacob	Yearous	Pit Crew
Jafar	Hussein	Impact Aware Presenter / Pit Representative, Scout
Kian	Carter	Scout
Beck	Daly	Programmer, Scout

Other roles to be determined prior to event:

Drive Team Roles (Coach, Driver 1, Driver 2, Human Player, Technician)

Lead Scouting Representative for Alliance Selection



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 2/24/23 (S)

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 Board of Directors. In authorizing excursions/trips, the building 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 excursions/trips unless the event is sanctioned by the state athletic associations.

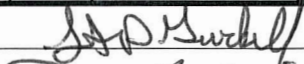

The request will include:

- ✓ 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

1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
2. The building will be responsible for obtaining a substitute teacher if one is needed.
3. 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 four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: Model United Nations Submitted by: HANK Gehls
(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	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date 2/24/2023
Chief Financial/Operating Officer Approval			Date 2/28/2023
Board of Directors Approval			Date

March 30 and 31 2023: Linn-Mar Model UN @ Spring Iowa High School Model UN Conference

- Purpose:** Students will be attending the Spring Conference for the Iowa High School Model United Nations.
- Pre-Planning:** For this year's conference Linn-Mar will be representing Denmark and Sweden. Students will be calculating the positions of their assigned countries and will represent those at the conference by offering debate on topics from the position of their country. Those topics and committees are in an attached document. In an effort to have students understand the positions of their country, they will write position papers about their topics that correlate to the positions held by their country.
- Follow-Up:** Students will debrief the activity at our weekly Model UN meeting discussing the survey that is addressed in the Assessment portion of this document.
- Assessment:** See attached survey.
- Funding:** Funding for our delegation fees are provided by the booster club. In order to pay for our hotel rooms, our organization has sponsored two blood drives and applied for the requisite scholarship money provided by the Mississippi Valley Regional Blood Center. Students will only be paying for their individual meals during the trip. Hotel cost is covered by funds in the Model UN account.

Cost 8 Rooms \$976.64

Paid for via Blood Drive Scholarship: \$500.00

As the conference is still a month away, we may add or subtract students, thus potentially altering the number of rooms needed.

Conference Cost:

Required:	\$40.00
Delegation Fee (Per Country Assigned)	
Required:	\$10.00
Delegate Fee (Per Student)	

24 students, 2 countries: \$310.00 picked up by Booster Club Request

- Common Experience: The overall benefit of this activity is to involve the students in working to find solutions to global problems. In doing so, the students experience the activity through the lens of another country while working together with students from all over the state of Iowa.
- Multi-Disciplinary: This activity has incorporated not only social studies content but also utilization of writing a position paper as well as debate skills. Students will also develop an understanding of parliamentary procedure. As part of this activity, college bound students will also get two days worth of exposure to a college campus.
- Transportation: Acquired through the Linn-Mar Transportation Department.
- Itinerary: The Itinerary has not yet been made available by the hosting organization. Typically conference begins with an opening ceremony at 10:00 AM on Friday. After that students are in their committees until 5:00. Dinner from 5:00-7:00 and students are then back in their committees until 9:00. At 9:00 the UNI secretariat hosts a festival for students. 11:00 return to hotel. Conference resumes around 9:00 Am the next morning and students are in Committee until around 2:00. Closing ceremony is at 2:00 where "Outstanding Delegates" are recognized. Here is a link to where this will be posted:
<https://sites.google.com/site/ihsmun0uni/clients/conference-schedule>
- Accommodations: Holiday Inn Express, Cedar Falls Iowa

ECOSOC

- 1. Should the United Nations act as an intermediary in repatriating looted and/or stolen cultural artifacts?**
- 2. Shall member nations resolve to create a global food bank to provide aid to people of impoverished regions as well as those affected by climate disasters?**

Disarmament

- 1. How should member nations impose Sanctions for noncompliance with Arctic neutral territory**
- 2. Use unmanned remote weaponry (kamikaze drones, modern nuclear arms race, etc.)**

Political and Security

- 1. How should the United Nations assist in easing tensions between China and Taiwan?**
- 2. How might the United Nations assist in the “Protection of Migrants against Smugglers by ensuring that international protection needs are met?**

Social, Humanitarian, and Cultural

- 1. How should the UN contribute to preparing and preventing global pandemics?**
- 2. How might the UN establish the protection and security of journalists and free press rights?**

Security Council

1. Should the United Nations create a committee for “International elections integrity and stabilization”

2. Haiti: Gang violence and climate change combine for chaos

Should the UN bolster peacekeeping operations which strengthen aid against gang violence in Haiti?

Legal 1

1. Shall the United Nations mediate the failed truce between Houthis and the Saudi-led coalition?

2. Who shall uphold the Rights of the People of the Non-Self-Governing Territories?

Legal 2

1. Should the United Nations codify crimes against humanity?

2. How should the United Nations address in regulating multinational corporations?

ICJ- The docket and background guides will be released on the day of the conference

Student Name: _____

Nation Represented: _____

Committee: _____

Topic: _____

Number of Amendments Proposed:

Number of Amendments Passed:

Nations that you caucused with:

Number of times you participated in Debate:

Reflect on your success as a delegate at the conference:

Reflect on the success of your delegation at the conference:

Rooming/Field Trip List: Students 24

Faculty Supervisors

Hank Gehrls
Kathleen Kelly

Male Students: 2 Rooms

Isaac Knapp, Andy Tran, Will Clair, Josh Knapp, Kushal Vanevassen

Varun Pradeep, Jack McGrath, Varun Pradeep, Quinn Lorenz, Srnav Naveed

Female Students: 4 Rooms

Smaya Mungala, Tabatha Buck, Mickala Wonnick, Esme Walker
Addie Sleezer, Tara Livermore, Alisha Kumar, Amy Miller
Aasmitha Kavula, Anjali Addagarla, Rishitha Gadde, Jaihita Inturi

Norah Taylor, Joanna Kern



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 2/24/23 (S)

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 Board of Directors. In authorizing excursions/trips, the building 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 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

1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
2. The building will be responsible for obtaining a substitute teacher if one is needed.
3. 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 four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: FBLA Submitted by: Barb Schult
(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>[Signature]</u>	Date <u>2/24/2023</u>
Chief Financial/Operating Officer Approval		<u>[Signature]</u>	Date <u>2/28/2023</u>
Board of Directors Approval			Date

Overnight Field Trip Request Form

Linn-Mar Future Business Leaders of America to attend and compete at the FBLA State Leadership Conference

March 30-April 1, 2023

Hyatt Regency Hotel & Conference Center, 300 E. 9th Street, Coralville, IA

Purpose: What is the purpose of this field trip/work site visit?

This conference is the culmination of the work, learning and experience of the students in FBLA. Students compete in events against other state chapters to become eligible to advance and compete at the National FBLA Conference. This event will allow students to showcase their ability in many areas of business and highlight the learning that has occurred in a combination of classes, conferences, and experiences in our high school. Students will also represent the local Linn-Mar Chapter and Iowa State Chapter during State voting sessions.

Pre-Planning: How are you planning to maximize the learning experiences of students on this field trip/work site visit?

The experiences in their core and elective classes, along with the regular meetings in FBLA and other conferences, will be good preparation for the skills necessary to do well at the conference. We have also provided preparatory sessions in test taking and presentation that will allow our students to excel at the conference. Students have attended many individual sessions and sought out mentor relationships with current or former business owners who have provided valuable insight to evaluate presentations or tests to help them do well in their competitions. The advisers are present at these sessions and have input to help the students achieve to the best of their ability. Students with prejudged projects participated at the FBLA Regional Competition in January. Professional judges provided feedback and suggestions for changes prior to the students' final submission for the State Competition.

Follow-Up: Explain a follow-up plan that will maximize the learning experiences of students on this field trip/work site visit?

Students who attend SLC will share their experiences with membership during the "Membership Drive" in the fall of the next school year. During the State Conference planning, students will share their experiences at SLC with other students who choose to compete in the same event. They pass on their knowledge.

Students will receive their scores/critique from the judges. Students can begin to prepare for competition the following year.

Assessment: How will students be required to demonstrate their understanding of the learning expected from this experience?

Student will compete against other students from across the state. Competitions are scored. Students receive their scores and explanation of that grade in writing from the judges. Students who place in the top six are recognized during the Awards Ceremony and advance to national competition.

Funding: Describe your sources of funding that meets both Department of Education and District guidelines.

Proceeds from working Iowa Hawkeye Football concessions and Aramark events contribute to funding the conference. Students will offset the cost of the registration and accommodations themselves.

Common Experience: What are the benefits of this field trip/work site visit that ensure all students at this grade level/activity will have the experience they should?

All students are competing in events in which they have interest, knowledge, experience and learning from life and school. They get to experience “real life” situations that will better prepare them for the business world. They also will participate in the election and installation of the Iowa FBLA State Officers.

Multi-Disciplinary: Address how this field trip/work site visit will address more than one curricular area and how it offers the opportunity for curriculum integration.

Students will be able to use verbal and written skills developed in other disciplines to help in competing in their events. Many of the skills learned in their Math and English classes will help in producing quality work. Experiences in leadership roles for other organizations will also benefit them in their efforts.

Linn-Mar Competitors

- 1 Riya Anand
- 2 Keerthana Balakrishnan
- 3 Pranav Chepyala
- 4 Alexys Ciha
- 5 Tanvi Gopalam
- 6 Breann Johnson
- 7 Ashna Karia
- 8 Pranav Karthik
- 9 Gaven Ketcham
- 10 Devasena Manikandan

Linn-Mar Competitors

- 11 Aleena Mansoor
- 12 Matieis Mayes
- 13 Krishna Modha
- 14 Ranvitha Muramreddy
- 15 Priyanka Onteru
- 16 Keshav Ramnarayanan
- 17 Charles Rubin
- 18 Aditya Suri
- 19 Jace Whitman
- 20 Samraat Zagade

Overnight Accommodations

Drury Inn & Suites

815 1st Avenue

Coralville, IA 52241

319-337-4891

March 30- April 1, 2023 (2 nights) \$155.00 per night x 8 rooms x 2 nights=\$1,240.00 Total Cost

Rm 1	Riya Anand	Tanvi Gopalam	Krishna Modha	Priyanka Onteru
Rm 2	Breann Johnson	Ashna Karia	Devasena Manikandan	Ranvitha Muramreddy
Rm 3	Pranav Chepyala	Pranav Karthik	Matieis Mayes	Aditya Suri
Rm 4	Alexys Ciha	Aleena Mansoor		
Rm 5	Gaven Ketcham			
Rm 6	Keshav Ramnarayanan	Charles Rubin	Jace Whitman	Samraat Zagade
Rm 7	Adviser Bill Hoefle			
Rm 8	Adviser Barb Schult	Adviser Dana Lampe		

Mode of Transportation

Linn-Mar FBLA will request Linn-Mar transportation from the high school to Coralville, IA and the return trip.

Conference Expenses Per Person \$151.82

Conference registration, payable to FBLA-PBL Student \$100 x 18 (State Officer Balakrishnan registration provided) = \$1,800.00

Advisers \$100 x 3 = \$300.00

Lodging \$155 x 8 = \$1,240.00 (State Officer Balakrishnan lodging provided)

Total Expense: \$3,340.00



Tentative Conference Schedule

The schedule is tentative and is subject to change prior to the conference. The official conference schedule is located in the conference program on the Iowa FBLA State Leadership Conference webpage or conference mobile application. Please note: This schedule does not include activities, events, and deadlines that happen prior to or after the conference.

High School

Thursday, March 30

2:30 - 4:00 PM	Conference Registration
4:00 - 8:00 PM	Performance Competitions
4:00 - 8:00 PM	Objective Testing
4:30 - 6:30 PM	Adviser Meetings
5:00 - 6:00 PM	First Year Member Social
6:00 - 7:00 PM	Senior Social
7:00 - 8:30 PM	Volunteer & Alumni Reception
8:00 - 9:30 PM	Opening Session
9:30 - 11:00 PM	Club FBLA
11:30 PM	Curfew

Friday, March 31

8:30 - 9:15 AM	General Session
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10:30 AM - 3:30 PM	Objective Testing
10:00 AM - 2:00 PM	Leadership Lounge
10:00 AM - 2:00 PM	Exhibitors
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2:00 - 3:30 PM	Open Testing
8:00 - 9:00 PM	Gold Chapter Meet & Greet
9:00 - 10:30 PM	Entertainment: Hypnotist
11:30 PM	Curfew

Saturday, April 1

8:00 - 9:00 AM	Spelling & Vocab Relay
8:00 - 10:00 AM	Community Service Project
10:00 - 11:30 AM	Awards Session Part 1
11:30 AM - 1:00 PM	Lunch Provided
1:00 - 2:30 PM	Awards Session Part 2

Collegiate

Friday, March 31

1:00 - 2:00 PM	Conference Registration
2:00 - 3:00 PM	Opening Session
3:00 - 5:00 PM	Leadership Workshops
3:00 - 5:00 PM	Objective Testing
5:30 - 8:00 PM	Networking, Meet & Greet
9:30 - 11:00 PM	Entertainment: Hypnotist

Saturday, April 1

8:00 AM - 12:00 PM	Performance Competitions
8:00 - 10:00 AM	Community Service Project
11:30 AM - 1:00 PM	Lunch Provided
1:30 - 3:00 PM	Business Tours
3:00 - 4:00 PM	Awards Session

Conference Locations

High School

All conference activities will take place at:

Hyatt Regency Coralville Hotel & Conference Center
300 E 9th St
Coralville, IA 52241

Collegiate

All conference activities will take place at (excluding business tours):

Drury Inn & Suites
815 1st Ave
Coralville, IA 52241

Hyatt Regency Coralville Hotel & Conference Center
300 E 9th St
Coralville, IA 52241



Appendix B: Comprehensive Consent Form

This is to certify the named **Member/Participant** listed below has my permission to attend all Iowa FBLA sponsored State Leadership Conference activities. I also release Iowa FBLA, the school officials, the chapter advisers, conference staff, and Iowa FBLA staff and volunteers from any claims for personal injuries/damages which might be sustained while (s)he is traveling to and from an event or during an Iowa FBLA sponsored activity.

I authorize the below named **Educator/Adviser** or Iowa FBLA staff to secure the services of a doctor or hospital for the named **Member/Participant**. I will pay the expenses for necessary services in the event of accident or illness.

Member/Participant Name	Name: Age: DOB: Gender:
Local Chapter (School) Name	Name:
Name of Educator/Adviser/Supervising Member	Name:
Parent(s)/Guardian Name(s) & Phone	Name: Phone Number: Name: Phone Number:
Emergency Contact Name/Phone Number	Name: Phone Number:
Member/Participant Home Address	Address: City, State Zip:
Swimming Permission	Yes, my child can/may swim No, my child cannot swim/isn't permitted to swim
Medical Information	Known Allergies: Current Medication: Chronic Conditions: Physical Restrictions:

I have read and completely understand the **Personal Liability**, the **Code of Conduct**, **FERPA Directory Information**, and the **Photography, Video, and Sound Release** agreements, and by signing, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release Iowa FBLA's national, state, regional, and local associations. **NOTE:** All participants must sign this form.

Member/Participant Signature

Parent/Guardian Signature



Iowa FBLA Personal Liability

I hereby agree to release FBLA Inc. and Iowa FBLA, its representatives, agents, servants and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending the Iowa FBLA event indicated on the other side of this page, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees.

Having read and understood completely the "Code of Conduct" of Iowa FBLA, I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing Iowa FBLA.

NOTE: All persons under legal age must have a parent or guardian sign this form (see other side). Otherwise, this form will be returned for a parent or guardian signature. All participants must sign this form.

Code of Conduct Agreement

The Iowa FBLA Leadership Conferences are designed to be an educational function and all plans are made with that objective. The Conferences represent Iowa FBLA's most significant meetings of the year. Iowa FBLA wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing the nation's greatest student organization. In order that everyone may receive the maximum benefits from their participation, the "Code of Conduct," as established by the Iowa FBLA Iowa FBLA Board, must be followed at all times. Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. We are proud of our students and know that by signing this "Code of Conduct" you are simply reaffirming your dedication to be the best possible representative of your school and chapter.

1. I will, at all times, respect all public and private property, including the hotel or motel in which I am housed.
2. I will spend each night in the room of the hotel or motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not be in the sleeping room of the opposite sex.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will not leave the hotel or motel without the express permission of my local chapter adviser.
7. My conduct shall be exemplary at all times.
8. I will keep my adviser informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will respect the official FBLA dress.
11. I will attend and be on time for all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times.



Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the conference I am attending, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

1. Violations of Items 1 through 6 of the "Code of Conduct" will be grounds for disqualification, immediate removal from competition and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant's local school district and parents/guardians. The participant's entire voting delegation could be unseated and the candidates or competitors from the participant's local chapter could be disqualified as well.

2. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's local school district administration and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.

It is within the spirit of being a proud and meaningful member of FBLA that I agree to these rules of conduct by signing my name on the other side of this page.

Photography, Video and Sound Release

I hereby grant the Iowa FBLA permission to make still or motion pictures and sound recordings, separately or in combination and also give a production company approved by the Iowa FBLA permission to use the finished silent or sound pictures and/or sound recordings as deemed necessary.

Further, I so hereby relinquish to the Iowa FBLA all rights, title, interest in and income from the finished sound or silent motion pictures, still pictures and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints and further grant the Iowa FBLA the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network or governmental agency or to any of their assignees, without payment or other consideration to me.

My agreement to perform under camera, lighting and stated conditions is voluntary and I do hereby waive all personal claims, causes of action or damages against the Iowa FBLA and the employees thereof, arising from a performance or appearance.

I hereby authorize Iowa FBLA to display my picture, school information (school, address and telephone number) and e-mail address on the Iowa FBLA website.

Appendix C: FERPA Waiver

Family Educational Rights and Privacy Act (FERPA)

Iowa Future Business Leaders of America

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Iowa Future Business Leaders of America**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Iowa Future Business Leaders of America** may disclose appropriately designated "directory information" without written consent, unless you have advised the **Iowa Future Business Leaders of America** to the contrary in accordance with **Iowa Future Business Leaders of America** procedures. The primary purpose of directory information is to allow the **Iowa Future Business Leaders of America** to include information from your child's education records to higher education institutions, the military and Iowa FBLA partners.

Who may receive directory information?	Purpose for which directory information may be used?
Higher Education Institutions	Scholarship opportunities, open house events, Phi Beta Lambda communications, admissions contact
Military Recruiters	Military opportunities, scholarship opportunities, ROTC programs
Additional Iowa FBLA Partners	Internship, apprenticeship and job opportunities

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that partner with **Iowa Future Business Leaders of America** for the promotion of college and career readiness. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want **Iowa Future Business Leaders of America** to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the **Iowa Future Business Leaders of America** in writing 30 days before the event. **Iowa Future Business Leaders of America** has designated the following information as directory information.

- Student's name
- Telephone listing
- Electronic mail address
- Photograph
- Dates of participation
- Grade level
- The most recent educational agency or institution attended
- Student membership number used to communicate in electronic systems



Appendix A: Adviser Assurance Form

Iowa FBLA

Adviser Assurance Form (for the Comprehensive Consent Form)

I, Barbara Schult, Chapter Adviser for Linn-Mar, verify that:
(Name of Adviser) (FBLA Chapter)

All conference-registered school representatives (including but not limited to students, instructors, advisers and observers) participating in Iowa FBLA sponsored conferences, have completed the Comprehensive Consent Form & COVID Waiver of Liability Form.

The Comprehensive Consent Forms & COVID Waiver of Liability Forms of all conference-registered school representatives (including but not limited to instructors, advisers and observers) will remain in my possession at all times during any Iowa FBLA sanctioned conference.

I understand that, under no circumstances (other than those approved by the State Adviser and/or State Chair) I may not leave the conference premises for the entire duration of the conference. I agree to be the responsible party for my students and their actions.

I recognize and understand that Iowa FBLA will NOT collect the Comprehensive Consent Forms and COVID Waiver of Liability Forms of my conference-registered school representatives (including but not limited to students, instructors, advisers and observers). I also have communicated the complete contents of this signed Assurance page with all Conference-registered school representatives (including but not limited to students, instructors, advisers and observers).

Barbara Schult 2/23/23 barbara.schult@linnmar.k12.ia.us
(Signature of School Adviser) (Date) (E-mail)

(Signature of Principal/Director/Dean) (Date) (E-mail)



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: _____

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 Board of Directors. In authorizing excursions/trips, the building 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 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
1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
 2. The building will be responsible for obtaining a substitute teacher if one is needed.
 3. 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 four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: FBLA Submitted by: Barb Schult
(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	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	✓
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	✓
Building Principal Approval		Date	
Chief Financial/Operating Officer Approval		Date	
Board of Directors Approval		Date	

Overnight Field Trip Request Form

Linn-Mar Future Business Leaders of America to attend and compete at the FBLA State Leadership Conference

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Pre-Planning: How are you planning to maximize the learning experiences of students on this field trip/work site visit?

The experiences in their core and elective classes, along with the regular meetings in FBLA and other conferences, will be good preparation for the skills necessary to do well at the conference. We have also provided preparatory sessions in test taking and presentation that will allow our students to excel at the conference. Students have attended many individual sessions and sought out mentor relationships with current or former business owners who have provided valuable insight to evaluate presentations or tests to help them do well in their competitions. The advisers are present at these sessions and have input to help the students achieve to the best of their ability. Students with prejudged projects participated at the FBLA Regional Competition in January. Professional judges provided feedback and suggestions for changes prior to the students' final submission for the State Competition.

Follow-Up: Explain a follow-up plan that will maximize the learning experiences of students on this field trip/work site visit?

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Students will receive their scores/critique from the judges. Students can begin to prepare for competition the following year.

Assessment: How will students be required to demonstrate their understanding of the learning expected from this experience?

Student will compete against other students from across the state. Competitions are scored. Students receive their scores and explanation of that grade in writing from the judges. Students who place in the top six are recognized during the Awards Ceremony and advance to national competition.

Funding: Describe your sources of funding that meets both Department of Education and District guidelines.

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Multi-Disciplinary: Address how this field trip/work site visit will address more than one curricular area and how it offers the opportunity for curriculum integration.

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Rm 7	Adviser Bill Hoefle			
Rm 8	Adviser Barb Schult	Adviser Dana Lampe		

Mode of Transportation

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Advisers \$100 x 3 = \$300.00

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Total Expense: \$3,340.00



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Conference Locations

High School

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Coralville, IA 52241

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815 1st Ave
Coralville, IA 52241

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Coralville, IA 52241



Appendix B: Comprehensive Consent Form

This is to certify the named **Member/Participant** listed below has my permission to attend all Iowa FBLA sponsored State Leadership Conference activities. I also release Iowa FBLA, the school officials, the chapter advisers, conference staff, and Iowa FBLA staff and volunteers from any claims for personal injuries/damages which might be sustained while (s)he is traveling to and from an event or during an Iowa FBLA sponsored activity.

I authorize the below named **Educator/Adviser** or Iowa FBLA staff to secure the services of a doctor or hospital for the named **Member/Participant**. I will pay the expenses for necessary services in the event of accident or illness.

Member/Participant Name	Name: Age: DOB: Gender:
Local Chapter (School) Name	Name:
Name of Educator/Adviser/Supervising Member	Name:
Parent(s)/Guardian Name(s) & Phone	Name: Phone Number: Name: Phone Number:
Emergency Contact Name/Phone Number	Name: Phone Number:
Member/Participant Home Address	Address: City, State Zip:
Swimming Permission	Yes, my child can/may swim No, my child cannot swim/isn't permitted to swim
Medical Information	Known Allergies: Current Medication: Chronic Conditions: Physical Restrictions:

I have read and completely understand the **Personal Liability**, the **Code of Conduct**, **FERPA Directory Information**, and the **Photography, Video, and Sound Release** agreements, and by signing, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release Iowa FBLA's national, state, regional, and local associations. **NOTE:** All participants must sign this form.

Member/Participant Signature

Parent/Guardian Signature



Iowa FBLA Personal Liability

I hereby agree to release FBLA Inc. and Iowa FBLA, its representatives, agents, servants and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending the Iowa FBLA event indicated on the other side of this page, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees.

Having read and understood completely the "Code of Conduct" of Iowa FBLA, I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing Iowa FBLA.

NOTE: All persons under legal age must have a parent or guardian sign this form (see other side). Otherwise, this form will be returned for a parent or guardian signature. All participants must sign this form.

Code of Conduct Agreement

The Iowa FBLA Leadership Conferences are designed to be an educational function and all plans are made with that objective. The Conferences represent Iowa FBLA's most significant meetings of the year. Iowa FBLA wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing the nation's greatest student organization. In order that everyone may receive the maximum benefits from their participation, the "Code of Conduct," as established by the Iowa FBLA Iowa FBLA Board, must be followed at all times. Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. We are proud of our students and know that by signing this "Code of Conduct" you are simply reaffirming your dedication to be the best possible representative of your school and chapter.

1. I will, at all times, respect all public and private property, including the hotel or motel in which I am housed.
2. I will spend each night in the room of the hotel or motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not be in the sleeping room of the opposite sex.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will not leave the hotel or motel without the express permission of my local chapter adviser.
7. My conduct shall be exemplary at all times.
8. I will keep my adviser informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will respect the official FBLA dress.
11. I will attend and be on time for all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times



Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the conference I am attending, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

1. Violations of Items 1 through 6 of the "Code of Conduct" will be grounds for disqualification, immediate removal from competition and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant's local school district and parents/guardians. The participant's entire voting delegation could be unseated and the candidates or competitors from the participant's local chapter could be disqualified as well.

2. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's local school district administration and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.

It is within the spirit of being a proud and meaningful member of FBLA that I agree to these rules of conduct by signing my name on the other side of this page.

Photography, Video and Sound Release

I hereby grant the Iowa FBLA permission to make still or motion pictures and sound recordings, separately or in combination and also give a production company approved by the Iowa FBLA permission to use the finished silent or sound pictures and/or sound recordings as deemed necessary.

Further, I so hereby relinquish to the Iowa FBLA all rights, title, interest in and income from the finished sound or silent motion pictures, still pictures and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints and further grant the Iowa FBLA the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network or governmental agency or to any of their assignees, without payment or other consideration to me.

My agreement to perform under camera, lighting and stated conditions is voluntary and I do hereby waive all personal claims, causes of action or damages against the Iowa FBLA and the employees thereof, arising from a performance or appearance.

I hereby authorize Iowa FBLA to display my picture, school information (school, address and telephone number) and e-mail address on the Iowa FBLA website.



Appendix C: FERPA Waiver

Family Educational Rights and Privacy Act (FERPA)

Iowa Future Business Leaders of America

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Iowa Future Business Leaders of America**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Iowa Future Business Leaders of America** may disclose appropriately designated "directory information" without written consent, unless you have advised the **Iowa Future Business Leaders of America** to the contrary in accordance with **Iowa Future Business Leaders of America** procedures. The primary purpose of directory information is to allow the **Iowa Future Business Leaders of America** to include information from your child's education records to higher education institutions, the military and Iowa FBLA partners.

Who may receive directory information?	Purpose for which directory information may be used?
Higher Education Institutions	Scholarship opportunities, open house events, Phi Beta Lambda communications, admissions contact
Military Recruiters	Military opportunities, scholarship opportunities, ROTC programs
Additional Iowa FBLA Partners	Internship, apprenticeship and job opportunities

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that partner with **Iowa Future Business Leaders of America** for the promotion of college and career readiness. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want **Iowa Future Business Leaders of America** to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the **Iowa Future Business Leaders of America** in writing 30 days before the event. **Iowa Future Business Leaders of America** has designated the following information as directory information.

- Student's name
- Telephone listing
- Electronic mail address
- Photograph
- Dates of participation
- Grade level
- The most recent educational agency or institution attended
- Student membership number used to communicate in electronic systems



Appendix A: Adviser Assurance Form

Iowa FBLA

Adviser Assurance Form (for the Comprehensive Consent Form)

I, Barbara Schult, Chapter Adviser for Linn-Mac, verify that:
(Name of Adviser) (FBLA Chapter)

All conference-registered school representatives (including but not limited to students, instructors, advisers and observers) participating in Iowa FBLA sponsored conferences, have completed the Comprehensive Consent Form & COVID Waiver of Liability Form.

The Comprehensive Consent Forms & COVID Waiver of Liability Forms of all conference-registered school representatives (including but not limited to instructors, advisers and observers) will remain in my possession at all times during any Iowa FBLA sanctioned conference.

I understand that, under no circumstances (other than those approved by the State Adviser and/or State Chair) I may not leave the conference premises for the entire duration of the conference. I agree to be the responsible party for my students and their actions.

I recognize and understand that Iowa FBLA will NOT collect the Comprehensive Consent Forms and COVID Waiver of Liability Forms of my conference-registered school representatives (including but not limited to students, instructors, advisers and observers). I also have communicated the complete contents of this signed Assurance page with all Conference-registered school representatives (including but not limited to students, instructors, advisers and observers).

Barbara Schult 2/23/23 barbara.schult@linnmac.k12.ia.us
(Signature of School Adviser) (Date) (E-mail)

(Signature of Principal/Director/Dean) (Date) (E-mail)



Excursions and Trips Request Form

Exhibit 706.4

Code 603.3-R2

Date Request Received by CFO/COO: 2/23/23 SO

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.

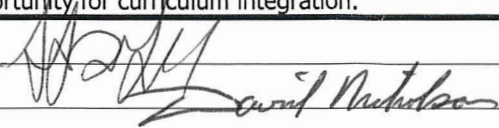
The request will include:

- ✓ 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

1. Within three weeks of the completion of the excursion/trip the sponsor will submit a written summary of the event to the building principal.
2. The building will be responsible for obtaining a substitute teacher if one is needed.
3. 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 four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: FFA - State Leadership Conf. Submitted by: Barbara Lemmer
(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			Date <u>2/21/2023</u>
Chief Financial/Operating Officer Approval			Date <u>2/28/2023</u>
Board of Directors Approval			Date

State FFA Leadership Conference - 2023

Sponsorship: Iowa FFA Association

Supervision: Barb Lemmer, chapter advisor, will attend and be responsible for all FFA members attending the State FFA Leadership Conference. Members will participate as a group as much as possible. Multiple activities do occur simultaneously, but members will not be allowed to wander off to do their own thing!

Adherence to the District's Code of Conduct and completion of appropriate documentation by parents and students: A copy of the application that members will complete to attend the State FFA Leadership Conference has been given to Steve Goodall.

Written Request: See details below!

Rationale/Purpose: The purpose for attending the State FFA Leadership Conference is to give FFA members the opportunity to develop premier leadership, personal growth, and career success skills through the various activities of the conference. Also, FFA members who advance through sub-districts and districts in a leadership career development and/or agricultural skills career development event will compete in the state level contest in their respective event.

For a full list of potential events FFA members can or will participate in are listed on the **State FFA Leadership Application** which is attached to this document.

Pre-Planning:

- Complete required paperwork.
- A transportation request has been sent to the Transportation Department requesting a bus. I will drive the bus throughout the event.
- Hotel rooms have not been reserved yet. They will be reserved for Sunday, April 16th Monday, April 17th. Check out will be on Tuesday, April 18th.
- Professional leave has been requested on iVisions and Frontline for 2 days...**April 17th and 18th. Will return on Tuesday, April 18th in the evening.**
- Online pre-conference registration will be completed by the March 14th deadline. Final online registration will be completed by the April deadline.
- I will review (when available) the final **Schedule of Events** and tentatively determine the schedule that will be followed by all participants. Refer to the **State Convention tab** on the **Iowa FFA Association webpage** for all convention information. Students attending will have a say in the workshops, conference sessions, career show activities, competition finals, etc. that they want to attend as an audience member. A pre-conference planning meeting will be held on Friday, April 7th to inform members of conference expectations and present them with the required paperwork that they need to complete to participate.

Resource Manual: I take a folder with me that contains all the paperwork from each participant, and I have all the administrator contacts in my cell phone. Alumni member Sonny Deke also attends the convention, and he also assists me, and my students as needed. Parents will also be invited to attend the conference so they can see their child compete or participate in the various activities of the conference. The Iowa FFA Association has a cell phone app for different convention situations that I utilize. First aid stations are located throughout the conference complex.

Follow-up: Participants will meet after the conference to prepare a report that will highlight educational benefits/competitive event results from attending the conference and they will share that information with the other FFA members, parents, and others through the chapter's website, social media sites and chapter banquet. Attendees will set goals related to further participation in FFA activities at the sub-district, district, state, and national level. All FFA members will have the benefit of watching conference highlights on the Iowa FFA Association's **Live Stream Through YouTube** channel.

Assessment: Students will reflect on their performances if they have competed in a competitive event. Others that do not compete will evaluate other contestants that they have watched compete. These reflections will be used to help them prepare for future competitions such as sub-district leadership contests and district agricultural skills career development events.

Funding: Each student will pay their own registration and hotel fee. They are also responsible for paying for the food that they will eat. Each student will deposit \$125 in the FFA account and then FFA will complete the registration process and hotel payment process. Students are encouraged to bring \$60 for food or they can bring a few items with them to reduce the cost of food if they wish.

List of Participants: Currently, members are submitting applications for various activities and awards to the Iowa FFA Association, and they will have to wait until April when the lists are published on the Iowa FFA Association's webpage. The District Leadership Contests and Convention will be held on Saturday, March 11th and at that time the LDE participants will know if they have advanced to state in their respective contest.

Common Experiences: All participants will attend at least one leadership workshop, one agricultural career skills workshops, the leadership contests finals of their choice, career show including college row and agribusiness row, and each convention session. 5,000 members are expected to attend the State FFA Leadership Conference ranging from 7th grade to 21 years old...all members of the Iowa FFA Association.

Multi-disciplinary: All core areas are highlighted in the leadership contests finals and in each of the agricultural skills CDE competitions. Technology skills are also highlighted in both the leadership contests and agricultural skills competitions. 21st Century Skills are highlighted at the career show. Music is highlighted during the conference sessions when the chorus, band, and talent participants perform. The entire conference is centered on leadership development, personal growth, and career success!

State FFA Leadership Conference Application

Application Deadline: Friday, April 1, 2023

The State FFA Leadership Conference will be held on April 16-18 in Ames. Each member will be required to **complete a State FFA Leadership Conference Application, Code of Conduct (part of online Fine Arts & Activities Registration), Iowa FFA Leadership Conference Consent/Waiver Form, Field Trip Advanced Make-up Form, and pay a \$125 fee. Fee must be submitted with this application.** Each member is also responsible for their meals and snacks (about \$60.00). **Participants will depart from the High School (Door #4) at 1:00 p.m. on Sunday, April 16th and return on Tuesday, April 18th at approximately 9:00 p.m.** The hotel that we will be staying at is not confirmed yet. **The State Leadership Conference Schedule of Events is not available at the time of this request but when it is it can be found on the Iowa FFA Association's Convention Page at the following address:** <https://www.iowaffa.com/state-convention.aspx>. Most competitions begin at the sub-district level. Preference will be given to those members participating in sub-district and district level activities. Please indicate your level of participation by checking the items below. All applications will be reviewed by the Leadership Committee and the Chapter Officer Team.

- ☐ 1. Freshman Creed Speaking CDE
- ☐ 2. Conduct of Meetings Team CDE
- ☐ 3. Parliamentary Procedure CDE
- ☐ 4. Ag Sales CDE
- ☐ 5. Job Interview CDE
- ☐ 6. Chapter Program of Activities CDE
- ☐ 7. Ag Broadcasting/Journalism CDE
- ☐ 8. Prepared Public Speaking CDE
- ☐ 9. Extemporaneous Speaking CDE
- ☐ 10. Secretary's Record Book CDE
- ☐ 11. Treasurer's Record Book CDE
- ☐ 12. Reporter's Scrapbook CDE
- ☐ 13. Ag Issues and Perceptions CDE (begins at district level)
- ☐ 14. Experience the Action CDE (begins at district level)
- ☐ 15. Greenhand Degree Quiz CDE (sub-district and district only)
- ☐ 16. Chapter Degree Quiz CDE (sub-district and district only)
- ☐ 17. Greenhand Team Quiz CDE (freshman only, state level only)
- ☐ 18. Ag Sales Team CDE (state level only)
- ☐ 19. Farm Business Management CDE (begins at district level)
- ☐ 20. Marketing Plan CDE (state level only)
- ☐ 21. Ag Communications CDE (state level only)
- ☐ 22. Biotechnology CDE
- ☐ 23. Poultry CDE
- ☐ 24. Ag Discussion Meet for Out-Of-School Members (state level only)
- ☐ 25. Proficiency Awards Program (begins at district level)
- ☐ 26. Iowa FFA Degree Recipient (approved by state review committee)
- ☐ 27. Chapter's Official Delegate (attendance at District FFA Convention is preferred)
- ☐ 28. Massing of the Flags Parade (state level only)
- ☐ 29. FFA Chapter Activity Exhibit Event (state level only)
- ☐ 30. State FFA Conference Workshop Presenter
- ☐ 31. Iowa FFA Band
- ☐ 32. Iowa FFA Chorus
- ☐ 33. State FFA Talent/Idol Show
- ☐ 34. District FFA Officer Candidate
- ☐ 35. State FFA Officer Candidate
- ☐ 36. State FFA Academic Achievement Award (seniors only)
- ☐ 37. State Committees (Auditing, Nomination, and Program of Activities)
- ☐ 38. Public Relations Chapter Award (Agricultural Literacy Committee Chairperson)
- ☐ 39. Journalism Chapter Reporter Award (Chapter Reporter only)
- ☐ 40. National Chapter Program (Chapter President only)
- ☐ 41. Chapter Website Competition (begins at district level only)
- ☐ 42. Singing of the National Anthem (state level only)
- ☐ 43. Chairperson of a State Committee (Program of Activities and Auditing)
- ☐ 44. Iowa FFA Foundation Activities (Iowa FFA Ambassador Award, career show booth, etc.)
- ☐ 45. State FFA Conference Courtesy Corps
- ☐ 46. State Rising Star Award Finalist
- ☐ 47. State FFA Alumni Activities (sales booth, workshops, etc.)
- ☐ 48. Other _____

Note: All members must wear Official Dress when participating in conference activities.



Excursions and Trips Request Form

Exhibit 706.5

Code 603.3-R2

Date Request Received by CFO/COO: _____

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 Board of Directors. In authorizing excursions/trips, the building 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 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

1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
2. The building will be responsible for obtaining a substitute teacher if one is needed.
3. 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 four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: HS Speech Submitted by: Ann Fry
(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>Kyle Bueh</u>	Date 3/3/23
Chief Financial/Operating Officer Approval			Date
Board of Directors Approval			Date

State in North Scott

Ann Fry <AFry@linnmar.k12.ia.us>

Fri 3/3/2023 1:57 PM

To: Kim Buelt <KBuelt@linnmar.k12.ia.us>

Here is the list of students going.

Sabyn Jones-Storytelling

and Public Address

George Joyner-Radio News Broadcasting

and poetry

Rowan Price-Lit Program

and Reviewing-(freshmen team)

Kyra Clay-Poetry

Abigail Richard-Radio News Broadcasting

and Poetry

Logan Burkett-Storytelling

Addison Sleezer-Expository Address

and Public Address

Ellyson Hoffman-Lit Program

Lily Caton-Lit Program

Aheli Mustafi-Prose

and Acting-(freshman team)

Jacob Maurer-Acting

Anastasia Weaver-Storytelling

Cal Schoepske-Acting

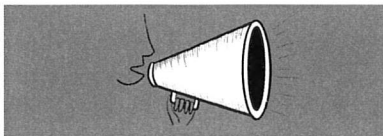
Will Shaheen-Radio News Broadcasting

We are staying at the Quality in Eldridge, Iowa. We are leaving Friday March 10th around 3:30 and will return to Linn-Mar on Saturday March 11th after 6pm. After we check into the hotel on Friday, we will be going to Pizza Ranch for dinner then back to the hotel for some fun and practice time.

Let me know if I am missing any information for you.

Ann

Ann Fry
Linn-Mar High School
English/Speech/Theatre
319-447-3481
afry@linnmar.k12.ia.us



State Individual Speech

14 students

3-4 coaches

Speech account will fund trip

~\$1000 hotel

~\$200 meal

School Finance Report January 31, 2022

58% of the School Year Complete

	Current Budget (amended)	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$66,921,000			\$4,885,166	\$5,590,367	\$27,279,966	40.8%		\$39,641,034		
2) Support Services(2000-2999)	\$32,850,600			\$3,042,510	\$2,525,563	\$16,846,896	51.3%		\$16,003,704		
3) Non-Instructional(3000-3999)	\$4,351,000			\$439,498	\$368,928	\$2,031,661	46.7%		\$2,319,339		
4) Other Expenditures((4000-6100)	\$26,160,916			\$559,415	\$1,023,108	\$38,196,597	146.0%		-\$12,035,681		
5) Interfund Transfers	\$7,294,064			\$484,613	\$530,341	\$5,343,799	73.3%		\$1,950,265		
Total	\$137,577,580			\$9,411,202	\$10,038,306	\$89,698,919	65.2%		\$47,878,661		
Operating Fund-10	\$97,648,952	\$13,955,156	\$47,290,526	\$8,121,114	\$8,190,238	\$43,659,534	44.7%		53,989,418	3,630,992	17,586,148
Activity-21	\$1,521,000	\$727,690	\$501,328	\$74,510	\$50,381	\$419,121	27.6%		1,101,879	82,207	809,897
Management-22	\$1,085,600	\$1,580,999	\$614,228	\$46,000	\$138,856	\$1,201,233	110.7%		(115,633)	(587,005)	993,994
PERL-24	\$391,000	\$279,130	\$176,152	\$3,475	\$7,215	\$148,103	37.9%		242,897	28,048	307,179
SAVE-33	\$8,297,109	\$6,495,345	\$5,253,330	\$492,590	\$514,875	\$6,002,993	72.4%		2,294,116	(749,663)	5,745,682
Other Capital Projects-31, 32, 35	\$1,625,000	\$2,231,057	\$48	\$29,327	\$1,781	\$614,306	37.8%		1,010,694	(614,258)	1,616,799
PPEL-36	\$9,801,955	\$5,037,518	\$2,326,937	\$273,101	\$111,788	\$2,776,334	28.3%		7,025,621	(449,398)	4,588,121
Debt Service-40	\$12,956,964	\$858,214	\$36,708,232	\$300	\$657,560	\$32,918,838	254.1%		(19,961,874)	3,789,394	4,647,608
Nutrition-61	\$4,000,000	\$1,457,143	\$2,145,356	\$344,450	\$350,705	\$1,776,877	44.4%		2,223,123	368,479	1,825,622
Aquatic Center-65	\$200,000	\$160,705	\$192,005	\$20,058	\$12,683	\$155,299	77.6%		44,702	36,706	197,412
Student Store-68	\$50,000	\$29,211	\$35,663	\$6,276	\$2,223	\$26,281	52.6%		23,719	9,382	38,593
Total	\$137,577,580	\$32,812,169	\$95,243,804	\$9,411,202	\$10,038,306	\$89,698,919	65.2%		47,878,661	5,544,885	38,357,054

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2021-2022

Date Range: 01/01/2022 - 01/31/2022

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	18,085,164.64	6,374,539.02	7,874,950.45	16,584,753.21
10.0002.0000.000.0000.101000	CASH IN BANK	5,111.44	0.64	0.00	5,112.08
10.0008.0000.000.0000.101000	CASH IN BANK	1,043,205.31	0.00	0.00	1,043,205.31
21.0001.0000.000.0000.101000	CASH IN BANK	2,321.93	7,509.30	7,509.30	2,321.93
21.0002.0000.000.0000.101000	CASH IN BANK	758,881.02	183,069.13	157,529.06	784,421.09
22.0006.0000.000.0000.101000	CASH IN BANK	1,031,949.19	8,044.96	46,000.00	993,994.15
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	3,322.81	3,322.81	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	347,337.90	2,484.37	3,457.81	346,364.46
33.0000.0000.000.0000.111010	1.885 REV BOND RESERVE CD	1,885,000.00	0.00	0.00	1,885,000.00
33.0003.0000.000.0000.101000	CASH IN BANK	3,660,002.96	690,969.67	492,589.67	3,858,382.96
35.0003.0000.000.0000.101000	CASH IN BANK	613,168.39	31,107.81	29,327.00	614,949.20
35.0008.0000.000.0000.101000	CASH IN BANK	1,338,716.02	5.67	31,107.81	1,307,613.88
36.0003.0000.000.0000.101000	CASH IN BANK	4,913,687.75	53,938.00	273,100.59	4,694,525.16
40.0003.0000.000.0000.101000	CASH IN BANK	4,119,309.69	528,597.86	300.00	4,647,607.55
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	238,992.21	238,992.21	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	2,098,700.87	411,485.80	344,631.87	2,165,554.80
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	9,456.16	9,456.16	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	172,017.88	76,407.50	20,182.40	228,242.98
68.0002.0000.000.0000.101000	CASH IN BANK	42,115.00	2,759.50	6,281.47	38,593.03
		<u>40,116,689.99</u>	<u>8,622,690.41</u>	<u>9,538,738.61</u>	<u>39,200,641.79</u>

End of Report

School Finance Report January 31, 2023

58% of the School Year Complete

	Current Budget	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$70,815,000			\$5,171,422	\$5,654,013	\$27,876,455	39.4%		\$42,938,545		
2) Support Services(2000-2999)	\$33,612,000			\$2,974,796	\$2,717,644	\$18,306,099	54.5%		\$15,305,901		
3) Non-Instructional(3000-3999)	\$5,035,000			\$472,788	\$393,744	\$2,122,643	42.2%		\$2,912,357		
4) Other Expenditures((4000-6100)	\$23,070,282			\$372,879	\$1,179,897	\$8,129,468	35.2%		\$14,940,814		
5) Interfund Transfers	\$6,550,000			\$414,744	\$449,405	\$2,937,868	44.9%		\$3,612,133		
Total	\$139,082,282			\$9,406,629	\$10,394,703	\$59,372,533	42.7%		\$79,709,749		
Operating Fund-10	\$102,409,124	\$12,313,088	\$47,282,378	\$8,452,886	\$8,402,522	\$45,721,151	44.6%		56,687,973	1,561,227	13,874,315
Activity-21	\$1,100,000	\$804,717	\$633,020	\$52,169	\$87,530	\$516,681	47.0%		583,319	116,339	921,056
Management-22	\$1,375,000	\$1,443,078	\$1,235,735	\$0	\$170,975	\$1,432,491	104.2%		(57,491)	(196,756)	1,246,323
PERL-24	\$602,000	\$435,095	\$180,559	\$10,924	\$15,272	\$80,391	13.4%		521,609	100,168	535,263
SAVE-33	\$10,050,000	\$3,752,185	\$5,773,160	\$431,937	\$487,776	\$4,494,228	44.7%		5,555,772	1,278,932	5,031,117
Other Capital Projects-31, 32, 35	\$731,158	\$1,160,230	\$20,977	\$0	\$1,000	\$1,168,547	159.8%		(437,389)	(1,147,570)	12,660
PPEL-36	\$5,730,000	\$3,926,863	\$2,601,723	\$50,840	\$118,167	\$1,881,834	32.8%		3,848,166	719,889	4,646,752
Debt Service-40	\$12,150,000	\$346,133	\$5,980,361	\$0	\$720,181	\$2,032,360	16.7%		10,117,640	3,948,001	4,294,134
Nutrition-61	\$4,510,000	\$2,596,866	\$1,837,336	\$378,068	\$365,190	\$1,853,008	41.1%		2,656,992	(15,672)	2,581,194
Aquatic Center-65	\$375,000	\$234,938	\$191,612	\$25,750	\$20,334	\$169,472	45.2%		205,528	22,140	257,078
Student Store-68	\$50,000	\$26,779	\$30,220	\$4,054	\$5,755	\$22,370	44.7%		27,630	7,849	34,628
Total	\$139,082,282	\$27,039,974	\$65,767,081	\$9,406,629	\$10,394,703	\$59,372,533	42.7%		79,709,749	6,394,548	33,434,522

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2022-2023

Date Range: 01/01/2023 - 01/31/2023

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	15,050,351.78	5,962,956.07	8,144,536.54	12,868,771.31
10.0002.0000.000.0000.101000	CASH IN BANK	5,121.73	0.00	0.00	5,121.73
10.0008.0000.000.0000.101000	CASH IN BANK	1,059,404.12	3,257.16	0.00	1,062,661.28
21.0001.0000.000.0000.101000	CASH IN BANK	2,321.93	8,494.15	8,494.15	2,321.93
21.0002.0000.000.0000.101000	CASH IN BANK	797,257.47	447,825.59	344,853.85	900,229.21
22.0006.0000.000.0000.101000	CASH IN BANK	1,229,591.24	16,731.39	0.00	1,246,322.63
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	3,329.41	3,329.41	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	544,115.57	3,362.25	10,906.49	536,571.33
32.0003.0000.000.0000.101000	CASH IN BANK	(80,000.00)	0.00	0.00	(80,000.00)
33.0003.0000.000.0000.101000	CASH IN BANK	4,720,949.67	743,035.04	431,937.40	5,032,047.31
35.0003.0000.000.0000.101000	CASH IN BANK	(1,127,946.64)	0.00	0.00	(1,127,946.64)
35.0008.0000.000.0000.101000	CASH IN BANK	1,313,127.26	4,494.30	0.00	1,317,621.56
36.0003.0000.000.0000.101000	CASH IN BANK	4,690,477.65	40,370.63	50,839.94	4,680,008.34
40.0003.0000.000.0000.101000	CASH IN BANK	3,832,415.93	461,718.25	0.00	4,294,134.18
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	243,944.29	243,944.29	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	3,058,011.58	519,989.91	379,105.21	3,198,896.28
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	16,611.53	16,611.53	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	231,280.84	78,099.92	26,074.34	283,306.42
68.0002.0000.000.0000.101000	CASH IN BANK	34,828.57	3,854.25	4,054.31	34,628.51
		<u>35,361,308.70</u>	<u>8,558,074.14</u>	<u>9,664,687.46</u>	<u>34,254,695.38</u>

End of Report