



**LLN**

**Lifelong  
Learning  
Network**

**Lifelong Learning Network, Inc.**

**Policies & Procedures**

cooplearning.org

### **Special Conditions**

#### 1. Catholic Schools

All associates who subscribe to this program help a Catholic School benefit. The school also subscribes in a special position directly under the company structure and immediately pays for a year's service, currently \$432.00.

#### 2. Key Catholic School Personnel

Representatives from the company will first explain the program to the Catholic School principal. Under the direction of the principal the program may be explained to the pastor(s), school board (commission, council), school staff, room parents, and parent groups. The company will then work with a select group to contact appropriate people and develop the program to the benefit of the school and to the benefit of each individual associate. To insure immediate success for the school the principal, pastor, associate pastors, teachers, secretary, board members and other identified key people are given the first opportunity to enter the program. These people pay for a year's service, currently \$432.00.

#### 3. Church and School Employees

Church and School Employees subscribe through the school. All commissions go directly to the school and associates.

#### 4. Parents\Guardians\Foster Parents Who Have Students in the Catholic School

Parents, Guardians, or Foster Parents who have students in the enrolled Catholic School subscribe through the school. Church and School Volunteers subscribe through the school. All commissions go directly to the school and associates.

#### 5. Associate Commissions

Each individual associate who sells subscriptions to people not in any of the specially defined groups has those people placed in his/her own independent business and receives a commission on those sales. The school also receives a commission. This program operates solely on the Direct Marketing Method. The company pays out over 51% of all moneys received in the program to commissions. Each associate is encouraged to sell subscriptions to 30 people on his/her own. Then you need to keep in close contact with them so they use the service and sell subscriptions to 30 people they know. Our goal is for the Catholic school to make money and for each associate to make money.

#### 6. Team Effort

In the initial implementation stages everyone works together to inform the above special groups about the program inviting them to subscribe so the school gets a commission. Individual associates may also be working at the same time to sell subscriptions in his/her own independent business and start earning commissions.

## General

### 1. Definition of Associate:

- A. Is of legal age of consent in the state in which he/she resides (usually 18).
- B. Has completed and signed a Lifelong Learning Network, Inc. Associate Application and Agreement.
- C. Has been accepted by Lifelong Learning Network, Inc. as an Associate as confirmed in the Welcome Letter
- D. Has read and agreed to the policies and procedures of Lifelong Learning Network, Inc. as witnessed by her/his signature on the Application

### 2. Licenses and Expenses:

As an independent contractor, the Associate is responsible for obtaining any licenses required by law in his/her locality. The Associate is also responsible for any and all expenses incurred in the operation of his/her business. These expenses include, but are not limited to: legal costs, sales taxes if applicable, fees connected with use of an assumed business name, telephone charges, any and all advertising costs, etc.

### 3. Contractual Obligations:

Associate shall not involve Lifelong Learning Network, Inc. in any contractual relationships relative to his/her business.

### 4. Identification Numbers:

Lifelong Learning Network, Inc. will provide associates with a unique Identification Number when they subscribe. You will also receive your screen name and password to access all areas of the web site.

### 5. Amendments:

Lifelong Learning Network, Inc. may make any changes it deems necessary. These changes include but are not limited to changes in any Rules and Regulations, Policies and Procedures, Marketing Plan, and Compensation Plan, without prior agreement with the Associate. Upon notification, any such amendments are automatically incorporated as part of the agreement between Lifelong Learning Network, Inc. and its Associates.

### 6. Associates Responsibilities:

All Associates have the right and are encouraged to sell subscriptions. Each associate has the responsibility to provide reasonable training and assistance to all people to whom they sold subscriptions.

### 7. Compliance:

These policies and procedures were created as a guideline for Lifelong Learning Network, Inc. and all Associates, and protect the rights of both. The policies and procedures insure proper functioning of daily business operations.

### 8. Channels of Communication:

Any Associate who sells subscriptions has the responsibility to answer questions asked by his/her personally sold Associates.

9. Networking With Other Associates:

Lifelong Learning Network, Inc. encourages all Associates to cooperate with one another. Networking is a normal and beneficial occurrence in an Associate's own selling process. There are many advantages to networking:

- A. Active participation earns rewards of recognition and a sense of contribution.
- B. Greater attendance at meetings creates additional enthusiasm.
- C. The increased social and business contacts are valuable.
- D. The exchange of ideas and techniques improves the entire network.
- E. The training and selling of subscriptions from other areas encourages cooperation from Associates in other cities and states.

10. Liability Insurance:

Independent contractors are responsible for their liability insurance.

11. Records:

All Associates should keep a copy of the application for each person they sell. Lifelong Learning Network, Inc. keeps and maintains all applications, financial records and correspondence.

12. Relationship With Subscribers:

Associates should maintain close contact with all those they personally sell and communicate with all Associates in their organization.

13. Pay Period:

The pay period is on a calendar month basis. All payments must be received by Lifelong Learning Network, Inc. no later than the tenth day of the month to be included in that month's computations. Commission checks are issued on the fifteenth of the month.

14. Other Taxes:

All Lifelong Learning Network, Inc. Associates are independent contractors. Therefore, Lifelong Learning Network, Inc. does not deduct any personal taxes from checks. At the end of the calendar year Lifelong Learning Network, Inc. provides Associates and the Internal Revenue Service with a 1099 form. This form reports the total income earned by the Associate from Lifelong Learning Network, Inc. during that year (if over \$500.00). Associates should check with the state to find out if they must pay sales tax.

15. Change of Address:

Associates need to report any change of address by sending written notice to the Lifelong Learning Network, Inc. corporate headquarters.