



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 4/24/2025

Contract/Agreement Vendor:

Name of Vendor & Contact Person

Vendor Email Address

Describe Contract (Technology, program, consultant-prof Development, etc.)
Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

Reason/Audience to benefit

BOE Date

Amount of agreement

Person Submitting Contract/Agreement for Review:

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator:

Does this Contract/Agreement utilize technology? YES ☒ NO ☐
If yes, Technology Admin:

Cabinet Team Member:

Funding Source:
Fund/Project OCAS Coding

☐ **Consent**

☐ **Action**

Brochure and online fundraiser through Big Kahuna. 40% profit to Park Lane Early Childhood Center.

Agreement Attached.

Summary *This area must be complete with full explanation of contract*

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

Big Kahuna Fundraising Agreement

Brochure Programs are 40% Profit to School/Organization

School/Organization agrees to use its best efforts to sell the following fundraising products:

- ☒ HOME FOR THE HOLIDAYS / ULTIMATE GOURMET – Big Kahuna's Top Selling Frozen and Dry Mixes, Chocolates, Kitchen Collection, Gift Wrap, & Donations.
- ☐ OTHER – _____

Donations - School/Organization makes 75% PROFIT on all donations made through online & brochure sales.

- Big Kahuna Fundraising will take care of all marketing materials, including brochures and online promotion.
- Big Kahuna Fundraising will take care of prizes/incentives for students, 1 \$15-20 donation = 1 item sold towards prizes/incentives for that student.

Big Kahuna Prize Incentives

Big Kahuna Fundraising agrees to provide the following incentives to the School/Organization:

- ☒ ELEMENTARY Cumulative Prize Incentive Program ☐ INTERMEDIATE / MIDDLE Cumulative Prize Incentive Program

School/Rep Initials _____ ☐ LIMO / PARTY BUS INCENTIVE (Minimum \$10,000 in retail sales must be achieved or \$375 charge will be added to school invoice)

- ☒ COLLECTIBLES & OTHER PRIZES: blast party

Big Kahuna Fundraising and School/Organization agree to the indicated Fundraising Period, Product, and Percentage. Big Kahuna Fundraising and rep agree to provide all program materials, order forms, and to pay for all printing and production costs. School/Organization agrees to run the Big Kahuna Fundraising program and use its best efforts to have a successful fundraising experience. School also agrees to not run any other sales or promotions during the length of the Big Kahuna Fundraising Program.

Authorized School/Organization Representative (Signature) & Date

[Signature]
Authorized Big Kahuna Fundraising Representative (Signature) & Date

Print Name & Title

BRIAN MARTIN

FUNDRAISING CONSULTANT

Print Name & Title

Phone # & Email Address

(405) 245-0664 CELL

BRIAN@BIGKAHUNAFUN.COM

Phone # & Email Address

School/Organization Name Parklane F.C.C. Phone # 918 886 8664

Make Checks Payable To: School # Students 270

Address 7700 S Shelby Ln City Broken Arrow ST OK Zip 74014

Program Dates

Kickoff Date - 9/10/25

Assembly Times - Virtual

End Date - 9/24/25

Order Pick Up - 10/1/25

Approximate Delivery Date - 10/27/25

Approximate Delivery Time - 11:00 - 3:00

NOTES: _____

