


**Contract Committee Review Request**  
**MUST BE COMPLETED IN FULL**

Date: 1.10.2024

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**

Master agreement which will allow all BAPS sites to use Scholastic Book Fairs during the 2024-2025 school year. There is no cost to the District. J. Brown

**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.**

## **Scholastic Book Fairs (SBF) Services Agreement 2024-2025**

**Broken Arrow Public School 701 S. Main St Broken Arrow, OK 74012 918.259.5700**

Your Book Fair is scheduled to begin on January 1, 2024 and end on December 31, 2025. Please note that the delivery and pickup of the Book Fairs may occur several business days prior to and post an event.

We're in this together! From fair planning to delivery, our team will assist you every step of the way to make sure you have the best book fair ever.

### **Here are some of the helpful products and services we promise to provide you:**

- A dedicated support and service team
- An online Toolkit full of planning resources & tools
- Books and educational products
- Quick and easy product restocks
- Planning Kit & Setup Kit with how-to guides and promo materials
- Access to online shopping for up to 21 days
- Book Fairs app providing reading leveling, shopping, videos, and more
- Convenient point-of-sale system that allows you to accept all major credit cards

### **As a Scholastic Book Fairs® (SBF) customer, the school or organization listed agrees to:**

**Broken Arrow Public Schools**

**agrees to:**

- Use SBF as the exclusive provider of all books, merchandise, and promotional materials during the book fair event.
- Store and display all merchandise, cash, checks, credit card machines and sales slips in a locked and secure location when not in use at your book fair.
- Make products for sale by you available to all qualified event attendees at the listed price designated by Scholastic.
- Collect sales tax as required by your state law, as purchases of books and educational materials from SBF are for resale.
- Repack all unsold products, supplies, and displays for pickup and/or return in the cases/boxes provided.
- Return all credit card machines, sales slips, point-of-sale machines, unsold products, and merchandising materials/displays to Scholastic Book Fairs promptly at the conclusion of the book fair.

- Review the following credit card security instructional information and comply with the following security procedures:
  - Do not share or distribute the credit card device or data taken on behalf of Scholastic Book Fairs (card numbers, card readers, etc.).
  - Do not write down or copy any data from a customer's credit card (i.e. card numbers, expiration date, or security codes).
  - Credit card terminals are not to be used for personal use/gain; devices are only to be used for transactions at Scholastic Book Fairs events.
  - If a credit card is found, please call the toll-free number on the back of the credit card, report the card lost, and request further directions from the credit card company.
  - All unattended devices or credit card receipts must be in a locked or secure location.
  - Do not connect the credit card device to any unauthorized networks.
  - Volunteers should use good and reasonable judgment in the event of any issues, or contact the Book Fair Host or EasyScan Hotline for guidance.
  - The Book Fair chairperson is responsible for informing all book fairs volunteers of this credit card security instructional awareness information provided by Scholastic. Acceptance of this Services Agreement acknowledges notice of and agreement to this credit card security instructional awareness information.
- Process the Book Fair financial forms and payment within two (2) working days after the Fair has ended.

**Note:** Changes to this Services Agreement may be at the discretion of Scholastic Book Fairs as permissible by law and /or as business conditions deem appropriate. We will notify you of any such changes by posting the revised Services Agreement in the Chairperson's Toolkit. Under Certain circumstances, we may also notify you of changes to this Services Agreement by additional means, including, but not limited to, posting on the Scholastic Bookfairs homepage, sending you an email if we have your email address, or by contacting you through your Book Fair consultant. At that time, will have the opportunity to review and accept a new Services Agreement.

**A signed and returned copy of this Agreement within 21 days confirms and secures your Book Fair dates, reserving product for your Fair.**

Acknowledged by:

\_\_\_\_\_  
Chairperson's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

Sincerely,

**Alicia Castillo**

Digitally signed by Alicia Castillo  
Date: 2024.01.09 16:30:28 -06'00'

Alicia Castillo Sales Coordinator

## Book Fairs Consultant

Note: Changes to this Certificate of Agreement may be made at the discretion of Scholastic Book Fairs as permissible by law and/or as business conditions deem appropriate. We will notify users of any such changes by posting the revised Certificate of Agreement on the Chairperson's Toolkit. Under certain circumstances, we may also notify you of changes to this Certificate of Agreement by additional means, such as without limitation posting a notice on the Scholastic Book Fairs home page, sending you an email, if we have your email address or by contact from your Fair Consultant. At that time you will have the opportunity to review and accept a new Certificate of Agreement.