

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: 8/24/22

Contract/Agreement Vendor: Texas Roadhouse

Name of Vendor
Tiffany Campbell 918-894-1013

Contact Person Phone Number
11111 E. 71st St. South

Address
Tulsa, OK 74133

City State Zip
138marketing@texasroadhouse.com

Email address
10/31/22 - 11/18/22

Date of services

IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE : W9 _____ And _____

Vendor Registration _____

Person Submitting Contract/Agreement for Review: Shelia Brewster, BAHS

Name Site

Reason for Review: (New Agreement, Renewal...): New FCCLA (Family, Career, & Community Leaders of America) gift card/bread fundraiser

Audience/Group to benefit from Contract/Agreement: All FCCLA Members

Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO STACIE CHASE

Principal and Director or Administrator: *Crystal Kaeil*

Signature

Does this Contract/Agreement utilize technology? No Yes

Has it been reviewed by the Chief Technology Officer? No Yes

If yes, Approved by: *Shelia L. Dumas*

(Signature) Technology /Approval

Leadership Team Member: _____

Signature

Funding Source: BAHS FCCLA Activity Funds Proj 854

Description OCAS Coding

- Process: PLEASE FOLLOW ALL STEPS
1. The Contract/Agreement is reviewed and approved by site Principal/ Director/ Administrator.
 2. If Technology related, the Contract/Agreement is reviewed and approved Technology.
 3. Prepare Board Agenda Memorandum and attach to Contract/Agreement.
 4. Begin the requisition process and place a comment in the Notes section that says, "Please hold req pending board approval on _____"
 - Date of Board Meeting
 5. Attach this form with Contract/Agreement and Board Memo
 6. The appropriate Leadership Team Member will review and submit to the Contract Committee
 7. Keep copy for your records

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 8:30a.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 Stacie Chase. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

MEMORANDUM

To: BAPS Board of Education

From: FCCLA/BAHS

Date: 8/24/22

Re: Texas Roadhouse Fundraiser

SUBJECT

Discussion, motion and vote on to approve or disapprove a NEW contract between Texas Roadhouse and Broken Arrow Public Schools for an FCCLA Fundraiser.

ENCLOSURES/ATTACHMENTS

Fundraising Brochure/email

SUMMARY

We will take orders for gift cards from \$5 to \$100. We profit 10% of the total gift card sales. In addition, we will sell vouchers for a dozen (baked) rolls, an 8oz portion of honey cinnamon butter, and a free appetizer card. We will sell the bread vouchers for \$10.00 and make a \$5.00 profit per voucher sold. The dates of services for the gift card and bread sales will be 10-31-22 thru 11/18/22. The vendor will provide the gift cards, rolls, butter, and appetizer card.

FUNDING

Activity Funds, Site 62, Project 854

RECOMMENDATION

Approve

Brewster, Shelia M

From: TXRH Tulsa, OK #138 <store_tulsa@TexasRoadhouse.com>
Sent: Wednesday, August 10, 2022 4:46 PM
To: Brewster, Shelia M
Subject: Fundraisers

CAUTION: This email originated from outside of the district. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey there!

Thanks for inquiring about our fundraisers here at Texas Roadhouse 71st and Garnett (this is for this location only).

We offer several different options: in store dine to donates, peanut, bread and gift card fundraisers.

In store dine to donates are 10% nights- you will get 10% of the sales you bring in. We hold fundraiser nights Monday thru Wednesday and Saturday mornings. The idea of these nights is for you to promote your organization beforehand. Once we lock in a date, we will send you a flyer so you can post on your social media, email out, or hand out flyers. To lock in your date, you will need to fill out and email back the flyer attached. We do not allow you to hand out flyers or promote this event to our normal guests that are already dining in that night. Once the night is over, we will calculate your sales and get you a money order within the week. If your sales are over \$300 then that check will have to go through our home office which takes just a little longer.

Peanut fundraisers are a quick way to make some money. This is where you purchase a case of peanuts for \$40 plus tax- which is a case of 72 bags of 4oz peanuts and a free appetizer card. We suggest selling these for \$3-\$5 apiece. If sold for \$5 you could generate your organization \$360. If you gave them two bags per sell it would generate \$180. We do need a week notice on this as we have to order these items.

We have a new option that is a **Bread and Gift Card Fundraiser Combo**: (This option is only available October-December).

To be eligible for Bread Fundraisers you must sell \$500 in Gift Card sales. (See notes below).

Bread fundraisers are where your organization will buy vouchers for a dozen (baked) bread, (not frozen), for \$5 a piece- you set your own price of what you will sell these for. The pickup is any day/time that we are open for normal business to redeem these vouchers for the dozen bread. Total- you get a dozen voucher, an 8oz portion of honey cinnamon butter and a free appetizer card. You can presell or buy a certain amount of vouchers to sell. You can also sell extra HCB that is \$1 a piece. You set your price to what you want to sell for, keeping those proceeds for your group/organization. We need 48 hours to get these vouchers ready for you. If you are tax exempt, you can also provide us with that.

Gift card fundraisers are where you can sell gift cards from \$5 to \$100. We typically have you sell the gift cards to your organization for 2-3 weeks. We can also make them a little more special and to help promote your organization we can add your logo! This takes about 7-10 business days to order. You get 10% of the sales- so what we have you do is write us a check for your sales minus 10% so you get to keep your portion up front. These are a great way to generate a lot of money- everyone goes out to eat so it is an easy sale!

Gift card fundraisers can be done alone, bread fundraisers cannot.

Let me know if you have any questions!

We look forward to working with you.

Texas Roadhouse

TIFFANY CAMPBELL

918-461-8891

138marketing@texasroadhouse.com