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BROKEN ARROW PUBLIC SCHOOLS
Educating Today Leading Tomorrow

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: 8/20/21

Contract/Agreement Vendor: Boren Fundraising

Name of Vendor		918-688-2675	
<u>Soni Brown</u>		Phone Number	
Contact Person			
Address			
<u>Broken Arrow</u>		<u>OK</u>	
City	State	Zip	
<u>office@borenfundraising.com</u>			
Email address – if vendor wants the agreement returned via email			

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

Person Submitting Contract/Agreement for Review: Holly Harper SMS
Name Site

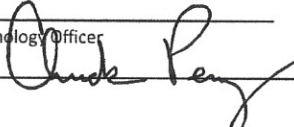
Reason for Review: (New Agreement, Renewal...): New Agreement

Audience/Group to benefit from Contract/Agreement: Choir Students

Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO Karen Steitz

Principal and Director or Administrator: 
Signature

Does this Contract/Agreement utilize technology? No Yes
 Has it been reviewed by the Chief Technology Officer? No Yes

If yes, Approved by: _____
(Signature) Ben Stout, Chief Technology Officer
 Leadership Team (formally Cabinet Member): 
Signature

Funding Source: _____
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 by Ben Stout, Chief Technology Officer
 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 Karen Steitz. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.



MEMORANDUM

To: Dr. Janet Dunlop

From: Holly Harper, Choir Director at SMS

Date: 8/27/2021

Re: SMS Choir Fundraiser w/ Boren Fundraising

SUBJECT

Discussion, motion and vote on to approve or disapprove a NEW contract between Boren Fundraising and Broken Arrow Public Schools for Sequoyah Middle School

ENCLOSURES/ATTACHMENTS

Contract agreement

SUMMARY

The cost of fundraising services are quoted at \$1000 and will be paid from Activity Funds. The dates of service will be September 21st – October 8th 2021. The vendor will provide the product and seller forms.

FUNDING

Sequoyah Middle School Choir Activity Account-833

RECOMMENDATION

Approve

Boren Fundraising 7329 S. 231 st East Ave. Broken Arrow, OK 74014 Dwain Boren: 918-688-7725 dwain@borenfundraising.com Soni Brown: 918-688-2675 office@borenfundraising.com	Kick Off: 09-21-2021 / 10-19-2021
	Planning Period: _____
	No. of Sellers _____ Profit % <u>50%</u>
	Parent Letter: _____ Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

AGREEMENT FORM

Seller Information

Ship To: <u>Sequoyah Middle School Vocal</u>	Bill To: _____
Attention: <u>Holly Harper</u>	Attention: _____
Street: <u>2701 S. Elm Place</u>	Street: _____
City: <u>Broken Arrow</u> State: <u>OK</u> Zip: <u>74012</u>	City: _____ State: _____ Zip: _____
Email: <u>hharper@baschools.org</u>	Email: _____
Phone: <u>918-259-4370</u>	Phone: <u>C-918-527-4428</u>
Payment Contact: _____	Email: _____ Phone: _____

Program Information

Brochure: Direct Sale of Lollipops at 50% profit

Custom Information: 480 pops per case - 8 bags of 60 - assorted flavors

Special Notes: payment is net 30 days to Boren Fundraising

Agreement Approval

Sponsor Signature: _____ Date: _____

Representative Signature: _____ Date: _____