

BROKEN ARROW PUBLIC SCHOOLS

Educating Today

Leading Tomorrow



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 10/27/21

Contract/Agreement Vendor:

Secret Gardens Candle Company

Name of Vendor & Contact Person

Matt Vasquez 918-551-6330

Vendor Email Address

info@scgcandleco.com

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.

Oneta Ridge MS Orchestra

Reason/Audience to benefit

11/8/21

BOE Date

\$ 500.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Janet Hardin

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator:

Will Shry

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: n/a

Leadership Team Member:

Anna Perry

Funding Source: 905/Orchestra

Fund/Project

905-3200-670-900-1170-000-530

OCAS Coding

Consent

Action

The cost of fundraiser services are quoted at 50% of revenue and will be paid from Oneta Ridge MS Orchestra Activity Funds - 905. The vendor will provide service by fullfilling candle orders. Revenue is 50% of every item sold.

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.

SECRET GARDENS

C A N D L E C O.

FUNDRAISING PROGRAM

The Secret Gardens Candle Company fundraising program offers an incredibly easy way to raise money. Three quality products in our most popular fragrances.

Minimum of a \$5.00 profit.

It doesn't get much better than that!

Below are some guidelines for you to follow which will help make your efforts successful.

We will send electronically for you to print.

We suggest you collect payment at the time any product is sold, as payment is due when you turn in your Final Tally Form.

Make checks out to *Be A Daymaker, LLC.*

Remember, we are always available to answer any questions as well as make recommendations. Good luck!

HOW IT WORKS

ONE

Fill out contact info or make us we have current info on file.

TWO

Print individual order forms.

THREE

GO SELL!

FOUR

Get us your final tally form with correct contact info and payment.

FIVE

We'll call you when your order is ready! Come in & pick it up!

IT'S THAT SIMPLE

Give us a call or e-mail with any questions!

PREORDER PROGRAM FUNDRAISING GUIDELINES

CONTACT INFORMATION We need the name, address and current phone numbers of the contact responsible for your fundraiser. No fundraiser will be processed without current contact information. The contact person will be responsible for all orders placed. No order will be entered without the "ok" of contact person on file.

INDIVIDUAL ORDER FORMS We will provide information sheets with order forms representing each fragrance with its fragrance and a product description for the total number of individuals planning to sell candles. Once your individuals are finished selling, enter the final candle count on the Fundraising Final Tally Form.

FUNDRAISING FINAL TALLY FORM When your individuals are finished taking orders, provide us with your final product count on the Fundraising Final Tally Form as well as payment for your order. You may scan and e-mail your final order, drop it by our store, or call it in to us. Allow 14 business days for your order to be prepared. You will be notified as soon as your order is ready for pick up. If your order is to be shipped, a separate shipping charge will be billed at the time the order is shipped.

PAYMENT We suggest you receive payment at the time any candle is purchased as **NO ORDERS WILL BE MADE WITHOUT PAYMENT IN FULL.** We accept Visa, Mastercard (with a 3% fee) or a local check with proper identification. No out of state checks will be accepted. **HAVE INDIVIDUAL CHECKS MADE TO YOUR ORGANIZATION - NOT TO SECRET GARDENS CANDLE COMPANY OR BEA DAYMAKER LLC. RETURNED CHECKS WILL BE SENT STRAIGHT TO THE DISTRICT ATTORNEY'S OFFICE.**

PRODUCT COST:

Fragrance Melt Combo
Sell for \$10.00

- Your cost is \$5.00 each
- Profit \$5.00

6.5oz Barrel Candle
Sell for \$10.00

- Your cost is \$5.00 each
- Profit \$5.00

11oz Barrel Candle
Sell for \$15.00

- Your cost is \$7.50 each
- Profit \$7.50

IMPORTANT GENERAL INFORMATION!!

- Each order is double checked before leaving our store. **PLEASE ACCOUNT FOR YOUR ORDER BEFORE DISTRIBUTING TO YOUR INDIVIDUAL ORDERS TO MAKE SURE ALL IS CORRECT.** We work according to the information you give to us.
- If there is a problem with your order please contact us within 24 hours.
- Allow 14 business days for your order to be processed. You will be notified when your order is ready. From October 1st to January 1st allow a minimum of 14 working days for an order to be processed due to the holiday season. Deadlines for Christmas orders must be approved by Secret Gardens Candle Company.
- **DO NOT LEAVE FRAGRANCE PRODUCTS IN CAR!** Outside temperatures may cause melting or discoloring of candles. Exposure to extreme heat will cause premature loss of fragrance. Product cannot be returned or exchanged if damaged. **SECRET GARDENS CANDLE COMPANY IS NOT RESPONSIBLE FOR DAMAGED PRODUCT ONCE THEY HAVE BEEN PICKED UP.**
- Any returned checks will go straight to the District Attorney's Office.
- Secret Gardens Candle Company reserves the right to refuse availability of fundraising program.
- Any attempt to misrepresent Secret Gardens Candle Company or false fundraising attempts will be dealt with aggressively.

SECRET GARDENS CANDLE COMPANY

3732 S. Elm Place | Broken Arrow, OK 74011

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