

BROKEN ARROW PUBLIC SCHOOLS

Educating Today Leading Tomorrow



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 8-20-2021

Contract/Agreement Vendor: Sonic

Name of Vendor: Sonic
 Contact Person: Courtney Milliken Phone Number: 918.978.7034
 Address: 3208 - SE 1m Pl
Broken Arrow OK 74012
 City State Zip
 Email address - if vendor wants the agreement returned via email: cmilliken@inspirebrands.com

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

Approved Fundraising Expend

Person Submitting Contract/Agreement for Review: Jennifer Quick

Name

ASECC

Site

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

Audience/Group to benefit from Contract/Agreement: ASECC

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

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: Jebbie Walker

(Signature) Ben Stout, Chief Technology Officer

Leadership Team (formerly Cabinet Member): Harsh Dey

Signature

Funding Source: Activity Acct 938

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 8/19/21"
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: Arrow Springs ECC (J. Wallace)

Date: 8/2/2021

Re: Contract Approval for Sonic Nights

SUBJECT

Accept and approve a renewed contract between Sonic and Broken Arrow Public Schools for Arrow Springs ECC (J.Wallace).

ENCLOSURES/ATTACHMENTS

Contract agreement

SUMMARY

This agreement is requested by the Sonic Sales Coordinator for Sonic (3208 S Elm Pl., Broken Arrow, OK. 74012). The dates of services will be 9/14, 10/5, 11/16, 12/14, 1/18, 2/8, 3/15, 4/12, and 5/10.

FUNDING

Amount of money raised from this approved fundraiser will be deposited into Arrow Springs ECC Account 938.

RECOMMENDATION

Approve



SONIC NIGHTS

Sonic Drive In Letter Of Agreement

Your local drive in offers Sonic Nights to help raise funds for your organization. We agree to pay 10% of all sales made on the specified date(s) from 5-8 PM. After a Sonic Night is completed, Sonic will then send your organization a final report along with a check within 2-4 weeks. Lastly, we want your event to run as smooth as possible, so here are some guidelines to keep in mind:

- Your Sonic Sales Coordinator will provide you with a digital flyer that we encourage to be sent to parents a week prior to your Sonic Night.
- We can provide yard signs for your organization to place on your property and Sonic will also promote the event using the yard signs.
- If your organization has social media, we encourage posting about the event as much as possible.

Sonic Night Location: Sonic Drive in
3208 S Elm Pl

Dates:	<u>9/14</u>	<u>12/14</u>	<u>3/15</u>
	<u>10/5</u>	<u>1/18</u>	<u>4/12</u>
	<u>11/16</u>	<u>2/8</u>	<u>5/10</u>

Organization Name: Arrow Springs ECC

Organization Address: 101 W Twin Oaks St
Broken Arrow OK 74011

By signing this agreement, I/We agree to the terms above.

Julie Walker

Signature of Authorized Party

Date: 8-2-21

Courtney Milliken

Signature of Sonic Sales Coordinator

Date: 7/22/2021