

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: 10/25/2024

Contract/Agreement Vendor: Art to Remember / Abby Fleischman

Name of Vendor & Contact Person
 AbbyF&ArtToRemember.com
Vendor Email Address

Fundraiser for art

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.

ORMS Art

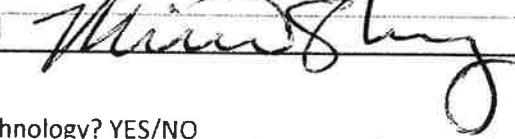
Reason/Audience to benefit

11/11/2024
BOE Date

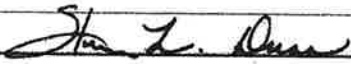
\$ 0.00
Amount of agreement

Person Submitting Contract/Agreement for Review: Kristin Wylie / Oneta Ridge Middle School

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: NO

Cabinet Team Member: 

Funding Source: Art / 811
Fund/Project OCAS Coding

Oneta Ridge Middle School Art department would like to contract with Art to Remember for a fundraiser. The school receives a guaranteed minimum profit of 25% of gross sale.

Consent

Action

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.



FUNDRAISER CONFIRMATION

Fall 2024

SCHOOL INFORMATION

SCHOOL NAME: Oneta Ridge Middle School (8810)

STREET ADDRESS: 6800 E Quincy Pl

CITY/STATE: Broken Arrow, OK

PHONE: 918-259-4360

ALLOW FREE SHIPPING TO SCHOOL: Yes

COORDINATOR: Abby Fleischman

NUMBER OF STUDENTS: 260

PROFIT CHECK TO: Oneta Ridge Middle School

ORDER FORM INFORMATION

FUNDRAISER CONTACT: Rhiannon Guinn, rguinn@baschools.org, 918-259-4360

ORDER DEADLINE: 10/30/24

FUNDRAISING MESSAGE: Thank you for your order! Proceeds from this fundraiser will support our art program.

FUNDRAISER SCHEDULE & CHECKLIST

Want to increase your profit potential? Check back of sheet for incentive dates

COMPLETED

DATE	TASK	COMPLETED
08/14/24	STARTER KIT ARRIVES AT SCHOOL <ul style="list-style-type: none"> Includes art paper, sample products, poster, promotional materials, and fundraising guide Hang posters, create a display, and begin artwork with students 	<input type="checkbox"/>
08/28/24	EMAIL CLASS LISTS TO ART TO REMEMBER <ul style="list-style-type: none"> Email your coordinator an Excel, Google Sheet, or PDF with your student's first and last names, homeroom teacher names, and grades. 	<input type="checkbox"/>
09/30/24	SHIP ARTWORK TO ART TO REMEMBER <ul style="list-style-type: none"> Make sure your student labels are on the back of the art Sort artwork by teacher and place in the corresponding folders Use the pre-paid UPS shipping label that was in your starter kit 	<input type="checkbox"/>
10/14/24	ORDER FORMS ARRIVE AT SCHOOL <ul style="list-style-type: none"> Pass out order forms - don't forget they are customized to each child, so do not pass them out randomly Promote your program! It's time to send out notices and reminders to parents. Use email, social media, school apps, and any other methods available to contacts, parents, and families. 	<input type="checkbox"/>
10/30/24	MAIN ORDER DEADLINE <ul style="list-style-type: none"> Send out last minute reminders to parents. Also encourage late orders. Families can ship directly to their home. 	<input type="checkbox"/>
12/02/24	MAIN ORDERS ARRIVE AT SCHOOL <ul style="list-style-type: none"> Orders are organized by student and grouped by teacher. Larger items will be in the same box. Don't forget that families had the option to ship directly to home, so those orders will not be on your packing slip. 	<input type="checkbox"/>
12/31/24	LATE ORDER DEADLINE <ul style="list-style-type: none"> Continue to promote your program through this date. You'll receive full profit on these orders too! 	<input type="checkbox"/>

INCREASE YOUR PROFIT BY HITTING THESE INCENTIVES & DATES

Every school receives a guaranteed minimum profit of 25% of gross sales. Schools can increase their school profit as follows:

INCENTIVE GOAL*	ARRIVAL AT ATR	ADDITIONAL PROFIT PERCENT
Class lists submitted	08/28/24	1%
Art Received Early Bird (optional)	09/13/24	5%
Artwork arrives at Art to Remember	10/02/24	1%
Participation > 20% and < 25%		1%
Participation > 25% and < 30%		2%
Participation > 30% and < 40%		3%
Participation > 40% and < 50%		4%
Participation > 50%		5%

Please let us know if you want any changes to your schedule. Profit incentive dates may not be the same as your requested schedule.

WHEN WILL YOUR PROFIT CHECK ARRIVE? Profit checks go out approximately two weeks after the main and late orders have shipped.

- *- Calendar Day from First Day of School
- Schools may qualify for Artwork arrival incentive or Early bird, not both
- Schools may qualify for one participation incentive
- Participation % = Number of school orders / # of students submitting artwork
- Valid for 2024 - 2025 school year

ART TO REMEMBER ("AtR") TERMS & CONDITIONS

- Sales Tax / School Commission.** AtR will collect and remit all required sales taxes for online orders. Your school will earn a commission (*i.e.*, profit) as set forth on page 1 of this Order Confirmation. AtR will send the commission check as soon as practicable (normally within 30 days) following your school's program end date.
- Purchase Orders.** If a P.O. is required, please inform your AtR Program Coordinator, or contact our accounting department at accounting@arttoremember.com.
- Stay on Schedule.** Timely delivery of your products depends on the accuracy of the information on page one of this Program Confirmation Form and your adherence to the program schedule. We have reserved production time for your school based on this schedule. Changes to your school's schedule must be promptly communicated to your AtR Program Coordinator. The order delivery date on your schedule is approximate, however, adhering to your schedule guarantees delivery of your main order before your school's winter/summer break. If your artwork or orders arrive after your scheduled date, production of your products may be delayed and AtR cannot guarantee delivery before semester break.
- Late Orders.** Families wishing to purchase products after your main order deadline can place orders online at arttoremember.com and pay to have them shipped to their home.
- Out-of-Program Orders.** Families can purchase keepsake products on AtR's website after your school's program has closed. If your school signs up for an AtR fundraiser during the next school year, it will receive 15% of all out-of-program orders associated with your school.
- Free Shipping.** AtR offers free shipping to the school within the 48 contiguous states. Orders shipped outside the 48 contiguous states are subject to shipping charges. Please consult with your AtR Program Coordinator for additional information.