

BROKEN ARROW  PUBLIC SCHOOLS
Educating Today *Leading Tomorrow*

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: 5-27-22

Contract/Agreement Vendor: Sonic
Name of Vendor
Courtney Milliken 918-978-7034
Contact Person Phone Number
3208 S. Elm Pl.
Address
Broken Arrow, OK 74012
City State Zip
cmilliken@inspirebrands.com
Email address - if vendor wants the agreement returned via email

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

Approved fundraiser

Person Submitting Contract/Agreement for Review: Julie Emanuel ASECC
Name 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: Julie Walker
Signature

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

If yes, Approved by: N/A
(Signature) Ben Stout, Chief Technology Officer

Leadership Team (formally Cabinet Member): Karl Dym
Signature

Funding Source: Activity Account 938 and/or 892
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 Stacie Chase. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.



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

Dates: 8/16/22 12/5/22 1/31/23 5/2/23
9/27/22 2/14/23
10/25/22 3/21/23
11/8/22 4/11/23

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.

Signature of Authorized Party

Date: _____

Courtney Milliken
Signature of Sonic Sales Coordinator

Date: 6/1/2022