

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: February 24, 2025

Contract/Agreement Vendor:
Name of Vendor & Contact Person

Vendor Email Address

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.

Reason/Audience to benefit

BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review:

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:

Cabinet Team Member:

Funding Source:
Fund/Project OCAS Coding

Consent

Action

Accept and approve the RENEWAL Master agreement between Broken Arrow Public Schools and Color A Thon, a Great Western Reserve Company, who will provide fundraising opportunities for any BAPS site, students and staff, during the 2025-2026 school year. Boren Fundraising processes the sales and Color a Thon/The Great Western Reserve does their own invoicing. There is no cost to the District. J. Brown

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.



DONATION RESERVATION FORM PLEASE FILL OUT ELECTRONCALLY

Instructions: Fill in information completely. This reservation form is required to ship brochures and reserve product. One reservation form is needed for each project booked. If several groups are involved with a single event, a **separate form must be filled out for each group.** School-A-Thon™ • Toll Free (844) 538-4015 • info@schoolathon.org
Fax completed forms to: 330-645-7909.

Office Use Only **GROUP ID#**

Office Use Only **EVENT ID#**

SCHOOL/GROUP NAME

B r o k e n A r r o w P u b l i c S c h o o l s

TAX EXEMPT# IF APPLICABLE

ADDRESS (THIS IS THE ADDRESS ALL KICK OFF AND EVENT MATERIALS WILL BE DELIVERED TO UNLESS OTHERWISE NOTED)

7 0 1 S o u t h M a i n S t r e e t

CITY

B r o k e n A r r o w

STATE

O K

ZIP

7 4 0 1 2

PRODUCT DELIVERY ADDRESS IF DIFFERENT THAN ABOVE

CITY

STATE

ZIP

SPONSOR CHAIRPERSON NAME

J a n e t B r o w n

SPONSOR CHAIRPERSON EMAIL ADDRESS

j b r o w n @ b a s c h o o l s . o r g

SPONSOR CHAIRPERSON MAIN PHONE/EXT

SPONSOR CELL/HOME PHONE

BEST TIME TO CALL (Please give times)

EVENT NAME

ENROLLMENT

PACKETS NEEDED

SALES REP NAME

Dwain Boren

REP EMAIL ADDRESS

FUNDRAISING COMPANY

TERRITORY

GrtWstn FR

NOTE: The total cost of all t-shirts sent to the school/group for all participants and volunteers **WILL BE INVOICED** to the School/Group at \$3.00 per shirt.

This Reservation Form **WILL NOT** be accepted without Signature of Sponsor Chairperson: _____

EVENT INFORMATION

ENVELOPES/MATERIAL NEEDED BY: _____

KICK OFF DATE _____

TURN-IN DATE FOR ENVELOPES: _____

(18-25 DAYS PRIOR TO EVENT)

DATE EVENT SUPPLIES ARE PROCESSED: _____

(13 DAYS PRIOR TO EVENT)

DATE OF COLOR-A-THON EVENT: _____

REGISTRATION TIME: _____ **TO** _____

EVENT START TIME: _____

EVENT LOCATION NAME: _____

EVENT ADDRESS: _____

GOAL/PERSON: (SUGGESTED \$150/PERSON) _____

GOAL FOR ENTIRE EVENT: _____

ADD'L INFO

ARE ANY OTHER SCHOOLS/GROUPS INVOLVED? YES NO

If "NO" skip to next box: Parent Envelope

NUMBER OF SCHOOLS/GROUPS _____

MUST FILL OUT A SEPARATE FORM FOR EACH ADDITIONAL SCHOOL/GROUP

DONATIONS/REGISTRATIONS KEPT SEPARATE? YES NO

MATERIALS DELIVERIES KEPT SEPARATE? YES NO

FLAGS/ARCH PARENT ENVELOPE

CHECKS PAYABLE TO:

THIS EVENT IS BEING HELD TO SUPPORT:

FRIENDS & FAMILY COLOR CLUB? YES NO

OPEN TO ADD'L FAMILY & COMMUNITY YES NO

RENTING FLAGS AT EVENT (\$150) YES NO

RENTING ARCH AT EVENT (\$150) YES NO

RENTING FLAGS/ARCH AT EVENT (\$250) YES NO

FEES APPLY YES NO

REP PROVIDES TERRITORY OWNER PROVIDES SAT PROVIDES

SORT DELIVERIES BY: TEACHER ALPHA STUDENT LAST NAME

NOTES:

70% PROFIT IF OVER \$12,500 • 60% PROFIT FOR \$7,500 - \$12,499

50% PROFIT IF UNDER \$7,500

\$30 REGISTRATION FEE INCLUDES 1 COLOR-A-THON T-SHIRT (CHARGED TO GROUP AT \$3.00 EACH) & 1 COLOR PACK PROVIDED BY SCHOOL-A-THON

Rep Signature Hoyt Dwain Boren

Digitally signed by Hoyt Dwain Boren
Date: 2025.02.04 09:28:36 -06'00'

Sponsor Signature _____

NET 14 Days from invoice date.

I, the sponsor, have read the 2nd page of this reservation form and agree to the terms.



Please read these terms and initial where indicated.
This reservation form will not be accepted without the sponsor's initials in the designated areas.

What Schoolathon Provides/Includes for a Color-A-Thon:

- Bulk Color Dust: The more money you raise the more color dust we send.
- Individual Color Packs: Minimum one for each participant
- Color Coordinator Guide: Takes the chairperson from planning to completion of your event.
- 2 Hallway Posters: To promote your sale.
- 15 Event Posters to promote your event throughout the community.
- Pledge/Collection Envelopes: One for each participant.
- Parent Letter: We print the letter for you on the Collection Envelope.
- Custom Pledge Site: For each participant when they register online.
- Credit Card Processing: For online donations and Entry Fees.
- Money Management Software: An easy tool to assist and organize the chairperson with counting & collecting donations.
- Student Rewards Program: Great incentives including personal color packs, t-shirts much more.
- Student Rewards Pre-Packing: We pre-pack the awards per seller for easy distribution.
- Option to Rent Color-A-Thon outdoor flags: For use during your event.
- Option to Rent Color-A-Thon arch: For use during your event.
- 30 small route marker flags: Makes marking your course easy and helps guide your participants.
- R.E.A.C.H. for it: Curriculum program with daily audio announcements and video kick-off.
- Feed on Fitness Twitter Feed: Healthy lifestyle suggestions kids can use for life.
- DJ Party Guide: Suggested script, tips and suggested song list if you hire a DJ.
- Custom pledge site with Supporting Advertising Spots for your group to sell and keep 100% of the profit. **We suggest selling them for \$500 each.**
- Freight for all of the above items that are shipped to your group is included - No hidden fees!
- Great Customer Service!

What Group Provides/Responsible for:

- Happy Volunteers to plan and run the event.
- The School/Group is responsible for the cost of \$3.00 per T-Shirt for all students, participants and/or volunteers.**
- After party expenses: DJ, water or anything else your group would like to have at your party.
The banner ad sales should cover those expenses.
- The event is run just by your volunteers so you have maximum control, profit and can make the Color-A-Thon your very own!
- We will do a Kick Off to make a big impact and maximize donations
- We will play/show the daily/weekly announcements to keep up student interest and maximize donations.

Sponsor Initials _____

Refund/Cancellation Policy

If a Color-A-Thon event is held, no refunds of any kind for donators or registrants can be issued.

If the Sponsor/School cancels an event, the School/Sponsor agrees to re-imburse School-A-Thon 60 cents per packet to cover printing and shipping expenses of supplies sent.

Date Change

If the Color-A-Thon Event date has changed, registrants are automatically registered for the event on the new day. No refunds will be issued.

Late Orders

Orders received after the **"DATE EVENT SUPPLIES ARE PROCESSED"** will either be included with the main event supplies at no charge, or sent as a separate shipment and will incur a shipping charge.

Cancelled Event

If a school or sponsor cancels their Color-A-Thon Event, full refunds for registrations and/or donations will be made 5 to 7 days of when the event has been cancelled. The school or sponsor agrees to pay \$500.00 or the cost of processing fees and time, whichever is greater.

Weather

Color-A-Thon events go on rain or shine. There are no refunds in case of inclement weather. Officials reserve the right to postpone the event start time or even cancel the event when weather conditions become potentially hazardous to participants and volunteers, but no refunds to sponsors, donators or registrants will be offered.

Sponsor Initials _____



Broken Arrow Public Schools Vendor Registration Form

Independent School District No. 3 | 701 S. Main Broken Arrow, OK 74012

This registration form to be completed by any person or company requesting payment from Broken Arrow Schools. This includes: reimbursements, refunds, payments for goods and/or services, etc.

<input type="checkbox"/>	New
<input type="checkbox"/>	Update
ID # <input type="text"/>	

Vendor Information

The Great Western Reserve Corp

Name (as shown on your income tax return)

Business Name/disregarded entity name (If different from above)

3235 Manchester Rd P.O. Box 19026

Akron, Ohio

44319

Address (number, street and apt. or suite no.):

City, State

Zip

Check appropriate box for federal tax classification (required):

- Limited liability company: Enter tax classification (C=C corporation, S=S Corporation, P=partnership);
- Individual/sole proprietor Trust/estate C Corporation Other
- Partnership Exempt payee S Corporation

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided MUST match the name given on the 'Name' line to avoid backup withholding. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).

Social Security Number

Employer Identification Number

34 - 1523572



I acknowledge it is **required** for Commercial Vendors to provide an EIN (not a Social Security Number). If a Social Security Number is provided for a Commercial Vendor, this form cannot be processed.

Vendor Questionnaire

1. Under what former name(s) has your business operated under during the past seven years?

2. Are you or any principal or partner of this business a current employee of Broken Arrow Schools or a relative of any employee or BAPS Board of Education member?

- Yes if Yes, please specify relationship
- No

3. Are you currently an active or retired member of the Oklahoma Teachers Retirement System?

- Yes No

4. Does your business accept purchase orders?

- Yes No

Purchase Order Contact Information

Great Western Reserve 330-645-7900

Contact Name for Orders Phone

P.O. Box 19026

Mailing Address (number, street, and apt. or suite no.)

Akron, Ohio 44319

City, State Zip

Sue@GWRCfundraising.com 330-645-7909

Email address to send purchase order Fax

Remittance Information

The Great Western Reserve Corp 330-645-7900

Name to be printed on check Phone

P.O. Box 19026

Remittance Mailing Address (number, street, and apt. or suite no.)

Akron, Ohio 44319

City, State Zip

Sue Ramsey 330-645-7909

Accounts Receivable Contact Name / email address Fax

Payments from Broken Arrow Public Schools

I/We understand and agree to required payment terms from Broken Arrow Public Schools via a 3rd-party payor / Commerce Bank.

Certification, Compliance and Agreement

Under penalties of perjury, I certify that the above information is correct and that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest or dividends on your tax return.

By signing this vendor application form, you hereby agree to comply with the provisions of Title 79 O.S. §6-101.48 of the Oklahoma Statute incorporated herein by reference, which states that the vendor will not allow any employee of the entity, or of any subcontractor, to perform work or other contracted services on District premises if such employee is or has been convicted in this state, or another state, of any felony offense unless ten (10) years has elapsed, and is not currently registered under the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Act. Upon conviction for any violation of the provisions of this subsection, the violator shall be guilty of a misdemeanor punishable by a fine not to exceed One Thousand Dollars (\$1,000.00). In addition, the violator may be liable for civil damages (57 O.S. 589). Vendor acknowledges BAPS is a tobacco-free and weapons-free workplace for all schools, buildings and grounds whether leased or owned by the District. The use of tobacco products or possession of a weapon while on any District grounds, in any District buildings, or in any District vehicle is prohibited.

IT IS A VIOLATION OF OKLAHOMA STATE LAW TO PROVIDE ANY GOOD(S) AND/OR SERVICE(S) PRIOR TO THE ISSUANCE OF A VALID PURCHASE ORDER.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Sue Ramsey

Printed name of US person and vendor representative

Signature (Must be authorized to sign an IRS W-9 form)

Office Manager

Title

09/20/23

Date



Presented by

schoolathon.org™

COMMUNITY • CHARACTER • COLOR!



What is a Color-A-Thon™?

Color-A-Thon™ is a fun event for students and adults of all ages. Students get donations from friends and families, earn rewards according to the amount of money they raise and then get to participate in a 3k race/walk that ends in a blast of color...the Color-A-Thon event!

The **COLOR CRAZE** that's *sweeping the nation* can now be your school/group's **SUCCESSFUL FUNDRAISING** event!

LET'S GET STARTED!

1. Pick your event date!
2. Plan & Promote!
3. **Have Fun in Full Color!**

This is a perfect community event!

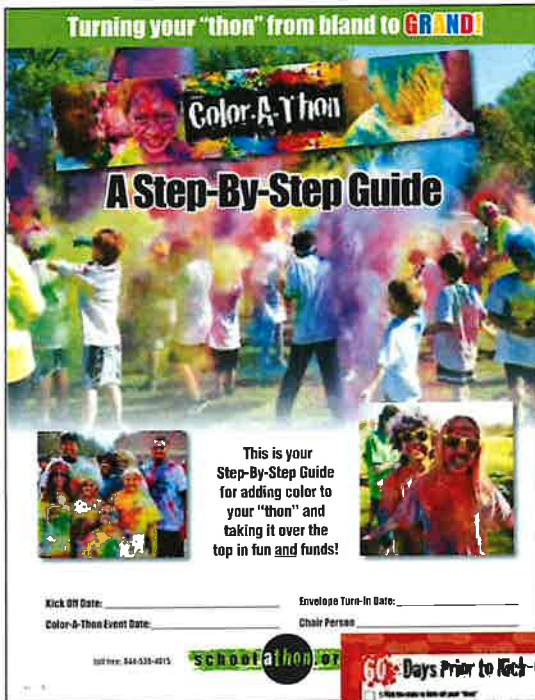
Color-A-Thons are a fun, healthy family and community event to help you raise money for your school or group. And we are with you every colorful step of the way!

IT'S ALL IN THE DETAILS



We provide you with all you need to plan, promote and execute your event.

- 30 route marker flags
- Flags and arches available to rent
- Posters
- Videos
- Audio
- Sponsor Portal site where you can download customizable postcards, videos, posters, kick-off powerpoints and more!



Money Management Software

- FREE to you!
- Track Donations
- Accept Credit Cards
- Run Reports



Thank you gifts that make the event more fun!

Color-A-Thon Event Planning Guide

A 12 page guide that will take you step by step through the entire process of the planning your Color-A-Thon event. From the initial planning stages with your committee, the Kick-off, all the way to the actual Color-A-Thon event, this guide will provide you with all the information you need for a successful event. We even provide you with a D.J. Party Guide.



Take your "THON" from bland to GRAND!

We have options that can be customized to fit your school or group!

In-School Incentive Program! • Friends & Family Color Club • Community Participation • R.E.A.C.H. Curriculum

sales@schoolathon.org



1-844-538-4015