



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 05/30/2024

Contract/Agreement Vendor: SQUARE 1 ART LLC KATE VILLAREAL

Name of Vendor & Contact Person

KATE@SQUARE1ART.COM

Vendor Email Address

Traditional Fundraiser - STUDENT ART - TO INCREASE FUNDS FOR ART CLASS/ STUDENTS LYNN WOOD ELEMENTARY

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.

STUDENTS

Reason/Audience to benefit

JUNE 24, 2024

BOE Date

Amount of agreement

Person Submitting Contract/Agreement for Review: TERRY RODGERS, PRINCIPAL SECRETARY

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: HAVEN ZUNIGA *Haven Zuniga*

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: NO

Cabinet Team Member: Harle Dey

Funding Source: 70/ 892/2199/619/000/0000/140

Fund/Project

OCAS Coding

Consent

Action

Students design art on paper. The Art teacher sends students art work to Square 1 Art. Parents are able to purchase their students art work on various items such as coffee mugs, calendar etc. All orders are placed on-line Only by the parent. Completed orders are shipped to the school at no cost or parents can pay a small fee to have orders shipped to their home. Square 1 Art gives the school a profit percentage of the sales back to the school for the Art teacher to use to increase purchasing art supplies for the classroom. There is no cost to the District.

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 Agreement

Square 1 Art + Your School | A Great Team!

We are delighted you have chosen us for your fundraiser! Below is some helpful information. (Don't worry, no legal jargon.) This agreement will run from the day you sign up for the fundraiser to the completion of the program. As coordinator **you** are essential to the success of your fundraiser. Your dedicated Account Manager and our Customer Care team are ready to help!

Fundraiser Type: Traditional Fundraiser (all art will be shipped to Square 1 Art from the school). All orders are made online or by phone. All orders ship to home.

Coordinator Responsibilities:

- **SIGNUP:** Review the Reservation Confirmation and let us know any details that need updating. Check dates with the school/ art teacher. Make sure other events do not compete with order phase dates.
- **APPROVE: IMPORTANT! Have the decision maker (PTO/Principal) approve the Reservation Confirmation.**
- **TOOLBOX:** Receive your toolbox with coordinators handbook. Notify us **before** the program begins if you need anything.
- **LOG-IN:** Create a log-in for Coordinators Corner on our website. There you will find information ESSENTIAL to your fundraiser from your schedule to online orders, and marketing tools like family letters, including Spanish versions.
- **ARTPHASE:** Communicate Art Requirements found in the handbook to teachers/students so art will be usable and reproduce well. Stay on schedule for the artwork ship date. **Late artwork can result in a schedule change and a later order phase.**
- **SEND IN ART:** Label and organize art in provided folders. Use the prepaid label on a box of your choice to ship art **on or before** your scheduled art ship date. Include the Artwork Ship form from the Coordinators Handbook. Have a checklist to make sure each classroom is included in the shipment.
- **ORDER PHASE:** Distribute Custom Ordering Catalogs which arrive pre-packed by class/student.
- **PROMOTE:** Promote in the school newsletter, mass emails, morning PA announcements, social media, flyers, classroom contests and carpool signs. **TIP:** The more promotion, the better sales you will have! Check with the principal and PTO beforehand about options. Reach out to students and families multiple times during the order phase for best results.
- **RECEIVE ORDERS:** Orders are made online or by phone. Coordinator may view online orders in Coordinator's Corner. Orders placed online are payable by credit/debit card with Visa, Mastercard or Discover. All payments are made to Square 1 Art.
- **SHIPPING:** All orders *SHIP FREE to the home. *Customer pays a small \$1.99 processing fee at check and order ships to the home to arrive approximately 2-3 weeks after order date. Ship times vary by location and time of the year.
- **PROFIT:** Profit is tiered. Your school will earn 20%-38% profit of sales depending on your school's order participation rate. See our profit policy section.
- **PRODUCTS:** We offer 100% satisfaction guaranteed. Families should contact customer care if they are not satisfied with their order. They may go to our website and click on "Contact Us" and fill out a form for customer care.
- **PROFIT CHECK:** A school profit check and statement will be mailed separately by USPS to the school within approximately 10 business days after your fundraiser completes.
- **SIGN UP FOR NEXT YEAR:** Reserve your preferred dates for your next fundraiser!

Profit Policy: Schools with Art Submission of 150+

FPP Fundraiser = all types of our traditional custom catalog fundraisers. Participation = # of orders /# artwork submitted

1. 20% Profit eligibility:
Fundraisers that achieve less than 20% participation (# of orders per art/# artwork) AND less than \$3,300 in gross sales will receive 20% of gross sales upon completion of the fundraiser.
2. 33% Profit, eligibility:
Fundraisers are eligible to receive 33% profit if achieve 20% or more participation (# of orders per art/# artwork) OR \$3,300 or more in gross sales upon completion of the fundraiser.
3. 38% Profit Incentive, eligibility:
Schools that submit 150 or more pieces of artwork are eligible for an additional profit incentive as follows: Schools with an order participation of 45% or greater of art received will receive 38% profit of gross sales. ANY order per Art Access Code contributes to this incentive. Examples: a parent, aunt and uncle purchase for one child's artwork. That would be three orders contributing to the order participation. If 200 artists participate and turn in a piece of art, the school would need 90 orders per art in order to receive the extra profit.

Student Privacy:

Square 1 Art does not sell/share student or school information. Keeping the privacy of students is important to us. Should a family wish not to have their child's name submitted to Square 1 Art you can list "Your Child" in the name section of the art paper or when uploading art online.

Cancellation policy:

Schools that cannot complete the program must return the Toolbox and supplies that were sent or incur the cost of the supplies.

Following your schedule will help make your fundraiser run smoothly; however, Square 1 Art reserves the right to change or amend the agreement and adjust dates as needed. While we do our best to keep on schedule, production load and shipping provider status may vary. Reach out to your account manager for updates anytime!

Please sign below. Your signature says you understand the details of the program and your responsibilities and have gained approval from the school to run the fundraiser:

Signature: _____

School

Suzanne Villarreal

Signature: _____

Square 1 Art

Date: _____

Date: 5.17.2024