

**BROKEN ARROW PUBLIC SCHOOLS**  
*Educating Today*  *Leading Tomorrow*

Contract Committee Review Request  
**MUST BE COMPLETED IN FULL**

Date: 30 Aug 22

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:

Leadership Team Member:  

Funding Source:    
Fund/Project OCAS Coding

**Consent**

**Action**

Students will sell candles provided by Secret Gardens Candle Co. in exchange for half the amount they sell.

**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.*

## MEMORANDUM

To: Board of Education

From: Chris Nulf

Date: 30 Aug 22

Re: Mock Trial Fundraiser

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### **SUBJECT**

Discussion, motion and vote on to approve or disapprove a NEW contract between Secret Gardens Candle Co. and Broken Arrow Public Schools for Mock Trial Team fundraising.

### **ENCLOSURES/ATTACHMENTS**

Contract agreement

### **SUMMARY**

The cost of Secret Gardens Candle Co. services are quoted at \$500 and will be paid from Activity Fund 940/893 (Mock Trial) The dates of services will be October 2022 The vendor will provide candles sold by Mock Trial team members, as ordered.

### **FUNDING**

This is to fund all expenses for Mock Trial competition, including substitutes, bus rental, team registration, and awards.

### **RECOMMENDATION**

Approve

## Brown, Janet L

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**From:** Nulf, Thomas C  
**Sent:** Friday, September 2, 2022 3:09 PM  
**To:** Brown, Janet L  
**Subject:** FW: CONTRACTS

**Importance:** High

Greetings, this is Chris Nulf, Head Coach of Mock Trial. The contract for each of these vendors is that we get half of the price of what we sell as raised funds. Thus, if a kid sells five \$10 candles, we pay Secret Gardens \$25, they give us the candles, and we keep \$25 for the kid's account. Same with Kettle Corn. Candles are \$10 for small and \$15 for large. Kettle Corn is \$6 per bag. We've done both fundraisers every year now for many years and have a solid relationship with the vendors.

- Chris Nulf

**From:** Long, Pam <[plong@baschools.org](mailto:plong@baschools.org)>  
**Sent:** Friday, September 2, 2022 11:15 AM  
**To:** Nulf, Thomas C <[tcnulf@baschools.org](mailto:tcnulf@baschools.org)>  
**Subject:** FW: CONTRACTS  
**Importance:** High

I just received this from Janet Brown. Do you have vendor quotes or contracts I can send to her?

**From:** Brown, Janet L <[jlbrown@baschools.org](mailto:jlbrown@baschools.org)>  
**Sent:** Friday, September 2, 2022 11:12 AM  
**To:** Long, Pam <[plong@baschools.org](mailto:plong@baschools.org)>  
**Cc:** Kennedy, Devra B <[dbkennedy@baschools.org](mailto:dbkennedy@baschools.org)>  
**Subject:** CONTRACTS  
**Importance:** High

Hello!

You sent me 2 contract committee approval request forms for Ma and Pa Kettle and Secret Gardens Candle Co., but there are no vendor quotes or contracts to review. Until I get these, I can't present them to the committee next Tuesday and it they will have to be pushed back until the October 10<sup>th</sup> agenda.

Janet Brown  
Board Clerk  
701 South Main Street  
Broken Arrow, Oklahoma 74012

(918) 259-5731

[jlbrown@baschools.org](mailto:jlbrown@baschools.org)

# SECRET GARDENS

C A N D L E C O.  
FUNDRAISING PROGRAM

## FUNDRAISING FINAL TALLY FORM

ALLOW 14 BUSINESS DAYS FOR YOUR ORDER TO BE PROCESSED.

TO PLACE YOUR FUNDRAISING ORDER: Pull totals from your individuals order forms and list total quantities needed for the entire order on this Final Tally Form. E-mail completed Final Tally Form to [info@sgcandleco.com](mailto:info@sgcandleco.com) for order placement.

You may also drop the Final Tally Form off at the store.

Payment is due when the Final Tally Form is turned in as each order is custom poured.

We will contact you when your order is ready. No order will be released without payment in full.

Broken Arrow Mock Trial Team

ORGANIZATION/TEAM NAME

DATE

Chris Nuff

918-430-8839 cell

tcnuff@baschools.org

CONTACT NAME

PHONE

EMAIL

	\$10.00 MELT/OIL COMBO	\$10.00 6.5oz CANDLE	\$15.00 11oz CANDLE		\$10.00 MELT/OIL COMBO	\$10.00 6.5oz CANDLE	\$15.00 11oz CANDLE		\$10.00 MELT/OIL COMBO	\$10.00 6.5oz CANDLE	\$15.00 11oz CANDLE
ALMOND MILK				LACE				SMITTEN			
AMBROSIA				LAVENDER FIELDS				SNICKERDOODLE			
BAKED APPLE				LAVENDER VANILLA				SNOWFALL			
BLACKBERRY APPLE				LEMON BERRY				SOUTHERN PEACH			
BUTTER RUM				LEMON CREME				SUGAR COOKIE			
CAMPFIRE				LEMONGRASS				SUGARY VANILLA			
CAPPUCCINO				LIME IN THE COCONUT				TIMBER			
CARAMEL PUMPKIN PIE				LOVE STORY				WILD STRAWBERRY			
CLOTHESLINE				LUMBERJACK				WHITE TIMBER			
DENALI				MAGNOLIA				WOODSTOCK			
DESIRE				MAHOGANY TEAKWOOD							
DEVOTION				MULBERRY							
EUCALYPTUS LEAVES				OKLAHOMA SKY							
FALL FESTIVAL				PEARFECTION							
FRONT PORCH RAIN				PEPPERMINT TWIST							
GARDENIA				POMEGRANATE LIME							
GENUINE LEATHER				POUND CAKE							
GREY GARDENS				PUMPKIN SPICE							
HEARTS A FIRE				RICH TRADITIONS							
HOLIDAYS AT HOME				SIGNATURE							
JADE				SIMPLICITY							
SUBTOTALS				SUBTOTALS				SUBTOTALS			
<b>TOTAL COUNT MELT/OIL</b>	<input type="text"/>	<b>X \$5.00 =</b>	<input type="text"/>	<b>TOTAL COUNT 6.5oz CANDLE</b>	<input type="text"/>	<b>X \$5.00 =</b>	<input type="text"/>	<b>TOTAL COUNT 11oz CANDLE</b>	<input type="text"/>	<b>X \$7.50 =</b>	<input type="text"/>

**TOTAL AMOUNT DUE TO SECRET GARDENS**  
(ADD TOTALS ABOVE)

# SECRET GARDENS

C A N D L E C O.

## FUNDRAISING PROGRAM

### Raising money never smelled so good!

Three quality products in 50 fragrances!



**\$15.00 each**

Burns approximately 60-80 hours.  
4 1/8" tall x 3" diameter



**\$10.00 each**

Burns approximately 30-45 hours.  
3 3/8" tall x 2 3/4" diameter



**\$10.00 each**

Wax and Refresher Oil sold as same fragrance.

Use our fragrance melts with any electric fragrance wax melter and boost your fragrance by adding a full dropper of our Refresher Oil.

*Combo includes:  
2.5oz Fragrance Melt and enough oil to refresh your wax 15-20 times.  
Dropper and instructions included.*

Thank you for supporting this fundraiser!

\_\_\_\_\_  
Name

\_\_\_\_\_  
Organization

9999 S Mingo Rd, Ste Q | Tulsa, OK 74133  
918.551.6330  
Info@sgcandleco.com | www.sgcandleco.com

# Fragrance Names and Descriptions



Colors of products may vary