

BROKEN ARROW PUBLIC SCHOOLS

Educating Today *Leading Tomorrow*

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: August 2, 2021

Contract/Agreement Vendor: Art to Remember

Name of Vendor		
Abby Fleischman	800-895-8777	
Contact Person		Phone Number
9425 E 59th St		
Address		
Indianapolis	Indiana	46216
City	State	Zip
AbbyF@ArtToRemember.com		
<u>Email address</u>		
January to April 2022		
Date of services		

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

Approved Fundraiser

Person Submitting Contract/Agreement for Review: Riki Vickers CWEEC-100
Name Site

Reason for Review: (New Agreement, Renewal...): New Agreement

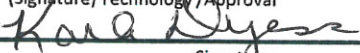
Audience/Group to benefit from Contract/Agreement: CWEEC Student Activity Account

Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO STACIE CHASE

Principal **and** Director or Administrator: 
Signature

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

If yes, Approved by: _____
(Signature) Technology Approval

Leadership Team Member: 
Signature

Funding Source: _____
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 and approved Technology.
 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.

MEMORANDUM

To: Dr. Janet Vinson
Broken Arrow Board Review Committee
Broken Arrow Board Members

From: Teresa Bowker

Date: August 2, 2021

Re: Art to Remember Fundraiser

SUBJECT

Discussion, motion and vote on to approve or disapprove a NEW contract between CWECC and Broken Arrow Public Schools for Art to Remember fundraiser

ENCLOSURES/ATTACHMENTS

Agreement

SUMMARY

Children will create art which will be transferred to products to be sold to family members. The cost to BAPS/CWECC is \$0. Products and services are quoted at 25% above item cost with incentives and will be paid from CWECC activity fund based on money collected for orders. The dates of services will be from January to April 2022 The vendor will provide free shipping for artwork and orders, free art paper, preprinted labels for student artwork, samples, order forms and promotional products.

FUNDING

Activity Fund fundraiser

RECOMMENDATION

Approve



Spring 2022

Program Confirmation Form Creekwood ECC

Please review the dates and details below, sign the form, and return it to AtR via fax or email. Alternatively, you may send an email acknowledgement that the information is correct. Please inform us of any changes prior to the start of your program.

Program Schedule	
First day of school	1/4/2022
AtR ships starter kit to school	11/29/2021
School emails class lists to AtR	1/14/2022
School sends artwork to AtR	2/21/2022
Personalized order forms arrive at school	3/4/2022
Teacher hands out order forms to students	3/7/2022
Order & payment deadline for parents	3/23/2022
Main orders arrive / Online only closes	3/25/2022
Approximate date products ship to school	4/13/2022
Late order deadline	4/27/2022
Last day of school	5/20/2022

School Information	
AtR ID #:	9883
Shipping Address:	1351 E Albany St
City:	Broken Arrow
State:	OK
Zip Code:	74012-8995
UPS Shipping Days:	2
School Phone:	918-505-5280
School Coordinator:	Riki Vickers
School Coordinator Email:	rlvickers@baschools.org
Add'l School Contact:	
# of Enrolled Students:	310

AtR Contact & Billing Info	
AtR Program Coordinator:	Abby Fleischman
Email:	AbbyF@ArtToRemember.com
Phone:	1-800-895-8777
Program Type:	A2R
Starting Profit Percentage:	25%
Online Only Program:	Yes
Ship to Home Only Program:	No
Refund Check Payable to: (if applicable)	Creekwood ECC
Invoice Recipient:	Riki Vickers
Invoice Email:	rlvickers@baschools.org

School Information on Order Form	
Questions please contact:	Riki Vickers
Email:	rlvickers@baschools.org
Phone:	918-505-5280
Checks payable to:	Online Only Please
Message from the school:	

School Profit	
Every School Receives a Guaranteed Minimum of 25% of Gross Sales Schools can increase their School Profit as Follows:	
Incentive Goal [^]	Add'l Profit %
Class List Received within 14 Calendar Days of FDOS [°]	1.0%
Artwork Received within 42 Calendar Days of FDOS [°]	2.0%
Artwork Received within 56 Calendar Days of FDOS [°]	1.0%
Participation > 20% and < 25%	1.0%
Participation > 25% and < 30%	2.0%
Participation > 30% and < 40%	3.0%
Participation > 40% and < 50%	4.0%
Participation > 50%	5.0%

School Breaks
No School: Jan 17, 2022 - Jan 17, 2022
Distance Learning: Feb 7, 2022 - Feb 7, 2022
No School: Feb 21, 2022 - Feb 21, 2022
Distance Learning: Mar 7, 2022 - Mar 7, 2022
No School: Mar 14, 2022 - Mar 18, 2022
Distance Learning: Apr 4, 2022 - Apr 4, 2022
No School: Apr 15, 2022 - Apr 15, 2022
Distance Learning: May 2, 2022 - May 2, 2022

[°] First Day of School

[^] Incentive goals are NOT cumulative, i.e., Schools may qualify for 1 Artwork Received Goal and 1 Participation Goal

* Participation % = Number of School Orders / # of Students Submitting Artwork

On the reverse side are additional Terms and Conditions including information about sales tax, purchase orders, timely delivery, late art, late order policy and free shipping restrictions. Please sign, date, and return this page to verify accuracy and your understanding of the information contained on this page and shown in Terms and Conditions.

Signature

Date

Art to Remember ("AtR") Terms & Conditions

1. **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 within 30 days of your school's program end date.
2. **Purchase Orders.** If a P.O. is required, please inform your AtR Program Coordinator, or contact our accounting department at accounting@arttoremember.com.
3. **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.
4. **Late Orders.** Unless doing an Online Only Program, gather late orders together and send them to AtR in one group. We will ship one (1) group of late orders at no charge. ***No specific delivery date can be promised for late orders.*** Additional late orders will incur normal shipping charges. Families wishing to purchase products after your school's program has been closed can place orders online at Order.ArtToRemember.com.
5. **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.
6. **Shipments received at District Warehouse.** If shipments to your school must be routed through your district warehouse, promptly notify your AtR Program Coordinator and we will adjust the shipping times in your schedule.
7. **Free Shipping.** AtR offers free shipping within the 48 contiguous states for initial orders and one group of late orders. Orders shipped outside the 48 contiguous states and late orders after the first batch are subject to shipping charges. Please consult with your AtR Program Coordinator for additional information.

Send Artwork and Orders to:
9425 E. 59th Street Indianapolis, IN 46216

Send Purchase Orders to:
Fax: (866) 754-8840 Email: Accounting@ArtToRemember.com

Send Payments and other Mail to:
9425 E. 59th Street Indianapolis, IN 46216