

BROKEN ARROW  PUBLIC SCHOOLS
Educating Today *Loading Tomorrow*

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: 10/23/2023

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

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.

Snap! Raise Acknowledgement



Organization Name (if booster club, indicate name here): _____
(The organization name cannot be changed once donations have been made)

Confidentiality: The process and documents shared by Snap! are property of Snap! Mobile, Inc. Re-creation or sharing of the process or documents is prohibited.

Service Fee:

- I acknowledge the service fee for the use of Snap! software and services as described below
- My group will keep 80% of the funds received if 70% participation is achieved.
- If participation is below 70%, my group will keep 73% of the funds received.
 - Participation % = Number of participants receiving 1 donation, divided by my listed group size.

Credit Card Processing: All credit cards have a small pre-transaction fee. Normally, donors elect to cover this fee. In the instance in which a donor elects not to cover the fee, Snap Raise will do so automatically.

External Donations: Any check or cash donations received will be reported to my Snap Representative. The external donations will be applied to the specified player's account and included as part of the funds received.

Gear Cost: I acknowledge my group will pay for the cost of incentives with funds raised in the campaign. Participants qualify for incentives by sending at least 20 emails. The tiers are:

- TIER 1 - 20 emails & 5 donations - \$15 Item
- TIER 2 - 20 emails & 10 donations - \$30 Item
- TIER 3 - 20 emails & 15 donations - \$45 Item
- TIER 4 - 20 emails & 20 donations - 1 Item per tier totaling \$90
- Top Earner - 20 emails & Most funds raised over \$1,000 - Prize selected between \$80-\$200

Outfit the Kid - Fan: 10% of the purchase price of OTK and OTK-F will go back to the program. This will be reflected on the final receipt

Logo Selection: All gear (except socks) will be custom branded with my selected logo. The participants will choose an item they wish to receive from each tier. They will only receive that item if they submit 20 emails and receive the required number of donations. If a participant neglects to select an item they will not receive their prize.

Logo Design #: _____ Logo Primary Color: _____ Logo Secondary Color: _____

- Maroon | Cardinal | Red | Burnt Orange | Orange | Brown | Athletic Gold | Vegas Gold | Metallic Gold Yellow | Dark Green
- Green | Lime | Teal | Light Blue | Royal Blue | Navy | Plum | Purple | Pink | Black Anthracite | Charcoal | Silver | White

WePay: WePay, part of JPMorgan Chase, is a payment processor that Snap! Raise partners with to ensure that incoming donor payments and outgoing organization payments are processed in a secure and timely fashion while meeting federal regulations for fundraising. You will be asked to provide information tied to the payable organization and financial or group administrator in order to pass a verification process called Know Your Customer or KYC. In some instances, additional documentation and/or information will be requested to complete the KYC process, and these requests will come from your Campaign Director or our Snap! Raise Customer Support team.

Disbursement of Funds: Snap! will process donations on behalf of your organization and hold such funds until the end of your campaign. Once we have finalized your campaign, a check will be processed for your donations, less the Snap! service fee. Please note that any such bank account designated to receive the funds must be in your organization's name.

Gear Return Policy: All items are made to order, and for that reason items that have been decorated with a logo, name or number are not eligible for a return or exchange unless it is determined that your order is not 100% free from defects in materials and decoration. In the event items are missing or have been damaged upon receiving your order, you will have 30 days to submit a request for a replacement item. This 30-day window will start the date you received your order.

I have read and understand the agreement and have selected a logo for our fundraiser. I am ready to begin my Snap! Raise campaign!

Signature

Date

Printed Name