



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 6/16/22

Contract/Agreement Vendor:
Name of Vendor & Contact Person
 Loretta Raschen <lraschen@cox.net>
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
 July 18, 2022
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

The Assistance League runs a program called Operation School Bell which can provide clothing, hygiene supplies and books if necessary. There is no cost to the district.
 Appoint a contact person - usually counselor
 Personnel shall identify prospective recipients.
 School shall notify families of participants of date, time and location of service and handle all necessary paperwork for student participation in program
 The term of this agreement is 3 years beginning June 15, 2022.

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.



**2022 Assistance League® Tulsa
Operation School Bell® Agreement with Broken Arrow Schools**

This agreement is entered into by Assistance League® Tulsa, hereinafter referred to as Assistance League, located at 5350 E. 31st Street, Tulsa, OK 74135 and Broken Arrow Public Schools, hereinafter referred to as school/district, located at 701 S. Main, Broken Arrow, OK 74012

1. Operation School Bell® is a philanthropic program designed by Assistance League to provide any or all of the following (clothing, hygiene supplies and books) or other like services as designated in this agreement.
2. **Obligations of Assistance League**
 - A. Assistance League shall furnish new clothing, hygiene supplies and books for recommended school children in Tulsa area school districts. The service shall be provided at a local retail store and shall continue as needed until designated program funds are exhausted.
 - B. Assistance League shall assume all financial obligations relative to the provision or purchase of the items described in 2A.
 - C. Financial contributions to this program by Assistance League shall be made only as stipulated in the terms of this agreement.
 - D. Assistance League shall maintain liability insurance coverage for this program. Assistance League shall defend, indemnify and hold the school/district harmless against all claims arising as a result of the sole negligence or willful misconduct of Assistance League.
 - E. Assistance League shall evaluate the program every year and ask for input from the school/district.
3. **Obligations of the school/district**
 - A. The school/district shall maintain liability insurance coverage for this program and shall defend, indemnify and hold Assistance League harmless against all claims and damages that are the fault of the school/district.
 - B. Appoint a contact person to interface with Assistance League.
 - C. School personnel shall identify prospective recipients or participants.
 - D. The school shall notify the families of participants of date, time and location of the service to be provided and that the family will be responsible for transportation of students to the location.
 - E. The school shall handle all necessary paperwork relative to the students' participation in the program.
4. **Public relations**
 - A. Assistance League shall have prominent identification with the program.
 - B. Assistance League shall reserve the right to review and approve all publicity releases,

brochures and other materials relative to the program, all of which shall mention Assistance League.

C. Photos and names of recipients shall not be used without written permission of those involved.

5. Term, Renewal and Termination

A. The term of this agreement is three (3) years beginning June 15, 2022. This agreement will be renewed each year.

B. It is the intention of Assistance League to continue the program for an indefinite period of time. However, when either party determines it can no longer abide by the terms of the agreement, it may terminate this agreement by giving ninety (90) days' written notice to the other party. In the case of termination, all assets shall return to the rightful owners as set forth in this agreement and neither party shall have any further obligation thereafter.

6. Memorandum of Understanding/Other Agreements

If a Memorandum of Understanding or other agreement is required by School/District, attach a Copy to this agreement. It is the responsibility of Assistance League to have Memorandum of Understanding and other documents reviewed by legal counsel.

Additional documents attached: Yes _____ No _____

7. Signatures and dates

Assistance League® Tulsa

Patricia C. Banzhof
President

PATRICIA A. BANZHOF
Printed Name

6-15-2022
Date

Sam Keel
Secretary

Sam Keel
Printed Name

6-15-2022
Date

Yolanda Taylor
Vice President Philanthropic Program

YOLANDA TAYLOR
Printed Name

6-15-2022
Date

Broken Arrow Public Schools

Signature

Printed Name / Title

Date

Signature

Printed Name / Title

Date