



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

Date: May 21, 2024

Contract/Agreement Vendor:

Secret Gardens Candle Co.

Name of Vendor & Contact Person

secretgardencandlecollc@gmail.com

Vendor Email Address

Selling candles as a fundraiser for the Mock Trial team.

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.

Pay for buses, subs & expenses for Mock Trials

Reason/Audience to benefit

06/03/24

BOE Date

\$ 500.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Chris Nulf

**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: 62 - 893/940

Fund/Project

893/3200/670/940/0000/00/720

OCAS Coding

☒ Consent

☐ Action

Accept and approve the NEW agreement between Broken Arrow Public Schools and Secret Gardens Candle Co., who will provide a fundraising opportunity for the BAHS Mock Trial team to raise money for their activity fund. The cost to the District is \$500.00 and paid for with Activity funds. C. Barber

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: 03 May 24

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 893/940 (Mock Trial) The dates of services will be October 2024 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

# SECRET GARDENS

C A N D L E C O.

## FUNDRAISING PROGRAM

Raising money never smelled so good!

Three quality products in 35 fragrances!



**\$20.00 each**

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



**\$15.00 each**

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



**\$12.00 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

120 E Commercial St. | Broken Arrow,  
OK 74012  
918.259.0133  
secretgardencandlecollc@gmail.com |

**Thank you for supporting my fundraiser!**

FRAGRANCE NAMES, COLORS OR LABELS ON BROCHURE MAY VARY FROM ACTUAL PICTURES SHOWN.

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