

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 3 August 2021

Contract/Agreement Vendor: Century Resources

Name of Vendor
Kim Folkes 817-819-6246

Contact Person Phone Number
3720 Lockbourne Road

Address
Columbus OH 43207

City State Zip

kfolkes@centuryresources.com

Email address

24 Sept - 19 Nov 2021

Date of services

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

And _____

Vendor Registration _____

Person Submitting Contract/Agreement for Review: Walter Gagajewski BAHS

Name Site

Reason for Review: (New Agreement, Renewal...): Renewal for this 2021-2022 school year.

Audience/Group to benefit from Contract/Agreement: JROTC

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

Principal and Director or Administrator: *Supal Kaur*

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: *Harsh Dey*

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: To Whom It May Concern

From: BAHS JROTC/SASI

Date: 3 August 2021

Re: JROTC Contract with Century Resources Fundraising

SUBJECT

Discussion, motion and vote on to approve or disapprove a NEW contract between Century Resources Fundraising and Broken Arrow Public Schools for JROTC.

ENCLOSURES/ATTACHMENTS

Contract agreement

SUMMARY

Century Resources will provide catalog fundraising material and items for the Broken Arrow High School JROTC. The fundraiser will run in September through October. Cost for services is based on the amount of fundraising items sold.

FUNDING

JROTC Activity Account

RECOMMENDATION

Approve

PROGRAM AGREEMENT

TERRITORY SALES REPRESENTATIVE

KIM FOLKES

PHONE

817-819-6246

EMAIL

KFOLKES@CENTURYRESOURCES.COM

CUSTOMER CARE SPECIALIST

JENNIFER FOREMAN

CUSTOMER CARE PHONE

800-444-7977 ext. 426

CUSTOMER CARE EMAIL

JFOREMAN@CENTURYRESOURCES.COM

Group Information

GROUP NAME

BROKEN ARROW HS JROTC

SPONSOR OFFICE PHONE

918-259-8591

SPONSOR

LTC WALT GAGAJEWSKI

SPONSOR MOBILE PHONE**EMAIL**

WGAGAJEWSKI@BASCHOOLS.ORG

BEST TIME TO CALL**GROUP MAILING ADDRESS**

1901 E ALBANY ST

ALTERNATE CONTACT**CITY**

BROKEN ARROW

STATE

OK

ALTERNATE CONTACT EMAIL**COUNTY**

TULSA

ZIP CODE

74012

ALTERNATE CONTACT PHONE

Program Details

START DATE

2021-09-24

ESTIMATED STUDENTS

115

PREPAY/POSTPAY

PREPAY

COLLECT ORDER FORMS BY

2021-10-08

BROCHURE(S)

CP ST

BROCHURE GROUP PROFIT %

40.0 40.0

ORDER FORMS DUE TO CENTURY RESOURCES

2021-10-15

Century offers out-of-town friends and family the ability to make a donation to your program. We strive to offer the highest group profit percentage in the industry. 75% of every donation will go to your program. The balance help offset processing fees and webstore administrative costs.

DELIVERY WEEK

NOVEMBER 01 - NOVEMBER 05, 2021

SECTION ENVELOPES

5

MAKE CHECKS PAYABLE TO

BAHS JROTC

PRESENTATION TIMES**STUDENT ENVELOPES**

115

PURCHASE ORDER REQUIRED?

NO

AWARDS BROCHURES

115

PAYOR OR TREASURER NAME**GOAL POSTERS**

5

PAYOR OR TREASURER EMAIL

Program Notes

IS ADDITIONAL APPROVAL REQUIRED?

YES

GOAL AMOUNT

\$

OTHER INFORMATION**IF YES, EXPLAIN**

PENDING ADMIN APPROVAL

NEED

I AM IN AGREEMENT WITH THE ABOVE TERMS RELATING TO THE FUNDRAISING PROGRAM I HAVE AGREED TO SPONSOR.

DocuSigned by:



EDB468FEE034427...

Kim Folkes

8/2/2021

DocuSigned by:



AF2F0B382C0345E...

WALT GAGAJEWSKI

8/3/2021