

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

Date: April 25, 2022

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:

Leadership 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.*

# Fundraiser Agreement

## Square 1 Art + Your School (A great team!)

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We are so delighted you have chosen us for your school fundraiser! Below is some helpful information. (Don't worry, no legal jargon.) This agreement will run from the day you sign up for the fundraiser to the completion of the program. As coordinator **you** are essential to the success of your fundraiser. Your dedicated Account Manager and our Customer Care team are ready to help!

**Fundraiser Type: Traditional Fundraiser (all art will be shipped to Square 1 Art from the school). You may choose Online Only ordering, or Online + Paper**

### Coordinator Responsibilities:

- **SIGN UP:** Review the Reservation Confirmation carefully. Let us know any details that need updating and if the timeline works for the school. Check dates with the school/ art teacher. Make sure other events do not compete with order phase dates.
- **APPROVE: IMPORTANT! Have the decision maker (PTO/Principal) approve the Reservation Confirmation.**
- **TOOLBOX:** Receive your toolbox with coordinators handbook. Notify us **before** the program begins if you need anything.
- **LOG-IN:** Create a log-in for Coordinators Corner on our website. There you will find information **ESSENTIAL** to your fundraiser from your schedule to online orders, and marketing tools like parent letters, including Spanish versions.
- **ART PHASE:** Communicate Art Requirements found in the handbook to teachers/students so art will be usable and reproduce well. Stay on schedule for the artwork ship. Late artwork can result in a schedule change and a later product arrival.
- **SEND IN ART:** Label and organize art in provided folders. Use the prepaid label on a box of your choice to ship art **on or before** your scheduled art ship day. Include the Artwork Ship form from the Coordinators Handbook. Have a checklist to make sure each classroom is included in the shipment.
- **ORDER PHASE:** Distribute Custom Ordering Catalogs that are pre-packed by us by class/student. Utilize the teacher task list so teachers are informed on the program.
- **PROMOTE:** Promote in the school newsletter, mass emails, morning PA announcements, social media, flyers, classroom contests, carpool signs, and use ta-da stickers. **FACT:** The more promotion, the better sales you will have! Check with the principal and PTO beforehand about options. Reach out to students and parents multiple times during the order phase for best results.
- **RECEIVE ORDERS:** The school has options of accepting online, phone orders and paper orders payable by cash, check or money order. (Or any combination of the options) The options you choose will be listed on the order form for parents. These options need to be chosen when signing up. Details are found on the Reservation Confirmation. Coordinator may view online orders in Coordinator's Corner.
  - CASH:** Verify the accuracy of order forms and cash paid for each order. Cash is **NEVER** to be shipped. Any cash orders should be sent in without payment and we will calculate the profit from all orders and bill or credit the school.
  - CHECK/ MONEY ORDER:** Verify the accuracy of the order forms and check totals. If school chooses **Checks Payable to Square 1 Art** send in all checks with accompanying order form paper clipped to the order. If school chooses to accept **checks payable to the school or PTO** the school is responsible for depositing and accounting for all monies and the orders would be submitted without payment like a cash order.
  - ONLINE/PHONE ORDERS:** Orders placed online during the fundraiser will be payable by credit/debit card with Visa, Mastercard or Discover. All payments are made to Square 1 Art. The school is responsible for payment variances on any orders collected. Shortages on payments will be deducted from the profit check. Sales tax is required on paper and online orders regardless of tax-exempt status.
- **SHIPPING:** Parents can pay a small shipping charge for online/phone orders to ship their order to the home address or choose to ship products to school for free. If you do not want any orders to ship to the school, you must inform Square 1 Art upon booking your fundraiser. Ship to home orders will ship about 10 days from order date. Ship to school orders will arrive in one bulk shipment at your school approximately on the delivery date scheduled. Shipping is free to your school **IF** you reach 50 orders (orders, not items). If you do not reach 50 orders, then the bulk ship fee for shipping the orders to your school will be deducted from your profit statement.
- **SEND IN ORDERS:** Please check that you have collected all paper order forms and accurate payment. Double check with teachers, the front office, etc. Photocopy or photograph all paper order forms. See Ship Form for instructions on organizing orders and payment. All paper order forms must arrive together with Ship Form. Use UPS label.

- **MAKE PROFIT:** We have a tiered profit policy. Your school will earn 20%-38% profit of sales depending on your school's participation rate. See our profit policy section.
- **PASS OUT PRODUCTS:** Your approximate products delivery day will let you plan when your keepsakes will arrive. Check your tracking numbers email for specific delivery by UPS. Keepsakes are delivered to the school, organized by classroom and student. Breakable items will arrive in a separate box. We offer 100% satisfaction guaranteed; parents should contact customer care in case they are not satisfied with their order.
- **PROFIT CHECK:** A school profit check and statement will be mailed separately by USPS to the school within approximately 10 business days after your fundraiser completes.
- **SIGN UP FOR NEXT YEAR:** Don't you want that year-round retail profit?

**Profit Policy: Schools with Art Submission of 150+**

FPP Fundraiser = all types of our traditional custom catalog fundraisers. Participation = # of orders /# artwork submitted

1. **20% Profit eligibility:**  
Fundraisers that achieve less than 20% participation (# of orders per art/# artwork captured by S1A) AND less than \$3,300 in gross sales will receive 20% of gross sales upon completion of the fundraiser. Must achieve a minimum of 50 orders per art to receive free shipping on orders shipping to school. Ship to home orders may incur shipping charge.
2. **33% Profit, eligibility:**  
Fundraisers are eligible to receive 33% profit if achieve 20% or more participation (# of orders per art/# artwork captured by S1A) OR \$3,300 or more in gross sales upon completion of the fundraiser. Must achieve a minimum of 50 orders per art to receive free shipping on orders shipping to school. Ship to home orders may incur shipping charge.
3. **38% Profit Incentive, eligibility:**  
Schools that submit 150 or more pieces of artwork are eligible for an additional profit incentive as follows: Those schools with an order participation of 45% or greater of art received will receive 38% profit of gross sales. ANY order per Art Access Code contributes to this incentive including orders made through the shared link. For example: a parent, aunt and uncle purchase for one child's artwork. That would be three orders contributing to the order participation. In other words, if 200 artists participate and turn in a piece of art, the School would need 90 orders per art in order to receive the extra profit. Must achieve a minimum of 50 orders per art to receive free shipping on orders shipping to school. Ship to home orders may incur shipping charge.

**Student Privacy:**

Square 1 Art does not sell/share student or school information. Keeping the privacy of students is important to us. Should a family wish not to have their child's name submitted to Square 1 Art you can list "Your Child" in the name section of the art paper or when uploading art online.

**Cancelation policy:**

Schools that cannot complete the program must return the Toolbox and supplies that were sent or incur the cost of the supplies.

Following your schedule will help make your fundraiser run smoothly; however, Square 1 Art reserves the right to change or amend the agreement and adjust dates as needed. While we do our very best to keep on schedule, production load and shipping provider status may require adjustments to your schedule. We will inform you of any changes and provide updated shipment tracking numbers so you can track delivery to your school. Reach out to your account manager for updates anytime!

Please sign below. Your signature says you understand the details of the program and your responsibilities and have gained approval from the school to run the fundraiser:

Signature: \_\_\_\_\_  
School

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Square 1 Art

Date: \_\_\_\_\_



Artwork by the incredible **DYLAN BAKER**

**ENCOURAGE YOUR CHILD'S CREATIVITY BY ORDERING THEIR ART AS CHERISHED KEEPSAKES.**

**FUNDRAISER DEADLINE:**  
**Nov 10, 2021**



**Family & Friends ORDER HERE!**

**More Ordering Options**

**1 ORDER ONLINE** [square1art.com/shop](http://square1art.com/shop)  
Fast, secure ordering. **Personalization available with online orders.**

ONLINE ART ACCESS CODE:

**W4WS46RM6**

**2 PAPER ORDER FORM**  
Fill out this form completely, attach payment, and return form to homeroom teacher.

Cash, Check or Money Order Payable To:

**SQUARE 1 ART**

**3 PHONE ORDERS** 888.332.3294 ext. 1  
¿Hablo español? Llame al 888.332.3294 ext 295 - para un representante bilingüe. Customer Care representatives are ready to take your orders over the phone!  
Personalization available with phone orders.

ARTIST'S NAME: **DYLAN BAKER**  
COORDINATOR: **EMILY BAKER**  
GRADE/TEACHER: **2/SUTTON**  
EBAKER@BASCHOOLS.ORG  
SCHOOL NAME: **ASPEN CREEK OK**  
918-259-4410

ORDERED BY: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

KEEPSAKE	PRICE	CODE	QTY	TOTAL
12 Mini Cards	\$14.50	33		
18 Greeting Cards	\$17.50	32		
Art Flag	\$13.75	15		
Art Plaque	\$18.75	67		
Beach Towel - White only	\$43.75	27W		
Bottle Stopper	\$19.75	17		
Canvas Art (10" X 10" Gallery-style)	\$39.75	87		
Ceramic Tile for Home (White border)	\$11.00	54W		
Ceramic Tile for Home (Image to edge)	\$11.00	50		
Chef's Apron	\$21.50	77		
Coasters (4) stand sold separately online	\$22.50	56		
Coffee Mug	\$18.00	55		
Cookie Plate	\$22.25	16		
Dog Tag - White only	\$12.50	18W		
Hand Towel	\$16.75	63		
Journal - White only	\$15.50	39W		
Keepsake Box	\$31.75	60		
Key Chain	\$8.50	49		
Kitchen Trivet	\$16.75	64		
Lens Cleaning Cloth	\$14.75	73		
Luggage Tag	\$12.75	23		
Luxury Pillowcase	\$22.75	75		
Magnet Pack (set of 7)	\$10.75	11		
Matted Print 8" x 10" (5" artwork)	\$12.25	30		
Matted Print 11" x 14" (8.5" artwork)	\$18.25	86		
Minky Throw Blanket - White only	\$59.75	26W		
Mouse Pad	\$13.75	53		
Ornament: Circle	\$16.75	82		
Ornament: Heart	\$16.75	84		
Ornament: Snowflake	\$16.75	81		
Ornament: Square	\$16.75	83		
Ornament: Star	\$16.75	80		
Pencil Holder	\$29.50	61		
Pendant Necklace	\$16.75	79		
Potholders (set of 2)	\$16.75	21		
Quilt Square	\$10.75	62		
Sketchbook - White only	\$17.50	36W		
Stickers 2" (set of 20)	\$11.00	34		
Super Stickers 4" (set of 2)	\$13.75	12		
Throw Pillow Cover	\$21.75	76		
Tote Bag - Black	\$21.00	48		
Tote Bag - Blue	\$21.00	44		
Tote Bag - Red	\$21.00	40		
Travel Mug	\$25.00	57		
Wall Decal	\$19.75	10		
Water Bottle	\$22.50	25		
Weekender Bag - Navy	\$45.00	45		
Weekender Bag - Pink	\$45.00	47		
Weekender Bag - Teal	\$45.00	46		

Subtotal \_\_\_\_\_  
8% Tax \_\_\_\_\_  
Total \_\_\_\_\_

All orders ship to the school. Attach payment to order form. Include child's name on check. Payment processing will occur within two to three weeks after the deadline. If you miss the deadline, contact Square 1 Art directly. Shipping charges will apply. All rights reserved by Square 1 Art. 888.332.3294 www.square1art.com



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