



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 6-6-2022

Contract/Agreement Vendor: Big Kahuna
Name of Vendor
Brian Martin 405-245-0664
Contact Person Phone Number
10425 Blue Spruce Rd.
Address
Oklahoma City, OK 73162
City State Zip
brian@bigkahunafun.com
Email address -- if vendor wants the agreement returned via email

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

Approved fundraiser

Person Submitting Contract/Agreement for Review: Julie Emanuel ASECC
Name Site

Reason for Review: (New Agreement, Renewal...): New Agreement

Audience/Group to benefit from Contract/Agreement: ASECC

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

Principal and Director or Administrator: Julie Emanuel
Signature

Does this Contract/Agreement utilize technology? No Yes
Has it been reviewed by the Chief Technology Officer? No Yes

If yes, Approved by: N/A
(Signature) Ben Stout, Chief Technology Officer

Leadership Team (formally Cabinet Member): Karl Dyer
Signature

Funding Source: Activity Account 938 and/or 892
Description CCAS 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 by Ben Stout, Chief Technology Officer
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.

Big Kahuna Fundraising Agreement

Brochure Programs are 40% Profit to School/Organization

School/Organization agrees to use its best efforts to sell the following fundraising products:

- GOURMET CREATIONS / ULTIMATE GOURMET – Selection of Pre-Portioned Cookie Dough & Cookie Mini’s, Chocolates, Popcorn & Dry Mixes.
- I LOVE COOKIES – Selection of Pre-Portioned Cookie Dough & Cookie Mini’s & Chocolates.
- FESTIVAL – Selection of Cookie Mini’s, Chocolates, Popcorn & Homemade Gourmet Dry Mixes.
- COUNTRY & HOME / INDULGENCE – Big Kahuna’s Top Selling Frozen and Dry Mixes, Chocolates, Kitchen Collection, Gift Wrap, Tumblers, & Donations.
- HOME & KITCHEN COLLECTION – Kitchen Collection, Gift Wrap, Tumblers & Donations.
- OTHER – _____

Donations - School/Organization makes 75% PROFIT on all donations made through online & brochure sales.

- Big Kahuna Fundraising will take care of all marketing materials, including brochures and online promotion.
- Big Kahuna Fundraising will take care of prizes/incentives for students, 1 \$15-20 donation = 1 item sold towards prizes/incentives for that student.

Big Kahuna Prize Incentives

Big Kahuna Fundraising agrees to provide the following incentives to the School/Organization:

- ELEMENTARY Cumulative Prize Incentive Program INTERMEDIATE / MIDDLE Cumulative Prize Incentive Program

School/Rep Initials _____ LIMO / PARTY BUS INCENTIVE (Minimum \$10,000 in retail sales must be achieved or \$375 charge will be added to school invoice)

- COLLECTIBLES & OTHER PRIZES: Big Kahuna Blast Party

Big Kahuna Fundraising and School/Organization agree to the indicated Fundraising Period, Product, and Percentage. Big Kahuna Fundraising and rep agree to provide all program materials, order forms, and to pay for all printing and production costs. School/Organization agrees to run the Big Kahuna Fundraising program and use its best efforts to have a successful fundraising experience. School also agrees to not run any other sales or promotions during the length of the Big Kahuna Fundraising Program.

Brian Martin

Authorized School/Organization Representative (Signature) & Date

Authorized Big Kahuna Fundraising Representative (Signature) & Date

Print Name & Title

BRIAN MARTIN **FUNDRAISING CONSULTANT**
Print Name & Title

Phone # & Email Address

(405) 245-0664 CELL **BRIAN@BIGKAHUNAFUN.COM**
Phone # & Email Address

School/Organization Name Arrow Springs Early Childhood Center Phone # (918)259-4380

Make Checks Payable To: same # Students 225

Address 101 W. Twin Oaks St City Broken Arrow ST OK Zip 74011

Program Dates Kickoff Date - 09 / 23 / 22 Assembly Times - 9:00am

End Date - 10 / 10 / 22 Order Pick Up - 10 / 17 / 22

Approximate Delivery Date - TBD / ___ / ___ Approximate Delivery Time - 2:30 - 5:30

NOTES: _____
