

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date:

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

Approved fundraiser

Person Submitting Contract/Agreement for Review:

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal **&/or** Director or Administrator: *Dana deFreese*

Does this Contract/Agreement utilize technology? YES NO
 If yes, Technology Admin:

Leadership Team Member:

Funding Source:
Fund/Project OCAS Coding

Consent
 Action

Friends, family, parents, students, and staff will be invited to eat at Sonic once a month for the new school year. 10% of the sales from that evening will be given to PLECC to help fund staff activities. There is no cost to the District.

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.



Sonic Drive In Letter Of Agreement

Your local drive in offers Sonic Nights to help raise funds for your organization. We agree to pay 10% of all sales made on the specified date(s) from 5-8 PM. After a Sonic Night is completed, Sonic will then send your organization a final report along with a check within 2-4 weeks. Lastly, we want your event to run as smooth as possible, so here are some guidelines to keep in mind:

- Your Sonic Sales Coordinator will provide you with a digital flyer that we encourage to be sent to parents a week prior to your Sonic Night.
- We can provide yard signs for your organization to place on your property and Sonic will also promote the event using the yard signs.
- If your organization has social media, we encourage posting about the event as much as possible.

Sonic Night Location: Sonic Drive In

2361 E Kenosha St

Dates: 8/30/22 12/6/22 1/24/23 5/9/23
9/13/22 2/28/23
10/11/22 3/28/23
11/22/22 4/25/23

Organization Name: Parklane ECC

Organization Address 7700 S Shelby Lane

Broken Arrow, Ok 74014

By signing this agreement, I/We agree to the terms above.

Signature of Authorized Party

Date: _____

Courtney Milliken

Signature of Sonic Sales Coordinator

Date: 5/5/2022