

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 3.31.25

Contract/Agreement Vendor:

Discovery Lab - Brihonna Thomas

Name of Vendor & Contact Person

bthomas@discoverylab.org

Vendor Email Address

2025 B&A summer Camp - June 2025 - Activities

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.

B&A Summer Campers

Reason/Audience to benefit

4.14.2025

BOE Date

\$ 2,400.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Jessica Wing/ David Sutton

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:

72/982

Fund/Project

72-982-3300-810-900-0000-000-Summer Camp

OCAS Coding

☒ Consent

☐ Action

Accept and approve the NEW agreement with Broken Arrow Public Schools and Discovery Lab. B&A Connections' Summer Camp plans to visit Discovery Lab in June (6.12.25). The B&A Summer Camp sites will be at Country Lane Primary and Country Lane Intermediate. Cost to the district is \$2,400 for June visit. D. Sutton

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.

Quote 13488794

Discovery Lab

3123 Riverside Drive

Tulsa, OK 74105

(918) 295-8144

Order summary

Patron: Broken Arrow Public Schools

Reservation name: FT-Broken Arrow Public Schools-K to 5th Grade (235)

Contact: Jennifer Wing (Jessica Wing)

Total visitors: 235

Visit date: 6/12/2025

Arrival time: 9:30AM

Charges

Name	Qty	Amount
Field Trip@\$12- 2025 Group Student	200	\$2,400.00
Field Trip - Group Teacher	35	\$0.00

Payments

Date	Payment method	Details	Amount
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Balance

Total cost:	\$2,400.00
Amount paid:	\$0.00
Balance:	\$2,400.00

*please send invoices to accounting@baschools.org



Field Trip Agreement

To confirm your field trip at Discovery Lab, please initial each section, sign at the bottom of this agreement, and return a copy to the Education Registrar (via email or mail) within five business days of scheduling your field trip. By signing this document, you and your group acknowledge that your reservation is complete and accurate, and that you will adhere to the following policies:

1. **PAYMENT:** Group leaders are responsible for reporting an accurate count of students and adults that the organization will be paying for. Discovery Lab accepts cash, checks, and credit cards. Groups must pay in one transaction. All Purchase Orders must be paid within 30 days of the event. _____
2. **DISCOUNTS:** No other discounts, passes, or coupons can be utilized with your reservation. _____
3. **CANCELLATIONS:** If you cannot make your reserved time, please cancel or reschedule at least 14 days in advance. Discovery Lab reserves that right to charge a \$25 cancellation fee. No-call/no -shows will be billed at full price and may be unable to reschedule with Discovery Lab for a full year. _____
4. **GROUP REPRESENTATIVE:** As the group representative, you are responsible for making sure your group arrives to all scheduled events on time. It is also your responsibility to inform Discovery Lab if there is a delay. If your group is arriving behind schedule, please call 918-574-2205 or 918-295-8144. You are responsible for informing all chaperones of your group's unique schedule and Discovery Lab's rules. _____
5. **CHAPERONES:** Adult chaperones must be 16 years of age and older. Students should be accompanied by an adult chaperone and/or teacher at all times. Teachers and chaperones are responsible for students' behavior. _____
6. **RULES:**
 - a. There is no food allowed in the exhibit space; only drinks.
 - b. Shoes are to be off in the tape slide and on everywhere else in the exhibit space.
 - c. When going down the tape slide, visitors must go down on their bellies, backs, or bottoms.
 - d. There is no running in the exhibit hall.
 - e. Little Lab is only accessible to children 4 years old and younger. _____

We look forward to your visit at Discovery Lab. If you have any additional

Group Representative Signature: _____ Date: _____

Group Representative Name (Print): _____

Group Name: _____

Tax Exemption Number (If Applicable): _____

Discovery Lab
3123 Riverside Drive
Tulsa, OK 74105
P | 918.295.8144
discoverylab.org