

BROKEN ARROW PUBLIC SCHOOLS

Educating Today

Leading Tomorrow

Vendor # 1231

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 3.31.2025

Contract/Agreement Vendor: Tulsa Botanic Gardens - Amy Baxter

Name of Vendor & Contact Person

amy@tulsabotanic.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

\$1410.00

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: [Signature]

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: [Signature]

Cabinet Team Member: [Signature]

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 Tulsa Botanic Gardens. B&A Connections' Summer Camp plans to visit the Tulsa Botanic Gardens one time in June (6.5.2025), the B&A Summer Camp sites will be at Country Lane Primary and Country Lane Intermediate. Cost to the district for the month of June is \$1410.00 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.

FLORIGAMI Field Trip Admission Quote



School: Country Lane/ B&A Connections

Phone: 918-855-3773 Email: jlwing@bashools.org

Appx # of Students: 200

Appx # of Educators/Chaperones: 35

Date: June 5, 2025

Arrival Time: 10:00 am

Departure Time: 12:00 pm

Lunch on Site? Y or N

Day-of-Contact Name: Jessica Wing Cell #: 918-855-3773

Payment Method (circle one): Card Check PO

SCHEDULE OF COSTS

ITEM	QT	FEE
Title 1 School Student @ \$1.00 + Tax if applicable	0	\$0
Student Child Tickets @ \$6.00 + Tax if applicable	200	\$1,200.00
Educator/Chaperone Tickets @ \$6.00 + Tax if applicable	35	\$210.00
TOTAL AMOUNT DUE		\$1,410.00

Tulsa Botanic Garden is cashless, all payments must be submitted by Check or CC.

For payment via check, send directly to Tulsa Botanic Garden.

3900 Tulsa Botanic Drive

Tulsa OK 74127

In the memo section please note event date.

Purchase Orders are accepted, please provide TBG with documentation by emailing amy@tulsabotanic.org, or mailing to the address above.

Prepared by:

X

Amy Baxter, Field Trip Coordinator
Tulsa Botanic Garden

Date: January 29, 2025

FLORIGAMI Field Trip Admission Quote



By submitting payment or a purchase order for this group admission, you are agreeing to the following:

- 1. TBG recommends at least 1 chaperone per 8 children.*
- 2. All Garden Etiquette guidelines established by TBG must be adhered to (see below).*
- 3. TBG is not responsible for any items brought onto the premises by Client.*
- 4. No signs, decorations or objects may be placed in any Garden spaces.*
- 5. Client will be invoiced at the rates reflected in the Schedule of Costs.*
- 6. Client may hold date by putting credit card number on file and client call TBG with RSVP's 48 hours in advance. If amount charged is over guests attended, TBG can offer refund.*
- 7. Additional parents and guests must purchase tickets online in advance. This ensures the check-in process goes quickly.*
- 8. All areas of gathering should remain neat, orderly and sanitary at all times, and returned to their original condition before the end of visit.*
- 9. Guests will park in the main visitor parking lot and will enter and exit through the Visitor Center.*
- 10. In the case of weather or emergency rescheduling, tickets may be rescheduled at no additional cost.*
- 11. In the event of any damage to TBG property, including the Facilities and Garden Areas is caused by the Event, or by the actions of Guests in attendance at your Event, damages will be billed to Client.*
- 12. The Garden Areas shall be "as-is" on the date of the Event. TBG makes no representation or warranty with respect to the nature, condition, or visibility of the Garden Areas on the date of the Event.*
- 13. Guests acknowledge and assume all risk inherent with attending a Botanic Garden, including but not limited to trips and falls, stings and bites and other potential hazards. TBG is not liable for such occurrences. Your receipt of this contract and/or your visit to TBG, constitutes of acknowledgement of the above mentioned.*