



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

OFFICE OF INSPECTOR GENERAL
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WEST PALM BEACH, FL 33406
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www.palmbeachschools.org

LUNG CHIU, CIG, CPA
INSPECTOR GENERAL

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MEMORANDUM

TO: Honorable Chair and Members of the School Board
Dr. Robert Avossa, Superintendent
Chair and Members of the Audit Committee

FROM: ^{KLC} Lung Chiu, Inspector General

DATE: 1/8/2018

SUBJECT: Transmittal of Final Investigative Report
Case # 17-610
Title: *Boynton Beach Community H.S. Fundraising*

In accordance with School Board Policy 1.092 we hereby transmit the above-referenced final report.

The report is regarding allegations that a volunteer coach did not provide the school's bookkeeper the funds collected from a fundraiser, and did not properly complete the necessary paper work for the fundraiser.

The results of the investigation determined the allegations to be unsubstantiated.

The report is finalized and will be posted on the Inspector General's website; www.palmbeachschools.org/inspectorgeneral.



Robert M. Avossa
Superintendent

**SCHOOL DISTRICT OF PALM BEACH
COUNTY
OFFICE OF INSPECTOR GENERAL**



K. Lung Chiu
Inspector General

INVESTIGATIVE REPORT

Case Number:

17-610

Date of Complaint:

April 13, 2017

Complainant:

Principal Fred Barch

Subject:

Former Boynton Beach Community High School Volunteer Baseball Coach Ramon Dunn

Witnesses:

Treasurer/Bookkeeper Elizabeth Bauer
Athletic Director Kendrick Mitchell
Athletic Director (former) Evan Caruso
Olivier Larco, Sales Representative

Type of Report:

FINAL

AUTHORITY

School Board Policy 1.092 provides for the Inspector General to receive and consider complaints, and conduct, supervise, or coordinate such inquiries, investigations, or reviews, as the Inspector General deems appropriate.

This investigation was conducted by Investigator Tanya Lawson, in compliance with the *Quality Standards for Investigations, Principles and Standards for Offices of Inspector General*, promulgated by the Association of Inspectors General.

INTRODUCTION

On April 13, 2017, the Office of Inspector General (OIG) received a phone call from Alfred (Fred) Barch, Principal at Boynton Beach Community High School (BBCHS). Principal Barch alleged that a former volunteer athletic coach, who was not a part of Boynton Beach High School staff, owed the school money from a lease agreement made with the school. After an interview with related staff, the OIG determined that the allegation involved missing money from a school-sponsored fundraiser. After clarification, the allegations became that a coach did not provide the school's bookkeeper the funds collected from the fundraiser and the coach did not properly complete the necessary paper work for the fundraiser.

BACKGROUND

Boynton Beach Community High School is a public high school located in Boynton Beach, Florida and it serves grades 9-12 in the School District of Palm Beach County.

ALLEGATIONS AND FINDINGS¹

1. The allegation that former volunteer baseball coach Ramon Dunn did not provide the school's bookkeeper the funds collected from the fundraiser was *Unsubstantiated*.
2. The allegation that former volunteer baseball coach Ramon Dunn did not properly complete the necessary paper work for the fundraiser was *Substantiated*.

GOVERNING DIRECTIVES

- School Board Policy 3.02-Code of Ethics.
- School Board Policy 7.18-Community Use of School Facilities.
- School Board Policy 2.53-Volunteers in Public Schools.
- School District Internal Accounts Manual (Revised 7/16), Chapter 19 & Chapter 7.
- PeopleSoft-Yearly and Seasonal Stipends.
- Monies Collected Reports (MCR).
- Volunteers in Public Schools Handbook (Palm Beach County School District).
- Sales Item Inventory Report PBSB 0182.
- Fundraising Application/Recap PBSB 0153.

ALLEGATION 1: EVIDENCE & TESTIMONY

Allegation: Former volunteer baseball coach Ramon Dunn did not provide the school's bookkeeper the funds collected from the fundraiser.

Testimony of Principal Fred Barch

On April 25, 2017, the OIG conducted an audio-recorded interview with Mr. Barch. Mr. Barch stated that a former volunteer baseball coach had a fundraiser, but had not turned the money raised in to the school. Mr. Barch stated he could not remember the coach's name. The coach was subsequently identified as Ramon Dunn. Mr. Barch stated he asked Mr. Dunn several times to provide the money he raised from a Cheesecake Fundraiser he ran in the fall of 2016. Mr. Barch stated he did not know exactly how much money Mr. Dunn owed the school. Mr. Barch stated that Mr. Dunn paid the money during the evening hours of April 13, 2017. Mr. Dunn was subsequently removed from his volunteer position as baseball coach.

¹ The OIG findings were determined using the standards that appear on the signature page at the end of this report.

Testimony of Treasurer/Bookkeeper Elizabeth Bauer

On April 25, 2017, the OIG conducted an audio-recorded interview with Ms. Bauer. Ms. Bauer stated the issue with the fundraiser money had been going on since November 2016. Ms. Bauer stated when she received the fundraiser paperwork, there were checks included dating back to September 2016 made payable to Boynton Beach High School. Ms. Bauer stated that in February 2017 she met with Mr. Dunn. Ms. Bauer told him that she could not accept the checks he provided for the Cheesecake Fundraiser because they were too old. Ms. Bauer stated Mr. Dunn was supposed to get new checks from the people who ordered cheesecakes. Ms. Bauer stated that everyone, except one teacher, provided new checks to replace the old ones. Ms. Bauer recalled that Mr. Dunn informed her that he still had \$720 in cash from the fundraiser.

Testimony of Athletic Director (AD) Kendrick Mitchell

On April 25, 2017, the OIG conducted an audio-recorded interview with Mr. Mitchell. Mr. Mitchell stated he has been at Boynton Beach High School for four years, but has been the Athletic Director (AD) for less than one month. Mr. Mitchell stated he was called in to meet with Mr. Barch, Mr. Dunn and with the Principal's Assistant, Ann McKessy regarding money for the Cheesecake Fundraiser. Mr. Mitchell stated Mr. Dunn came to the meeting with approximately 20 outdated checks, and some cash. Mr. Mitchell stated some of the checks were for baseball (sports) participation fees and other checks were for the Cheesecake Fundraiser. On the evening of April 13, 2017, Mr. Mitchell met with Mr. Dunn to collect the money Mr. Dunn had from the fundraiser. Mr. Mitchell said Mr. Dunn gave him \$720.

Mr. Mitchell stated Sales Representative, "Olivier" told him that Adrenaline (the fundraising company) had not received all of the money owed to them by the school regarding the Cheesecake Fundraiser. Mr. Mitchell stated that "Olivier" told him Adrenaline was owed \$1130 from the Cheesecake Fundraiser.

Testimony of Olivier Larco, Sales Representative for Adrenaline Fundraising

On May 5, 2017, the OIG contacted Sales Representative Olivier Larco of Adrenaline Fundraising to verify the Cheesecake Fundraiser held by Mr. Dunn. Mr. Larco stated the fundraiser was a Cheesecake Fundraiser that was requested by Mr. Dunn. Mr. Larco explained that Boynton Beach Community High School has had an outstanding balance since of \$1,130 from Mr. Dunn's fundraiser. Mr. Larco stated the grand total for the order was \$1,850 of which, an upfront 40% deposit on the order was paid (\$740) and the balance of \$1,130, was due from the school.

Testimony of Volunteer Head Coach Ramon Dunn

On November 7, 2017, the OIG conducted an audio-recorded interview with Ramon Dunn, former volunteer head coach for Boynton Beach High School's baseball team. Mr. Dunn stated he recalled providing Ms. Bauer money from the fundraiser, but was not sure of the date. Mr. Dunn stated new checks had to be collected because the checks he had were old. Mr. Dunn stated that he believed that sometime in December 2016, he provided cash to Mr. Mitchell, but he was not sure about the exact date of the meeting or the exact amount cash he gave Mr. Mitchell. Mr. Dunn

stated he has not been involved in any program with the School District since the time of the fundraiser.

Documentation Reviewed

On May 8, 2017, the OIG received an email from Mr. Larco regarding the totals from the fundraiser (**Exhibit 1**). The outstanding balance owed to the vendor by the school is \$1,130 (**Exhibit 2**).

Table 1 below illustrates how the outstanding balance and the school's net profit was calculated.

Table 1:

DESCRIPTION	TOTAL
Cheesecake Orders Total	\$1,850.00
Upfront cost of order (.40 x \$1850)	\$740.00
Remaining Balance (\$1850 MINUS \$740)	\$1,110.00
Cost of Prizes	\$20.00
Remaining/Outstanding Balance (\$1110 PLUS \$20)	\$1,130.00
Payment Provided by Dunn	\$720.00
Total Revenue Made by School	\$1,706.00
Gross Profit (Total Revenue of \$1706 MINUS Outstanding Balance of \$1130)	\$576.00
Freight Cost	(\$87.75)
Net Profit (\$576 MINUS \$87.75 Freight Cost)	\$488.25

A review of the Summary for Athletics Baseball Cheesecake Account #1-0510.03 revealed that the fundraiser made a net profit of \$488.25 (**Exhibit 3**). The net profit was \$511.75 less than the estimated net profit of \$1000.

On October 10, 2017, the OIG requested an update on the status of the payment to Adrenaline for the fundraiser. Ms. Bauer emailed a Check Requisition confirming that a payment for \$1,130 was paid to Adrenaline Fundraising on May 8, 2017 (**Exhibit 4**).

Based on testimony obtained and documents reviewed, the OIG determined that the allegation that former volunteer baseball coach Ramon Dunn did not provide the school's bookkeeper the funds collected from the fundraiser was *Unsubstantiated*.

ALLEGATION 2: EVIDENCE & TESTIMONY

Allegation: Former volunteer baseball coach Ramon Dunn did not properly complete the necessary paper work for the fundraiser.

Testimony of Principal Fred Barch

Mr. Barch stated that Mr. Dunn did not complete the required fundraiser paperwork prior to holding the fundraiser. According to Mr. Barch, Athletic Director Evan Caruso filled out the fundraiser information. Mr. Barch added that he has recently removed Mr. Caruso from his position as Athletic Director.

Testimony of Treasurer/Bookkeeper Elizabeth Bauer

Ms. Bauer did not have a fundraiser packet for the Cheesecake Fundraiser. Ms. Bauer stated she “thinks” she brought the matter to the attention of former Athletic Director Evan Caruso who, along with Dominick Rizzatti (Assistant Principal, Athletics) had a conversation with Mr. Dunn regarding the Cheesecake Fundraiser, and the procedures for fundraisers.

Testimony of Athletic Director Kendrick Mitchell

Mr. Mitchell stated there was no paper work for the Cheesecake Fundraiser. Mr. Mitchell said that Mr. Dunn claimed that Mr. Caruso never taught him the proper fundraising procedures. Mr. Mitchell explained that Mr. Dunn did not complete the necessary paperwork required for the fundraiser. Mr. Mitchell opined that paperwork did not appear to be priority for Mr. Dunn. Mr. Mitchell added that he does not know what the profit was from the fundraiser since there was no paperwork completed for the fundraiser.

Testimony of former Athletic Director Evan Caruso

On April 25, 2017, the OIG conducted an interview with former athletic director Evan Caruso. Mr. Caruso stated he has been at Boynton Beach Community High for nine years, and was the athletic director for the past three years. Mr. Caruso stated that Ramon Dunn was the varsity baseball coach. Mr. Caruso stated that Mr. Dunn believed that he was completing the appropriate protocol by getting an outside vendor to do the Cheesecake Fundraiser. Mr. Caruso stated he found out about the Cheesecake Fundraiser after the fundraiser had begun. Mr. Caruso stated the fundraiser was held before the baseball season started. Mr. Caruso explained that it was Mr. Dunn’s first year and Mr. Dunn did not realize that he had to do the fundraiser packet, and get it approved by the Principal.

Mr. Caruso stated the process for fundraisers is staff has to fill out the fundraiser packet and submit it to Night Principal Karen Wright for approval. Mr. Caruso stated Mr. Barch must also approve the fundraiser. The fundraiser packet then goes to Ms. Bauer so that she has a record of the fundraiser. Mr. Caruso stated the fundraiser started in the fall of 2016, but the fundraiser packet was not done until after the fundraiser had begun. Mr. Caruso said that in the spring of 2017, he,

Ms. Bauer, and Ann McKessy (Assistant to the Principal), explained the fundraiser process to Mr. Dunn. Mr. Caruso confirmed that the fundraiser had not been pre-approved by Mr. Barch.

Testimony of Volunteer Head Coach Ramon Dunn

Mr. Dunn stated that no one told him what the procedures for conducting a fundraiser on behalf of Boynton Beach High School's baseball team were. Mr. Dunn stated that a sales representative, later identified as Olivier Larco, approached him on the baseball field last fall (2016) about having a fundraiser to bring money into the baseball program. Mr. Dunn said that neither Mr. Caruso or anyone from the administration explained to him how to conduct fundraisers or what forms needed to be completed prior to the fundraiser beginning. Mr. Dunn stated Mr. Caruso was the only individual at the school who would come to check on him, but maintains Mr. Caruso did not explain the fundraising process.

Documentation Reviewed

A review of the Fundraising Application/Recap PBSD 0153 (**Exhibit 5**) determined that the Mr. Barch did not approve the fundraiser until December 8, 2016. The fundraiser began on December 6, 2016.

A review of the Sales Item Inventory Report PBSD 0182 (**Exhibit 6**) revealed that all the critical information for the fundraiser is missing from the form. The missing information includes beginning inventory, purchases, items sold, items given away/missing, ending inventory, item sales price, total item sales, total sales, and the sponsor's signature.

The Fundraiser Agreement shows that Mr. Dunn signed the agreement on September 14, 2016, (**Exhibit 7**). The Fundraiser Agreement had a fundraiser start date of December 6, 2016.

Chapter 19 of the District's Internal Accounts Manual states:

Before a fundraiser begins the sponsor must:

- Complete the top portion of the Fundraising Application/Recap (PBSD 0153) and explain how the proceeds will be used, including the primary account that will benefit from the fundraising proceeds.
- Estimate the sales, costs, and profits by completing Column A, Estimated Sales Application.
- Sign and date the application and turn it in to the treasurer.

During a fundraiser the sponsor must:

- Be responsible for maintaining detailed records of inventories and cash collections.

After the fundraiser is over, the sponsor must:

- Request a general ledger of the account from the treasurer and complete a Sales Item Inventory Report (PBSD 0182). Sales Item Inventory Reports are required for all fundraisers even if there was no inventory.

Based on testimony obtained and documents reviewed, the OIG determined that the allegation that former volunteer baseball coach Ramon Dunn did not properly complete the necessary paper work for the fundraiser was *Substantiated*.

It is recommended that the Office of Professional Standards review allegation 2 and take whatever action is deemed appropriate.

ADDITIONAL INFORMATION

During the OIG's review, the following was observed:

According to Mr. Caruso, Mr. Dunn was in the process of completing the full background check and the coaching certification process with the District, but had not completed the process. Mr. Caruso further stated Mr. Dunn did not complete the coaching packet for the District. Mr. Caruso stated he assumed the background check and fingerprinting was done, since Mr. Dunn had this information listed on his resume.

On May 2, 2017, the OIG received information via email from Deborah Elfen, District Volunteer Coordinator for the School District of Palm Beach County. Ms. Elfen explained that the process for the public to volunteer is for the volunteer to provide identification to whomever is in charge of the volunteer process at the school. The designated staff member scans the license (or other government-issued ID) through the District's RAPTOR program, which does a check to verify if the volunteer is a sexual offender/predator. Ms. Elfen explained that RAPTOR only verifies if the volunteer is a sexual offender/predator, and it does not check for other felony/criminal offenses. Ms. Elfen added that there is an overlap of the current system Volunteer in Public Schools (VIPS) and RAPTOR. VIPS will be discontinued completely in the fall of 2017.

On May 4, 2017, the OIG contacted Boynton Beach High School's Secretary Ann McKessy to verify if Ramon Dunn has been cleared as a volunteer via VIPS.

On May 16, 2017, the OIG received verification from Ms. Elfen that there was no VIPS application on file for Ramon Dunn.

On November 1, 2017, Ann McKessy reported that stated Ramon Dunn was cleared as a volunteer through VIPS on or around September 2016, but she could not verify the exact date.

Based on testimony and evidence received, the OIG recommends that management ensure that all volunteers go through the background check process prior to engaging in activities with students, pursuant to Florida Statutes §1012.465, Jessica Lunsford Act.

RECOMMENDATIONS

Based on testimony and evidence received, the OIG recommends that management ensure all school personnel that sponsor fundraising activities within the District receive training on the

completion of fundraising activity forms to ensure all fundraising activity forms are properly and completely filled out.

It is further recommended that that Office of Professional Standards review allegation 2 and take whatever action is deemed appropriate.

Additionally, the OIG recommends that management ensure that all volunteers go through the background check process prior to engaging in activities with students, pursuant to Florida Statutes §1012.465, Jessica Lunsford Act.

The OIG requests that District Management advise this office in writing of the actions taken in response to the above recommendation(s) within 30 days of receipt of this report.

AFFECTED PARTY NOTICE


In accordance with *School Board Policy 1.092 (8)(b)(iv)*, on November 14, 2017, Ramon Dunn was notified of the investigative findings and provided with an opportunity to submit a written response to these findings. The OIG did not receive a written response from Ramon Dunn.

DISTRIBUTION

Palm Beach County School Board Members
Robert M. Avossa, Superintendent
Audit Committee Members
Dianna Weinbaum, Director of Professional Standards
OIG file

Investigation Conducted by:

Taryn Lawson

 11/8/17
Date

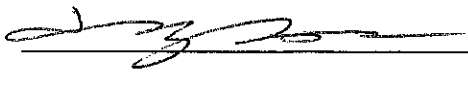
Investigation Supervised by:

Oscar Restrepo, CIGI, Director of Investigations

 11/8/17
Date

Investigation Approved by:

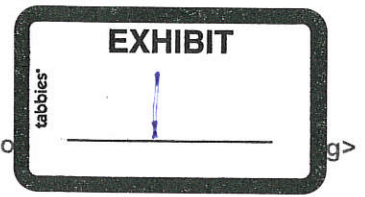
K. Lung Chiu, CIG, Inspector General

 11/8/17
Date

The evidentiary standard used by the School District of Palm Beach County OIG in determining whether the facts and claims asserted in the complaint were proven or disproven is based upon the preponderance of the evidence. Preponderance of the evidence is contrasted with "beyond a reasonable doubt," which is the more severe test required to convict a criminal and "clear and convincing evidence," a standard describing proof of a matter established to be substantially more likely than not to be true. OIG investigative findings classified as "substantiated" means there was sufficient evidence to justify a reasonable conclusion that the actions occurred and there was a violation of law, policy, rule, or contract to support the allegation. Investigative findings classified as "unfounded" means sufficient evidence to justify a reasonable conclusion that the actions did not occur and there was no violation of law, policy, rule, or contract to substantiate the allegation. Investigative findings classified as "unsubstantiated" means there was insufficient evidence to justify a reasonable conclusion that the actions did or did not occur and a violation of law, policy, rule, or contract to support the allegation could not be proven or disproven.



TANYA LAWSON <tanya.lawson@palmbeachschools.org>



Summary sheet and invoice

Olivier Larco <olarco@adrenalinefundraising.com>
To: TANYA LAWSON <tanya.lawson@palmbeachschools.org>

Mon, May 8, 2017 at 12:16 PM

\$1850 was how much the 85 cheesecakes came out to, I'm not sure where 1808 is coming from.

- 60% of 1850 = \$1110
- 40% of 1850 = \$740
Prizes: \$40

We buy prizes for the kids that earned them for reaching a certain benchmark. We split that 50-50 with the team, the prizes cost a total of \$40. it's all in the excel sheet, every kid that sold 12 or more got custom socks.

So therefore \$1110 + 20 (half of what the prizes cost) = \$1130 (which is what is owed to us)

Adrenaline fundraising pays for everything upfront, I just order the cheesecakes once I collect the order forms, and the organizations keeps all the money collected. we bill them later the 60 percent + (half the prizes that is owed to us), and they keep the rest since its their money.

Hope this helps, call me if you have any questions, I know its a alot of info.

Thanks,

Olivier Larco
Adrenaline Fundraising
(561) 789-5361

[Quoted text hidden]

[Quoted text hidden]

Disclaimer: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Clarification from the sales rep.

17.610

Adrenaline Fundraising
3315 Williams Blvd SW #2-319
Cedar Rapids, IA 52404 US
adrenalinebookkeeper@gmail.com



BILL TO
Boynton Beach High School
Baseball
4975 Park Ridge
Boynton Beach, FL 33426

INVOICE 1593

DATE 11/10/2016 TERMS Net 30

REPRESENTATIVE
Olivier Larco

ACTIVITY	AMOUNT
Baseball Cheesecake Sales	1,130.00

Please make note to our account. Our billing address may have changed:

Adrenaline Fundraising
1426 Maxson Rd
Cedar Rapids, IA 52403

TOTAL DUE \$1,130.00

Thanks for your business. Good luck this season!



Summary for: Athletics-Baseball Cheesecake Sa
Cat. #: 1-0510.03

Contact Person: Ramone Dunne

Date	Transaction	Description	Debit	Credit	Cleared
02/22/2017	Deposit 1177	SALES		\$480.00	<input checked="" type="checkbox"/>
04/17/2017	Deposit 1191	FUNDRAISER		\$42.00	<input checked="" type="checkbox"/>
04/17/2017	Deposit 1191	SALES - Ramon Dunn		\$720.00	<input checked="" type="checkbox"/>
04/24/2017	Deposit 1193	COLLECTION OF OLD CHECKS		\$132.00	<input checked="" type="checkbox"/>
04/24/2017	Deposit 1193	SALES		\$126.00	<input checked="" type="checkbox"/>
04/28/2017	Deposit 1196	COLLECTION		\$131.00	<input type="checkbox"/>
05/01/2017	Deposit 1197	sales		\$75.00	<input type="checkbox"/>
05/08/2017	Check 14439	ADRENALINE FUNDRAISING Inv# 1593	\$1,130.00		<input type="checkbox"/>
05/08/2017	Check 14443	SYNTER RESOURCE GROUP, LLC	\$87.75		<input type="checkbox"/>

Opening Balance: \$0.00 Category Balance: \$488.25 \$1,217.75 \$1,706.00

Grand Totals:

Opening Balances: \$0.00

Category Balances: \$488.25

\$1,217.75

\$1,706.00

↑
profit

↑
cost

↑
total sales

Summary for: Athletics-Baseball Cheesecake Sa
 Cat. #: 1-0510.03

Contact Person: Ramone Dunne

Date	Transaction	Description	Debit	Credit	Cleared
02/22/2017	Deposit 1177	SALES		\$480.00	<input checked="" type="checkbox"/>
04/17/2017	Deposit 1191	FUNDRAISER		\$42.00	<input checked="" type="checkbox"/>
04/17/2017	Deposit 1191	SALES		\$720.00	<input checked="" type="checkbox"/>
04/24/2017	Deposit 1193	COLLECTION OF OLD CHECKS		\$132.00	<input checked="" type="checkbox"/>
04/24/2017	Deposit 1193	SALES		\$126.00	<input checked="" type="checkbox"/>
04/28/2017	Deposit 1196	COLLECTION		\$131.00	<input checked="" type="checkbox"/>
05/01/2017	Deposit 1197	sales		\$75.00	<input checked="" type="checkbox"/>
05/08/2017	Check 14439	ADRENALINE FUNDRAISING Inv# 1593	\$1,130.00		<input checked="" type="checkbox"/>
05/08/2017	Check 14443	SYNTER RESOURCE GROUP, LLC	\$87.75		<input checked="" type="checkbox"/>
05/26/2017	Transfer 1449	close fundraiser	\$488.25		<input checked="" type="checkbox"/>

Opening Balance: \$0.00 Category Balance: \$0.00 \$1,706.00 \$1,706.00

Grand Totals:

Opening Balances: \$0.00 Category Balances: \$0.00 \$1,706.00 \$1,706.00

Exhibit 3



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Check Requisition

EXHIBIT
 4

INSTRUCTIONS: Attach invoices or bills to this completed form.
 Complete form in ink.

ACCOUNT NUMBER 1-0510.00 REQUISITION DATE 5/3/17

SCHOOL BBCHS NAME OF ACCOUNT Baseball

Requests a check payable to Adrenaline Fundraising

for the amount of \$ 1,130 These funds are being spent for
Baseball cheesecake Sales 11/10/2016

I certify that the goods or services indicated per the documentation or explanation provided were received, that documentation will be provided for prepayments, and that payment is in order.

Ken Mitchell 5/3/17
 SIGNATURE OF TEACHER SPONSOR DATE SIGNATURE OF STUDENT TREASURER DATE

CHECK NUMBER 14439 CHECK DATE 5/8/17 APPROVED [Signature]

PBSD 0181 (Rev. 5/13/2016)

BOYNTON BEACH COMMUNITY HIGH SCHOOL
 ACTIVITIES ACCOUNT

14439

To: ADRENALINE FUNDRAISING - 1426 MAXSON ROAD, CEDAR
 Inv# 1593

5/08/2017
 Check Amount: \$1,130.00

Category #	Category Name	Transaction Code	GL Department	Tax Paid	Amount
1-0510.03	Athletics-Baseball Cheesecake Sale	Fundraising Resale Items		\$0.00	\$1,130.00

10/10/17 - info. need fr Beth Bauer, Bookkeeper

Adrenaline Fundraising
3315 Williams Blvd SW #2-319
Cedar Rapids, IA 52404 US
adrenalinebookkeeper@gmail.com



BILL TO
Boynton Beach High School
Baseball
4975 Park Ridge
Boynton Beach, FL 33426

INVOICE 1593

DATE 11/07/2016 TERMS Net 30

PAID
5/8/17
14439
1130-

REPRESENTATIVE
Olivier Larco

ACTIVITY	AMOUNT
Baseball Cheesecake Sales	1,130.00

Please make note to our account. Our billing address may have changed:

Adrenaline Fundraising
1426 Maxson Rd
Cedar Rapids, IA 52403

TOTAL DUE \$1,130.00

Thanks for your business. Good luck this season!

Exhibit 4



FUNDRAISER AGREEMENT

tabbles
EXHIBIT
7

Adrenaline Fundraising ("Provider") and Organization identified below enter into the following Fundraiser Agreement ("Agreement") for the purpose of providing a Fundraising Program ("Program") designed to facilitate Organization's fundraising efforts:

- Program Terms.** Provider and Organization agree to the indicated Fundraising Period, product, quantity, price and profit percentage.
- Provider Obligations.**
 - Provider agrees to use its best efforts to assist Organization with its fundraising efforts.
 - Provider agrees, at its discretion, to provide training and incentives to individuals involved in the fundraising process along with the program materials appropriate to facilitate organization's fundraising efforts.
 - Provider agrees to supply necessary merchant discounts for the Discount Product.
 - Provider agrees to pay for printing and production costs associated with the sale of discount and non-discount products.
- Organization Obligations.**
 - Organization agrees to use its best efforts to sell fundraising products at the specified Price. Organization confirms that it is not under a contractual obligation to participate in a competing non-Provider fundraising program. Organization agrees to permit Provider to operate the Program within a mutually agreeable time frame and to allow Provider reasonable access to Organization's facilities in order to conduct the Program.
 - Organization acknowledges that Provider may engage in fundraising activities with other organizations at the same time and with the same merchants, products and programs and that such activity does not constitute a breach of Provider's obligations under this Agreement.
 - For the Discount Product or Food Product Organization purchases from Provider, Organization agrees to pay Provider all amounts collected from the sale of Discount or Food Product minus the Organization's Profit Percentage. Organization shall pay Provider for the Discount or Food Product at the conclusion of the Program. Organization shall be solely responsible to collect and remit to the appropriate taxing authorities any sales taxes, if required by state law. Organization retains any sales tax amounts collected from the sale of the Discount or Food Product. Organization agrees to return to Provider all unsold or unused Discount or Food product at the conclusion of the Program.
 - Organization acknowledges that Provider devotes significant time, effort and expense in forming and maintaining relationships with merchants used on its Discount Product, and may continue those relationships with other Provider Fundraising Programs after termination of this Agreement. Accordingly, Organization agrees to protect Provider's merchant relationship for a period of TWELVE MONTHS following termination of this Agreement. Organizations shall not produce or participate with any Discount Product using any of the merchants from Provider's Discount Product prepared for or sold by Organization. Organization agrees to pay Provider \$1,500 as compensation should it choose to use any of the same merchants utilized in the most recent Provider Discount Product on a non-Provider Discount Product during the TWELVE MONTHS following Agreement termination.
- Duration, Term and Termination.**
 - Duration.** Provider and Organization agree that Provider shall be the exclusive provider for this fundraiser for Organization for the following Term (Years): **1**
 - Termination.** In the event that Organization does not run the Program agreed to herein, Organization shall reimburse Provider for each unfulfilled year of the Agreement in an amount calculated as follows: 25% x # of Players x 25 (x Price). Organization agrees that this reflects costs associated with the Program and is a reasonable approximation of actual damages to Provider.
- Intellectual Property Ownership and Product Distribution.** Provider retains all intellectual property rights associated with the products but agrees to license these rights for the limited purpose of product distribution pursuant to the Program. Organization agrees not to use or disclose any product, forms, materials, technical information or methods employed by Provider or intellectual property rights owned by Provider for any purpose except in association with the Program absent Provider's express written consent. Provider retains the right to distribute fundraising products as it sees fit following the conclusion of the Program or in the event that the Program is not run.
- Authorization and Implementation.** Organization hereby asserts that the representative signing below understands the terms and conditions of the Agreement, agrees to be bound by them and has the authority to bind Organization. Organization holds Provider harmless of any liability regarding the actions and/or injuries to Program participants.

FUNDRAISING PERIOD			
Start Date	9	23	2016
End Date	9	23	2016
DISCOUNT PRODUCT ONLY	QTY	PROFIT	
Pies and Cheesec	0-500	50%	
	501-1000	60%	
	1001-1500	65%	
	1501-2000	70%	
	2000+	75%	
NON DISCOUNT PRODUCT			40%

Prizes are split 50/50 between the organization and Adrenaline



AUTHORIZED ORGANIZATION REPRESENTATIVE (SIGNATURE) *Ramon Dunn* PRINT NAME & TITLE **Ramon Dunn** DATE **09/14/16**

AUTHORIZED PROVIDER REPRESENTATIVE (SIGNATURE) *Olivier Larco* PRINT NAME & TITLE **Olivier Larco - Adrenaline Fundraising** DATE **09/14/16**

INFORMATION BELOW TO BE COMPLETED BY PROVIDER REPRESENTATIVE					
SCHOOL/ORGANIZATION	GROUP	BOOKKEEPER NAME	BOOKKEEPER EMAIL		
Boynton Beach	Baseball	Beth Bauer	Beth.Bauer@palmbeachschools.org		
ADDRESS/DELIVERY LOCATION		CITY	STATE	ZIP	
4975 Park ridge		Boynton Beach	FL	33426	
SCHOOL PHONE NUMBER	# OF STUDENTS SELLING	MASCOT	SCHOOL COLORS		
61-752-1200	16	Tigers	Purple/Athletic Gold		
CONTACT NAME		CONTACT CELL	CONTACT EMAIL		
Ramon Dunn		561-376-4407	bbtigersbaseball@gmail.com		