

Donation

Version 1.9 released on 8/3/21

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



CITY COUNCIL USE ONLY		CITY CLERK USE ONLY	
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: <u>07.02.2025</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2507.01642</u>
1 st Agenda Date: _____	Hearing Date: _____		
	2 nd Agenda Date: _____		

All department items requiring Council approval must be submitted through the Mayor's Office.

Primary Details

Board Approval		Other Board Name	City Council Approval
_____		_____	<input type="radio"/> Yes <input checked="" type="radio"/> No
Department	Contact Name	Email	Phone
Fire	Masako Mercado	MMercado@Cityoftulsa.org	918-596-1889
Bid/Project Number	Project Title	Donator	Type of Donation
_____	_____	Girl Scout of Eastern Oklahoma	Other
Travel Event Title	Traveler's Name	Event Date	Donation Amount/Value
_____	_____	_____	\$9,000.00
			<i>City Council requires a dollar value</i>

Budget

Funding Source(s)

TOTAL:

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.AbstrTitle5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department: _____

Legal: _____

Board: _____

Mayor: _____

Other: _____

Date: _____

Date: _____

Date: _____

Date: JUL 02 2025

Date: _____

Policy Statement

Background Information

Girl Scout of Eastern Oklahoma is donating 125 cases of Girl Scout cookies to the Tulsa Fire Department. The value of the cookies is \$9,000.00

Provide background information on the requested action.

Summation of the Requested Action

Requesting approval to accept donation

Summarize the pertinent details of the requested action

Other Pertinent Details

Provide any additional information that should be considered when considering approval of this contract document

Processing Information for City Clerk's Office

Post Execution Processing

- Mail vendor copy (add'l signature copies attached)
- Must be filed with other governmental entity
- Add'l governmental entity approval(s) required

Additional Routing and Processing Details

Mercado, Masako

From: Kohls, Janet
Sent: Wednesday, June 25, 2025 8:33 AM
To: Mercado, Masako
Subject: Fw: Girl Scout Cookie donation

From: Seals, Tina <TSEALS@cityoftulsa.org>
Sent: Tuesday, June 24, 2025 3:52 PM
To: Kohls, Janet <JKohls@cityoftulsa.org>
Subject: FW: Girl Scout Cookie donation

From: Celeste Franklin <cfranklin@gseok.org>
Sent: Tuesday, June 24, 2025 3:28 PM
To: Seals, Tina <TSEALS@cityoftulsa.org>; Little, Andrew <AndrewLittle@cityoftulsa.org>
Subject: RE: Girl Scout Cookie donation

The value of the cookies we are donating is \$9000.

We do need to have [this form](#) signed for our record of the donation of 125 cases.

Thank you,
Celeste

Celeste Franklin (she/her)
*Director of Product Programs
& Retail*
4810 South 129th East Ave
Tulsa, OK 74134



P: 918 | 745 | 5224
E: cfranklin@gseok.org

From: Seals, Tina <TSEALS@cityoftulsa.org>
Sent: Tuesday, June 24, 2025 9:34 AM
To: Celeste Franklin <cfranklin@gseok.org>; Little, Andrew <AndrewLittle@cityoftulsa.org>
Subject: RE: Girl Scout Cookie donation
Importance: High

I can make that work if you will send me the address and head count of those who will be there.

Thank you,

Tina R Seals

Assistant to the Fire Marshal
Tulsa Fire Department
1760 Newblock Park Drive
Tulsa, OK 74127
918-596-9422
tseals@cityoftulsa.org

From: Celeste Franklin <cfranklin@gseok.org>
Sent: Tuesday, June 24, 2025 9:29 AM
To: Little, Andrew <AndrewLittle@cityoftulsa.org>
Cc: Seals, Tina <TSEALS@cityoftulsa.org>
Subject: RE: Girl Scout Cookie donation

I have found out that we will have some girls at our headquarters on Friday evening. Would 7:30 pm this Friday be an option?

Celeste Franklin (she/her)
*Director of Product Programs
& Retail*

4810 South 129th East Ave
Tulsa, OK 74134

P: 918 | 745 | 5224
E: cfranklin@gseok.org



From: Little, Andrew <AndrewLittle@cityoftulsa.org>
Sent: Monday, June 23, 2025 3:42 PM
To: Celeste Franklin <cfranklin@gseok.org>
Cc: Seals, Tina <TSEALS@cityoftulsa.org>
Subject: Re: Girl Scout Cookie donation

Gotcha, What dates might work? I'll have to schedule a truck to pick them up. I've included Mrs. Tina Seals in this email. She can let you know if a truck is available to pick up the donation and take a photo. It is very kind of you to think about our team, thank you.

Andy Little
Public Information Officer
Tulsa Fire Department
1760 Newblock Park Drive

Tulsa, OK 74127
Office - 918-596-0155
Mobile - 918-698-2674
andrewlittle@cityoftulsa.org

"Rome wasn't built in a day, but they were laying bricks every hour."
John Heywood

From: Celeste Franklin <cfranklin@gseok.org>
Sent: Monday, June 23, 2025 3:35 PM
To: Little, Andrew <AndrewLittle@cityoftulsa.org>
Subject: RE: Girl Scout Cookie donation

The cookies and the girls will not be at the same location. It is probably best to send a truck to our headquarters to get the cookies. We can plan for some staff to be available for a photo too.

Celeste Franklin (she/her)
*Director of Product Programs
& Retail*
4810 South 129th East Ave
Tulsa, OK 74134



P: 918 | 745 | 5224
E: cfranklin@gseok.org

From: Little, Andrew <AndrewLittle@cityoftulsa.org>
Sent: Monday, June 23, 2025 3:29 PM
To: Celeste Franklin <cfranklin@gseok.org>
Subject: Re: Girl Scout Cookie donation

Sending a truck to collect the donation might be fun for the girls and would provide a photo opportunity for us to say thank you. If you'd rather us send a truck to your headquarters and have staff in a photo, that is also an option.

Andy Little
Public Information Officer
Tulsa Fire Department
1760 Newblock Park Drive
Tulsa, OK 74127
Office - 918-596-0155
Mobile - 918-698-2674
andrewlittle@cityoftulsa.org

"Rome wasn't built in a day, but they were laying bricks every hour."

John Heywood

From: Celeste Franklin <cfranklin@gseok.org>
Sent: Monday, June 23, 2025 3:25 PM
To: Little, Andrew <AndrewLittle@cityoftulsa.org>
Subject: RE: Girl Scout Cookie donation

We have a day camp happening very close to Newblock park this week. I checked to see if they would be able to make a visit and they don't have the ability to transport the girls but would love to have a truck stop by at their location. If this is an option, I will connect you to someone who knows more about the camp.

Either way, we still have the cookies on the east side of town if you have a crew you could send with a truck or van to get them and then distribute. Let me know what you think would work best.

Thanks,
Celeste

Celeste Franklin (she/her)
*Director of Product Programs
& Retail*

4810 South 129th East Ave
Tulsa, OK 74134

P: 918 | 745 | 5224
E: cfranklin@gseok.org



From: Little, Andrew <AndrewLittle@cityoftulsa.org>
Sent: Monday, June 23, 2025 10:23 AM
To: Celeste Franklin <cfranklin@gseok.org>
Subject: Re: Girl Scout Cookie donation

I could send one crew over to get them, or you could visit a station with some of the girl scouts (and/or your staff). Then they could be distributed. Thoughts? If you had a group visit a station, they could get a tour and learn about the station and what we do...then have a photo opportunity.

Andy Little
Public Information Officer
Tulsa Fire Department
1760 Newblock Park Drive
Tulsa, OK 74127
Office - 918-596-0155

Mobile - 918-698-2674
andrewlittle@cityoftulsa.org

"Rome wasn't built in a day, but they were laying bricks every hour."
John Heywood

From: Celeste Franklin <cfranklin@gseok.org>
Sent: Monday, June 23, 2025 9:37 AM
To: Little, Andrew <AndrewLittle@cityoftulsa.org>
Subject: RE: Girl Scout Cookie donation

Andy,

This would be a total of 125 cases of cookies and we do have that many available. If there are a few station locations that would like to pick up for others in their area, we can make that happen. Ideally, everyone would arrive at the office at about the same time to get their cookies. We could pick a day later this week or next if you think this could work.

Thank you,
Celeste

Celeste Franklin (she/her)
*Director of Product Programs
& Retail*
4810 South 129th East Ave
Tulsa, OK 74134

P: 918 | 745 | 5224
E: cfranklin@gseok.org



From: Little, Andrew <AndrewLittle@cityoftulsa.org>
Sent: Monday, June 16, 2025 2:04 PM
To: Celeste Franklin <cfranklin@gseok.org>
Subject: Re: Girl Scout Cookie donation

We have 744 firefighters. Not sure how many cookies you have available. If it works better, maybe you could donate to each station and they can share. Let me know your thoughts!

Andy Little
Public Information Officer
Tulsa Fire Department
1760 Newblock Park Drive
Tulsa, OK 74127

Office - 918-596-0155
Mobile - 918-698-2674
andrewlittle@cityoftulsa.org

"Rome wasn't built in a day, but they were laying bricks every hour."
John Heywood

From: Celeste Franklin <cfranklin@gseok.org>
Sent: Saturday, June 14, 2025 9:34 AM
To: Little, Andrew <AndrewLittle@cityoftulsa.org>
Subject: Girl Scout Cookie donation

Hello Andrew Little,

We have cookies leftover that need a good home and we are hoping you could help coordinate a donation for every member of the fire department. If you can let me know how many total employees there are, we can work on a donation plan. We will need someone to come to our office at 51st and 129th E Ave to pick them up.

I will be out of the office next week, but we can finish this coordination the week of June 23.

Thank you,
Celeste Franklin
Sent from my iPhone

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Gift of Caring Agreement



GSEOK 310

Update the organization information in eBudde under the GOC Org Tab. Troop keeps the signed form.

Girl Scout Troop providing cookie donation

Troop# _____ Service Unit _____ Leader _____
Phone _____ Email Address _____

Organization receiving cookie donation

Please fill out and sign to indicate your acceptance of the conditions listed below:

Name of Organization Tulsa Fire Department
Address/City/Zip 1760 Newblock Park Dr
Contact Name Julie Lynn
Phone/Email 918-313-8204 Julielynn@cityoftulsa.org
Number donated: Cases 152 Additional pkgs _____
Signature Julie Lynn Date 6/25/25



Detach and give bottom portion to the receiving organization

Thank you for participating in our Girl Scout Cookie donation program. We are pleased to partner with you in this service.

- The use of donated cookies does not allow recipient to sell, trade, barter or otherwise transfer the donated cookies for money, property or services for the recipient. Donated cookies can't be used for fundraisers, raffles or auctions; or sold to retail stores, online, at flea markets or in any other manner.
- Any deviation will result in recipient being removed from our donation program, and will require the return of any donated cookies remaining in your possession or control.