



Contract Review and Approval Policy
Approved by the Board of Trustees September 17, 2018

The purpose of this policy is to state Chatham Education Foundation policy on review and approval of any and all contracts to be entered into by the Foundation.

For purposes of this policy, a "Contract" is defined as any agreement which is intended to legally bind Chatham Education Foundation. An Agreement, Memorandum of Intent, Letter of Intent, or other similar document is considered a Contract. All Contracts must be documented in writing; oral agreements are not acceptable.

All Contracts shall be reviewed by the person assigned by the President to review Chatham Education Foundation legal matters, and approved by the Executive Committee. Copies of all Contracts shall be provided to the Treasurer promptly after execution, and shall be subject to the Chatham Education Foundation Records Retention Policy.

Contracts subject to this Policy include, but are not limited to:

- Rental of venues for e.g. Casino Royale, Trivia Night, Galas, Receptions
- Rental of equipment for events, such as tables, chairs, audio/video equipment
- Contracts for services
 - Audit
 - Accounting
 - Credit card processing
 - Insurance policies
 - Event catering
 - Event services (e.g. DJ, audio/video, Tumbling Dice casino services)
 - Marketing and promotion
 - Mailing
 - Printing
 - Tax return preparation
 - Website design and maintenance
 - Web services, including but not limited to
 - ClickBid
 - Constant Contact
 - GoDaddy
 - eTapestry/Blackbaud
 - Quickbooks
 - WealthEngine
 - Wix

This policy shall be reviewed annually by the Executive Committee and any modifications proposed to the Executive Committee and the Board of Trustees.