



CALIFORNIA
NATIVE PLANT SOCIETY

Guidelines for Signing Contracts/Agreements *for CNPS Chapters*

Contracts and agreements are a necessary part of doing business. While contracts are serious business, we don't want them to be stressful. Here are some guidelines and tips for getting contracts reviewed and signed.

- 1) **Contracts or agreements for one-time space rentals, one-time caterers or other small meeting/event related services for your events or meetings** can be signed by chapter presidents without review by the state office.
Please collect a W9 from the vendor if any payments will be made and send it to Laureen Jenson at ljenson@cnps.org.

*Before you sign, here are some things to look for and get clarity on are:

- a. What is the cancellation policy?
 - b. When are payments due?
 - c. What are the insurance requirements, if any?
 - d. What liability will CNPS take on by using their services?
- 2) **Long-term space rental (e.g. office space, nursery space), fiscal responsibility agreements, and MOUs in which funds or services are committed** all need to be reviewed by the CNPS Executive Director or Associate Director before they can be signed by the Chapter President.
 - 3) **All contracts for longer term services (e.g. Garden tour coordinator, graphic designer, etc.)** require more involvement from the state office. Please get in touch with Melissa Guajardo, mguajardo@cnps.org, for support on these.