

## Contract and Agreement Processing

There are two changes that will be **effective June 1, 2015**.

- \* Archdiocesan Signature – If the agreement requires Archdiocesan signature, the contract or agreement must be received by Property and Construction Office **by Tuesday at Noon. It will be signed and returned by Friday at Noon.** Agreements received after that time frame will be signed and returned the **following week** no later than Friday at Noon. Keep in mind if the agreement is missing items or a Good Faith Asbestos Survey has not been completed, this may extend the signature time for the Archdiocese.
- \* Only one contract original is needed. If this agreement will need Archdiocesan signature, return the original to the Property and Construction Office for signature. Once signed, a copy will be returned to the parish/school or archdiocesan agency and the contractor.



### **Independent Organizations: Boy Scout Troops**

We continue to get questions regarding the status of Boy Scout Troops. This is a confusing topic since an individual Troop's status depends on how it is organized or "chartered".

### **Parish Chartered Troops** A Troop that is "chartered" by

the parish is considered a parish program. As with all other parish programs, all Safe Environment policies of the Archdiocese of Seattle must be followed and the parish is responsible to ensure Safe Environment compliance. The bank account for the troop must also comply with Archdiocesan policies, e.g. account is included in the parish financial records and the pastor is a signer on the account.

**Non-Parish Chartered Troops** A Troop that is not "chartered" by the parish is an independent entity and is simply using a room in the parish to meet. These troops will not participate in the archdiocesan Safe Environment Program. However, they must have a signed "Facility Use Agreement" which also states that they have met the obligations of the Charter (background checks, abuse prevention training and abuse prevention policies) in accordance with the policies of Boy Scouts of America. The troop bank account is not included in parish finances.