

# PENN STATE COOPERATIVE EXTENSION

## College of Agricultural Sciences

### *Checklist for Processing Contracts through the University Risk Management Office*

**Introduction:** A contract is any written agreement binding the signatories, no matter what it is called. Some typical contract titles include “Hold Harmless Agreement”, “Memorandum of Understanding”, and “Facility Use Agreement”. As you make program/activity arrangements it is important that you verify with the other party involved as to whether or not any written agreement is required. If so, you must allow substantial lead-time to get contracts processed through the University. It is advisable to allow 30 days lead-time to ensure this process can be completed in advance of your program/activity. The ideal would be to have the contract approved before the program is advertised. The following checklist is provided to ensure that contracts forwarded to the Risk Management Office are in order and can be processed in a timely fashion. Forward your completed checklist to the Risk Management Office along with your cover sheet and any related contract materials.

#### **1. Is this a contract or proposal for funding awarded from a non-Penn State University entity?**

- Yes, (Stop here. Please refer to the attached instructions for processing funding awards and proposals through the College Grants and Contracts Office.)
- No (Continue to Step 2.)

#### **2. Are ALL parties to this contract part of Penn State University?**

- Yes (**Stop here.** You have an internal Penn State contract that is handled directly between and signed by the University departments/units involved.)
- No (Continue to Step 3.)

#### **3. Will either a Penn State employee or a county-paid employee who works for Cooperative Extension be both present at and in charge of the event/activity?**

- Yes (Continue to Step 4.)
- No (**Stop here. You do not have a Penn State contract.**)

**Note:** If the event/activity is being coordinated and controlled by an extension volunteer, the contract is to be forwarded to P.W. Wood and Son, Inc. for review. Please review the 4-H/Youth Development Policy and Resource Manual for processing instructions.

#### **4. Does the contract show “The Pennsylvania State University – XYZ County Cooperative Extension” as the party entering into the contract?**

- Yes (Continue to Step 5.)
- No (Change the name on the contract to show “The Pennsylvania State University – XYZ County Cooperative Extension” then Continue to Step 5.)

**Note:** “4-H”, “Master Gardeners”, or other extension programs or groups should not be listed as the party entering into the contract.

#### **5. Is the contract completely filled out except for the signature line?**

- Yes (Continue to Step 6.)
- No (Complete all missing information then continue to Step 6.)

**Note:** If the contract requires an address, please use the county extension office address.

**6. Are all mentioned exhibits, policies, terms, conditions, rules, regulations, policies, etc. attached to the contract?**

Yes (Continue to Step 7.)

No (Obtain and attach copies of any documents referenced in the contract then continue to Step 7.)

**7. Have you completely read the contract and related attachments and made any changes that you feel are needed?**

Yes (Continue to Step 8.)

No (Go back and read the contract and any attachments and make any of your changes on all copies of the contract then Continue to Step 8.)

**8. Have you included the contract cover sheet.**

Yes (You may now forward the contract, attachments, and cover sheet to the Risk Management Office.)

No (Please complete the contract cover sheet before sending the contract and attachments to the Risk Management Office)

**Note:** If the contract requires a Certificate of Insurance, please indicate on the cover sheet and provide the organizations complete name and mailing address.

### **Reporting an Incident That May Result in a Claim**

**In the event of an incident resulting in a bodily injury or property damage occurs during any 4-H/extension volunteer event or activity, please complete an Incident Form. It is your responsibility to complete the form and to obtain the name, address and telephone number of witnesses to the incident. This responsibility also applies to the Extension Staff who is involved in the event. Extension volunteers and staff are to refrain from discussing incidents that occur, but to report to Penn State's Risk Management Office. All legal correspondence associated with an incident should be reported immediately to Peg Janowiak, Claims Manager in the Risk Management Office.**

**The following instructions should be followed when using the Incident Form. Copies of the instructions and report forms should be copied and given to volunteer leaders.**

#### **Volunteer Leader Responsibility:**

- 1. Immediately, contact your county Extension Educator to report incident.**
- 2. Complete incident form and turn into the County Extension Office within 24 hours.**

#### **Extension Educator Responsibility:**

- 1. Immediately contact District Director.**
- 2. Review incident report form to make sure all information complete.**
- 3. Send the original form to: Peg Janowiak, Claims Manager  
Risk Management Office - 227 W. Beaver Avenue, Suite 103 State College, PA 16801  
Direct: 814-863-5539 - Fax: 814-865-4029 - Email: mxj4@psu.edu**
- 4. Send copy to: Extension Program Leader**

**Clarification: If a police department or fire company did an investigation, include the name of the department or company, incident number and its address so that a copy of their report may be obtained if necessary.**

