



Contract Submission Form

All contracts for UAAA associated events must be signed and approved by the UAAA President/CFO. In cases where such events include contributions that are tax deductible, contracts must be signed and approved by the UA Foundation (UAF).

Please fill out this contract submission form. Unless otherwise indicated, all parts must be completed. Incomplete forms will not be processed. Forms should be returned to your UAAA Chapter or Club liaison.

1. Name of your chapter or club: _____
2. Your name: _____
3. Contract Company/Vendor name: _____
4. Account (B of A or Foundation): _____

As authorized representatives of the chapter/club:

- We certify that we have read through the contract in its entirety. We understand that the contract may call for the chapter/club representatives to follow certain rules during the specified events, and that by signing below, we agree to be the person(s) responsible for ensuring that our chapter/club complies with all terms and conditions set forth in the specified contract.
- We agree that any financial guarantees outlined in the specified contract are the sole responsibility of the chapter/club, and that the UAAA does not agree to cover any financial guarantees for the chapter/club. We also authorize our UAAA liaison to process any initial deposits as outlined in the terms and conditions of the specified contract.

Chapter/Club representatives' signatures (at least two signatures required): Treasurer's signature required if contract includes a financial guarantee.

1. Printed Name and Signature: _____
a. Title: _____ Date: _____
2. Printed Name and Signature: _____
a. Title: _____ Date: _____
3. Treasurer Name and Signature: _____
a. Title: _____ Date: _____



Contracts Requiring Insurance Certificates to be issued by UAAA.

Some companies/vendors may require that UAAA provide proof of insurance and/or endorsements. Often, such requirements are outlined in the contract being submitted, but it is possible for the contract to be silent regarding insurance requirements. Therefore, it is the responsibility of the chapter/club representatives to inquire whether the entity has any insurance requirements for the UAAA. Do so by asking the following:

1. Will the vendor need the UAAA to provide an insurance certificate and/or endorsement?
 - a. If the answer is “No”: We suggest you ask to receive something in writing from them indicating no insurance certificates/endorsements are needed. The initials below indicate the chapter/club representative has made the inquiry.
 - i. Chapter/Club representative initials: _____
 - b. If the answer is Yes: Please provide the following
 - i. The **exact company/vendor name, address and email** being asked to be added as an “additional insured” on the certificate. Up to two (2) can be added.
 1. _____
 2. _____
 - ii. The exact type and wording needed on the endorsement (usually they can provide an example from a previous endorsement issued).

Note: There will be some endorsements and/or insurance limits that UAAA may be unable to provide. In such cases, the UAAA may not be able to reach an agreement with the company/vendor, and will ask the chapter/club to find alternate companies to provide the services required. Also note that there can be additional costs from our insurance carrier for certain endorsements and/or for adding additional insureds. Such costs will be passed on to the chapter/club.

UAAA Liaison Contact Info:

National Chapters Liaison:

Marc Acuña
Marc.Acuna@al.arizona.edu
520-626-0705

Arizona Chapters/Clubs Liaison:

Madalyn Hemminghaus
Madalyn.Hemminghaus@al.arizona.edu
602- 827-2190

Multicultural Clubs Liaison:

Denise Shorbe
Denise.Shorbe@al.arizona.edu
520-626-9327