

Early Learning Coalition of Florida's Heartland, Inc.

Reviewed and recommended by the Administrative Committee (3.5.08)

Subject: Timely Execution of Contracts for Funds Awarded to the ELCFH		Policy/Procedure # ADM-1
Page: 1 of 1		Adoption Date: 04.02.08
Approved by: ELCFH Board		Title: Andrew Bible, Chair
Distribution: Upper Administrative staff		Authority References: Executive Director

The ELCFH is the recipient of funds from various sources. As contracts are presented to the ELCFH for award of these funds, it is imperative that the ELCFH strictly adhere to the timeline of the funder. To ensure timely execution of contracts providing funding to the ELCFH while maintaining adherence to the ELCFH Bylaws, the following procedures will be followed:

1. As funding requests are being submitted, the Executive Director will inform the full Board via written and verbal reports presented during regularly scheduled Board meetings.
2. Updates regarding the status of funding requests will also be presented to the full Board via written and verbal reports during regularly scheduled Board meetings as applicable.
3. Upon receipt of a funding notification or contract, the Executive Director will notify the Executive Committee.
4. The Executive Director will sign as the authorized signer on behalf of the ELCFH unless a different signature is required (ie signature from the ELCFH Board Chair). If a different signature is required, the Executive Director will contact the appropriate signer and make necessary arrangements for execution of the contract.
5. The Executive Director will submit the executed contract along with a cover letter to the funder.
6. The ELCFH Board will be advised of the contract execution during the next regularly scheduled ELCFH Board meeting. At this time, the Executive Director will request action by the ELCFH Board to ratify the execution of the contract.

♡ Charlotte Office
3028 Caring Way, Suite 4
Port Charlotte, FL 33952
Phone: 941 255-1650
Fax: 941 255-5856
Toll-Free: 866-639-4979

♡ DeSoto Office
4 West Oak Street, Suite H
Arcadia, FL 34266
Phone: 863 494-5233
Fax: 863 494-5291
Toll Free: 866-639-4979

♡ Hardee Office
324 N. 6th Avenue
Wauchula, FL 33873
Phone: 863-767-1002
Fax: 863-767-1007
Toll Free: 866-639-4979

♡ Highlands Office
209 N. Ridgewood Drive
Sebring, FL 33870
Phone: 863-314-9213
Fax: 863-314-4480
Toll-Free: 866-639-4979