

POLICY/PROCEDURE NUMBER: **B – 6.1**

DATE: January 2012	SUBJECT:
ISSUE: Board of Directors	Misc. – Endorsement of Non-CHES Events
REVIEWED: August 2021	PAGES: 1 of 1

1. Policy:

1.2 Endorsement of Non-CHES events shall be approved through the CHES Board of Directors and the following procedural items must be in place prior to official approval being obtained.

2. Procedure:

2.1 The Canadian Healthcare Engineering Society (CHES) must be named as an additional insured on all insurance policies covering the event. This item will be at no cost to CHES and all costs associated will be covered by the hosting organization.

2.2 Documents must be provided, by the hosting organization, that indemnify CHES, and CHES officers and directors from any and all legal and monetary claims.

2.3 Use of the CHES logo will only be granted through the CHES Board of Directors and no other persons will unilaterally grant the use of the CHES logo.

2.4 Application of CEU's to a non-CHES event may only be granted with permission of the CHES Board of Directors. CEU levels will be decided by the CHES Professional Development Committee.

2.5 Chapters have the latitude to endorse events at the Chapter Level, but then the Chapter Logo would be approved for use rather than the National Logo.

3. Endorsement (definition):

3.1 Any formal documented support for or approval from a CHES National or Chapter Executive to a non-CHES associated entity. This endorsement can come in the form of a letter (hard copy or "e") from a CHES National or Chapter Executive, it must include details of any financial assistance and terms for the use of the CHES (National or Chapter) Logo or tag line.

Approved by: _____
 President

Date: _____