

## RACG Member Consent Form

**Purpose:**

This document demonstrates consent of member organizations (Member), under the Regional Affiliate Certificate Group (RACG), to follow all applicable FSC, SFI, and group requirements. This agreement covers the calendar year of the audit being conducted. If you choose to sign this, you are agreeing to an audit within the current calendar year, and membership charges. Regardless of when you sign this, you will be billed 90 days prior to your anniversary month. If you choose not to sign this consent form, your participation in the program will be terminated.

**Consent Agreement:**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ confirm that we:

1. Remain a member in good standing of our Regional Affiliate.
2. Agree this is a legally binding agreement for payment of fees associated with our participation in the RACG.
3. Acknowledge and agree to the general obligations and responsibilities for participation in a group Chain of Custody (COC) certificate, as stipulated in applicable FSC and/or SFI standards, contracts, and procedures.
4. Name a primary contact who will be responsible for and responsive to all RACG/AGC communications.
5. Agree to conform to all applicable FSC and/or SFI certification requirements, obligations, corrective action requests, and procedures of the RACG, including those tied to Certification Body and FSC, SFI, and/or ASI external evaluations and publishing of public information.
6. Authorize RACG to apply for and administer FSC and/or SFI COC certification on our behalf.
7. Acknowledge our responsibility for the part we play in the maintenance of the overall certificate.
8. Understand failure to abide by RACG policies may result in removal from the certificate, without the return of paid fees.
9. Understand that failure to be responsive to all RACG/AGC requests will result in your company being assessed fee(s) which you acknowledge you are responsible for paying (see page 2 for additional information on fees).
10. One audit rescheduling is allowed, however, if an additional reschedule is made, a fee of \$450.00 is assessed and must be paid within 10 days (see page 2 for additional information on fees).

Our gross annual forest product sales based on our most recently completed fiscal year, which **must be under five million dollars per year** for purposes of determining group eligibility, are shown in the following table:

|  |                 |
|--|-----------------|
| Gross Annual Sales                                 | Total:          |
| Subtractions (sales not directly related to paper) | Subtractions:   |
| Total Accountable Sales                            | Adjusted Total: |

*Exact amounts are required. Supporting documentation is required to be submitted with this form to group management. See page 2 for more information.*

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Please see additional fees and fine print on page 2, prior to signing this consent form.**

## **Additional Fees and Fine Print**

If RACG or AGC requests for information are not answered in a timely manner, a fee will be assessed to your account and which will need to be paid in full (along with any outstanding audit fees) within ten (10) days of receipt of invoice and must be paid prior to an audit being scheduled or conducted. Fees will be based on the hourly consulting rate of \$147.00. If payment is not made in full, your company's certification will be terminated. Please note that if you are terminated from the RACG certificate, you will have to start the certification process from scratch, and expect at minimum a 4-6 week timeline to be officially re-added to the certificate.

One audit rescheduling attempt will be allowed, however, if another attempt is made, a fee of \$450.00 will be assessed and must be paid within ten (10) days of receipt of invoice. If payment is not made in full, your company's certification will be terminated. Please note that if you are terminated from the RACG certificate, you will have to start the certification process from scratch, and expect at minimum a 4-6 week timeline to be officially re-added to the certificate.

"No-Showing" to an audit will result in immediate certificate termination. No refunds will be made if this occurs.

## **Annual Forest Products Turnover & Supporting Documentation**

*per FSC-POL-20-005 V3.1*

The exact amount of your Forest Products Turnover is to be provided on an annual basis. Forest Products Turnover means the Revenue of all certified and uncertified forest products and products containing wood or fiber components. (i.e., all wood products, pulp and paper products, and non-timber forest products according to FSC-STD-40-004a). It does not refer to 100% non-forest products companies might produce. For clarification, Forest Products Turnover does not refer to related services.

Oral or written self-declarations of Forest Products Turnover can no longer be accepted. Members must provide a copy of supporting documentation which matches the dollar amounts entered in the Consent Form. Supporting documentation may include:

- Tax records and filings
- Accounting records
- Financial statements
- A declaration from an accounting firm
- Management accounts showing financial general ledger coding

Our recommendation is to provide a profit and loss statement, or other applicable financial statement, with every line blacked out except the dollar figure(s) directly applicable to the required information above.

If you have any questions, please contact Jess Gillen, RACG Group Manager, at [jess@americangreenconsulting.com](mailto:jess@americangreenconsulting.com)