



RMOA Charitable Contributions Policy

Rocky Mountain Orthopaedic Associates proudly understands its role as a business leader in the communities it serves and accepts the responsibility to be a philanthropic leader in these communities as well. RMOA is committed to seeking and supporting promising programs from non-profit entities that are closely aligned with our defined charitable giving guidelines.

Purpose of Policy

This policy provides specific guidelines and criteria for measuring the appropriateness of solicited and unsolicited charitable contribution requests and to define the process by which RMOA will make its decisions and, ultimately, its distribution of funds.

Oversight

All requests, solicited or unsolicited, will be reviewed by RMOA and their agency of record, Ryan, Whitney & Company, LLC to ensure continuity and consistency with the Company's stated objectives.

Charitable Focus

RMOA shall focus its charitable efforts exclusively on programs designed to enhance the health and education of citizens residing in the communities served by our organization. Contribution applications meeting this definition will be considered for, but not guaranteed, funding. Examples of programs that are included in the Company's charitable focus include:

- Programs that improve access to, and communication of, information related to the health care or education of community members with respect to bone, joint and muscle care and injury prevention.
- Programs or activities that explicitly address issues that enhance the health and education of children and teens in communities served by RMOA.
- Events whose primary focus is specifically related to improving opportunities for healthier and better-educated youth.
- Programs that improve access to, and communication of, information related to the health care or education of youth, such as referral services and information resources.
- Programs that directly improve the quality of life of children residing in the RMOA service area through advances in health care and education.

- Programs that directly improve the quality of life of Senior citizens residing in the RMOA service area through advances in healthcare and education with respect to orthopaedic care, procedures and injury prevention.

Eligibility Criteria

Organizations with programs aligned with the aforementioned charitable focus should meet the following eligibility criteria:

- Agencies or organizations must provide a copy of their 501(c)(3) IRS designation or other recognized tax-exempt designation.
- Applicants cannot be individuals, labor organizations, or political organizations.

Additionally, RMOA will not consider the following requests:

- Requests to support annual operating expenses will not be considered.
- Requests for endorsements, seminars, or reunions, or any travel costs associated with such, for any group or individual will not be considered.

Process

Organizations seeking funding are required to complete the following steps:

1. Download an RMOA Charitable Contribution Application from the RMOA website (www.rmodocs.com), complete and submit the document by mail. RMOA will consider only fully completed applications that directly address the stated priorities of the Company's charitable giving guidelines, and are received three months prior to the program/event date.
2. Applications should be mailed or faxed to:

Ryan, Whitney & Company, LLC
652 White Ave.
Grand Junction, CO 81501

Fax: 970-241-5649

1. All applications/requests will be logged as they are received and will be reviewed for eligibility.
2. All eligible applications/requests will be submitted for review by RMOA and Ryan, Whitney & Company, LLC.
3. Ryan, Whitney & Company, LLC will provide recommendations to the RMOA Executive Management group for final approval. Late submissions will, unfortunately, not be accommodated.
4. All applicants will receive decision notification, in writing, within ten (10) business days of review.

5. A check will be issued for approved applicants within fifteen (15) business days of review.

Special Handling of Smaller Requests

Special handling guidelines have been established to accommodate faster local decisions of smaller requests and to accommodate small gifts-in-kind.

\$0 - \$25 Donation requests, including coupons, in-kind, and monetary, may be approved. The request must be to Ryan, Whitney & Company, LLC for tracking and reporting purposes, with a copy of the application completed by the beneficiary.

\$26 - \$499 Donation requests, including coupons, in-kind, monetary, or product may be approved by Ryan, Whitney & Company, LLC. Eligibility Criteria must be met to warrant approval.

\$500+ Donation requests must be reviewed by Ryan, Whitney & Company, LLC and approved by the RMOA Executive Management Group.

RMOA reserves the right to make changes to these policies at any time.