



## FOUNDATION POLICIES

Approved on: April 29, 2024

Effective Date: May 1, 2024

Latest Revision: September 25, 2024



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## **SECTION 7 - RECORD KEEPING**

### **7.01 - Public Records**

The Foundation shall make the following documents widely available on the Foundation's website for public inspection.

- Form 1023-EZ, the Streamlined Application for Exemption Under Section 501(c)(3) of the Internal Revenue Code and all documents required to be submitted with such application
- The exemption ruling letter issued by the IRS (Letter 947)
- The Foundation's annual information return (Form 990 series) with schedules, attachments and supporting documents filed with the IRS. However, on Form 990 or Form 990-EZ, the names and addresses of contributors listed on Schedule B shall be redacted.

All additional requests for public records shall be made in writing. If the documents in question are widely available on the Foundation's website, the Foundation does not have to honor such requests, however this determination shall be made in writing to the requestor within ten business days.

If additional requests for public records are to be honored by the Foundation, copies of the documents made in an additional request shall be offered electronically or in hard copy and shall be made available within ten business days after receiving a request. Requests for hard copies will be charged a reasonable fee for copies, less than or equal to the published amount in the Freedom of Information Act fee schedule.

### **7.02 - Financial Records**

The financial ledger shall record all income and expenses made by the Foundation and shall be kept permanently.

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The Foundation shall keep records that support an item of income or expense on a tax return until the statute of limitations for that return runs. The statute of limitations has run when the organization can no longer amend its return and the IRS can no longer assess additional tax. Generally, the statute of limitations runs three years after the date the return is due or filed, whichever is later.

## **7.03 - Employment Records**

Records of all employees, officers, and directors shall be kept permanently. Employment Tax Records shall be kept for at least four years after filing the fourth quarter for the year.

## **7.04 - Scholarship Records**

The Foundation shall maintain the applications and all submitted documents from all scholarship applicants for a minimum of five years from the application deadline. The Foundation shall maintain all records pertaining to application review and scoring for all applicants for a minimum of five years from the application deadline. The Foundation shall maintain records of all scholarship recipients permanently.

## **7.05 - Permanent Records**

Some records should be kept permanently. These include the application for recognition of tax-exempt status, the determination letter recognizing tax-exempt status and organizing documents, such as articles of incorporation and bylaws, with amendments, as well as Board and committee minutes.



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## **SECTION 9 - SCHOLARSHIP APPLICANTS**

### **9.01 - Scholarship Parameters**

Scholarships are only to be awarded to students pursuing their initial education to earn their paramedic certification and state licensure from an educational institution in the United States.

An educational institution may be a primary or secondary school, a public or private college or university, a vocational school or part of a health care or emergency services organization, and it must have a faculty, student body, physical location and curriculum. Instruction may be provided in-person or online.

Paramedic education may be in the form of a singular course, or in a series of courses under one program, but it must prepare the student for a paramedic certification exam in the United States. Prerequisite courses to obtain entry into a paramedic education program or continuing education to maintain a certification are not eligible for scholarships.

The Foundation does not award scholarships to individuals for any purpose other than as stated above. All other grants from the Foundation component funds are awarded to public charities and quasi-governmental organizations, or are awarded under the condition of the Foundation exerting expenditure control.

In administering scholarships, the Foundation adheres to the federal requirements for all scholarship funds to maintain the charitable nature of the scholarship fund. These policies and procedures shall be interpreted to ensure the Foundation's compliance with all applicable requirements of the IRC, accompanying Treasury Regulations and guidance from the Internal Revenue Service, as may be amended from time to time.

The scholarship criteria mandate that the scholarship is awarded to applicants based upon exceptional qualifications to carry out the purposes of the scholarship fund or it is otherwise evident that the selection is particularly calculated to effectuate



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the charitable purpose of the scholarship rather than to benefit a particular class of persons.

## **9.02 - Applicant Requirements**

The Board, and the established Scholarship Advisory Committee as named in Section 10.01, reserve the right to require additional requirements for applicants and scholarship winners as deemed necessary.

Scholarship criteria may include, but are not limited to, the following: prior academic performance; performance of each applicant on tests designed to measure ability and aptitude for educational work; recommendations from instructors of such applicant and any others who have knowledge of the applicant's capabilities; additional biographical information regarding an applicant's career, academic and other relevant experiences, financial need; and conclusions which the Scholarship Advisory Committee may draw as to the applicant's motivation, character, ability, or potential. Criteria may also include the applicant's place of residence, past or future attendance at a particular school, past or proposed course of study or evidence of his or her desire and motivation to become a paramedic.



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## **SECTION 10 - SCHOLARSHIP APPLICANT REVIEW**

### **10.01 - Scholarship Advisory Committee**

The Foundation shall create a Scholarship Advisory Committee, made up of no less than four members, who do not serve any other role with the Foundation, and no less than three Board members or senior employees to evaluate scholarship applicants and make selection recommendations.

All recipient selections shall be made by simple majority rule of the Scholarship Advisory Committee. Any ties shall be resolved by the President of the Board.

### **10.02 - Selection Bias**

All Scholarship Advisory Committee members must evaluate the eligibility of all applicants without bias and conflicts of interest and make selection recommendations based on the established specific selection criteria for each scholarship.

All scholarships are awarded on an objective and nondiscriminatory basis using a procedure that has been approved in advance by the Board and that has been designed to ensure that all such scholarships meet the requirements of paragraphs (1), (2), or (3) of section 4945(g) of the Code of Federal Regulations.

### **10.03 - Conflict of Interest**

The person, or group of persons, who select recipients of grants should not be in a position to derive a private benefit, directly or indirectly, if certain potential grantees are selected over others.



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No scholarships shall be awarded to applicants that are students of, work with, or volunteer with the same organization, as any members of the Scholarship Advisory Committee.

Any applicant deemed to meet the above criteria for conflict of interest will be immediately disqualified from consideration. All Scholarship Advisory Committee members shall perform due diligence to ensure they have no conflict of interest with any applicant. If a conflict of interest arises, the issue shall be brought to the Board immediately.

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## **SECTION 11 - SCHOLARSHIP AWARDS**

### **11.01 - Awarding of Funds**

Funds awarded for scholarships shall be sent directly to the educational institution and shall be earmarked for the scholarship winner. All scholarship funds shall be used for tuition in the current term.

If the scholarship amount is more than the recipient's current tuition, the educational institution shall apply the remaining amount to past or future terms. Any remaining funds that can not be allocated shall be returned to the Foundation or resolved on a case-by-case basis.

### **11.02 - Supervision of Scholarship Awards**

As provided in Section 4945-4 of the Code of Federal Regulations, the Foundation shall make arrangements to receive a report of the recipient's courses taken (if any) and grades received (if any) in each academic period. Such a report must be verified by the educational institution attended by the recipient and must be obtained at least once a year. Such a report must be approved by the faculty member supervising the grantee or by another appropriate university official. Upon completion of a recipient's study at an educational institution, a final report must also be obtained.

### **11.03 - Refund of Scholarship**

The Foundation should receive refunds from the educational institution and/or the recipient when the scholar no longer meets the scholarship criteria, including but not limited to, withdrawal from, or failure of, the course.





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## **11.04 - Improper Use of Scholarship Funds**

If the Foundation learns that all, or any part of, the scholarship is not being used for the purposes the fund was intended, the Foundation will take all reasonable and appropriate steps to recover the scholarship monies and/or ensure restoration of the diverted funds to the purposes of the scholarship fund.

The phrase "all reasonable and appropriate steps," as used above, shall include legal action where appropriate, but need not include legal action if such action would in all probability not result in the satisfaction of execution on a judgment.

If such a diversion occurs, and the educational institution has not previously diverted scholarship funds, the Foundation shall withhold any further payments to the educational institution until it has received the school's assurance that future diversions shall not occur. The Foundation may require the educational institution to take extraordinary precautions to prevent future diversions from occurring.

## **11.05 - Right of Recipient to Appeal**

If the scholarship recipient feels that the refund request is unfair, unjust or they have extraordinary circumstances related to the failure to meet the scholarship requirements, the recipient has the right to appeal. The appeal shall abide by the following procedure.

- The applicant has five business days from the notice to refund the scholarship to notify the Board of their intent to appeal.
- An official appeal shall be made in a written letter to the Board within ten business days from their intent to appeal.
- A decision on the appeal shall be made by majority vote of the Board with a written decision being returned to the recipient within ten business days of the receipt of the appeal.
- An applicant may only submit one appeal.

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