

Operating Policies

Approved by the Board, March 21, 2011



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Mission Statement

Eagle Mount Bozeman is committed to provide quality therapeutic recreational opportunities for people with disabilities or cancer, and to provide support for families of participants so that "*...they shall mount up with wings as eagles.*"
(Isaiah 40:31)

To Achieve Its Mission, Eagle Mount Bozeman:

1. Provides a rich array of recreational programs for people of all ages with physical, developmental or cognitive disabilities, and young people with cancer.
2. Focuses on ability, strength and wellness, challenging each participant to reach their individual goals while bringing joy and freedom into their lives.
3. Offers support to families and care givers of participants.
4. Delivers programs through empowered volunteers who embrace their role in transforming lives.
5. Continuously evaluates programs and services to ensure that standards and best practices are met for program quality, safety, fun, learning, responsibility and cost-effectiveness.
6. Provides continuing education for its staff in the latest teaching techniques, adaptive equipment and therapeutic methodology.
7. Maintains facilities and equipment to meet or exceed the needs of its community, while supporting the delivery of high quality programs.
8. Works collaboratively with organizations whose purposes are mutually supportive.
9. Raises and manages funds responsibly and respectfully, adhering to the Donor Bill of Rights as well as all applicable laws and standards.
10. Manages risk responsibly, creating a safe environment for participants, volunteers and staff.
11. Fosters a community environment in which people of all abilities are welcomed and valued.



I Am Third Foundation was established in 1982 by Eagle Mount founders, General Robert C. Mathis USAF (Ret) and his wife, Greta Gay Mathis. Until the mid-1990s, I Am Third dba Eagle Mount provided centralized support and services to Eagle Mount's four centers, located in Bozeman, Billings, Great Falls and Helena. Today, the centers are separate entities, operating independently under their own 501(c)(3) designations.

EAGLE MOUNT BOZEMAN FOLLOWS I AM THIRD FOUNDATION'S FRANCHISE REQUIREMENTS WHICH ARE:

1. Each Center will operate with mission statement and by-laws that do not conflict with I Am Third Mission Statement and By-Laws.
2. Each Center will furnish I am third Foundation with financial statements on a quarterly basis for the first five years of operation. These statements will be prepared using generally accepted accounting standards.
3. New Centers will not be operated on a deficit basis.
4. The purpose and operation of each Center will be compatible with purpose and goals of I Am Third Foundation.
5. Each new Center will apply, within three months of issuance of probationary charter, for Internal Revenue Status as a non-profit organization.
6. Fund raising carried out by a Center will be done in a dignified manner in keeping with the standards maintained by the other operating centers.
7. Each new center will prepare a budget for the first year's operation. This budget will be approved by the I Am Third Foundation Board of Directors.
8. All persons involved with the new Center, including staff, volunteers, and board members, will be persons in good standing in their communities.
9. Upon receipt of 501(c)3 status from the IRS, approval of a charter by the Board of Directors of the Foundation, and approval of the Charter, Foundation will transfer \$15,000 to the new Center to assist in start-up costs.

EAGLE MOUNT BOZEMAN OPERATING STATEMENT

Eagle Mount Bozeman is a private non-profit corporation providing quality comprehensive therapeutic recreation for physically and developmentally disabled children and adults, and/or for young people with cancer. Activities are designed to be sensitive to the needs of individual participants, and to be supportive of them and their families. Eagle Mount Bozeman is guided by principles of full opportunity and equal treatment of all persons. Eagle Mount Bozeman is an equal opportunity employer.

Eagle Mount raises private funding for its programs, and does not seek government funds. Program fees are kept low enough to be affordable for people whose means may be reduced, and no one is turned away if they cannot pay.

In providing services to people with special needs, Eagle Mount strives to involve members of the community at large in every aspect of planned programs as volunteers. As a matter of policy, Eagle Mount also facilitates and encourages other groups and individuals in the provision of support services to the population served.

GENERAL POLICIES

1. While Eagle Mount Bozeman was originally founded as a faith-based organization, using Judeo/Christian principles, Eagle Mount will not proselyte for any religious purpose. Meeting the recreation needs of our identified participants, as expressed in our Operating Statement, will be the keystone on which our activities will be based.
2. The purpose of Eagle Mount Bozeman is to help people with disabilities and young people with cancer without regard to race, religion, political affiliation or ability to pay.
3. Eagle Mount Bozeman is able to offer assistance as a result of gifts of time, talents and funds from many different friends. Donors will always be considered partners in the provision of Eagle Mount Bozeman services, and will be kept fully informed of the use of the resources they have contributed.
4. Should Eagle Mount Bozeman do business with organizations based outside the United States, it will check the names of foreign based organizations and the principal officers and directors of such organizations, against one or more lists maintained by the U.S. Government, the European Union and the United Nations, which contain the names determined to be terrorist organizations or individual terrorists. This process is a result of legislation passed by the U.S. Congress, Executive Orders by the President and suggested guidelines issued by the U.S. Departments of the Treasury.

TAX STATUS

Eagle Mount Bozeman operates as a 501(c)(3) charitable organization EIN # 84-1383214

CODE OF ETHICS

Eagle Mount Bozeman expects its staff and board members to conduct themselves with the highest ethical standards. Eagle Mount Bozeman policies set forth the expected standards and procedures to be followed to comply with the policy. No policy can address every conceivable ethical situation. Therefore, the Eagle Mount Bozeman ultimately relies on the good judgment, integrity, and honesty of its staff and board members to ensure it addresses all situations in an ethical and legal fashion and in compliance with the applicable policy and bylaws of the Eagle Mount Bozeman.

ORGANIZATION AND STRUCTURE

1. As detailed in its bylaws, Eagle Mount Bozeman is governed by a Board of Directors. Officers include a President, Vice-President, Secretary, Treasurer, and Past-President.
2. Employees of Eagle Mount Bozeman will be hired by and will report to the Executive Director of the organization, in accordance with the personnel policy established and approved by the Eagle Mount Bozeman Board of Directors.



PROGRAMS STATEMENT

1. Primary support of Eagle Mount is for adaptive ski, therapeutic horseback riding, aquatic therapy programs and Big Sky Kids camps for young people with cancer.
2. Additional programs include, but are not restricted to: cross country skiing, snow shoeing, ice skating, golf, kayaking, horticulture, fishing and Saturday Night Out.
3. New programs must go through a review process with the Executive Director and Program Committee, then be approved by the Board of Directors at a regular meeting.
4. The elimination of an established program must have the endorsement of the Executive Director, be reviewed by Program Committee and approved by the Board of Directors at a regular meeting.

ADDITIONAL INFORMATION

Eagle Mount Bozeman maintains an updated profile on www.Guidestar.org, a comprehensive database of nonprofits. Guidestar provides public access to information on our mission and programs, as well as downloadable copies of our IRS 990 tax submissions by year.