

**AMERICAN ASSOCIATION OF ORTHODONTISTS
FOUNDATION**

POLICY AND PROCEDURES MANUAL

June 1, 2005 Draft

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1 **I. PURPOSES**

2
3 The purposes of the American Association of Orthodontists Foundation (AAOF) are to
4 foster advancements in the art and science of orthodontics by funding and otherwise
5 encouraging scientific and clinical research; to promote the education of present and
6 future orthodontic practitioners by providing financial assistance to educational
7 institutions and to worthy students; to improve the knowledge, technique and skills of
8 orthodontic practitioners by conducting seminars, by publishing research findings and
9 educational material, and by other educational endeavors; and to encourage generosity in
10 support of endeavors designed to advance orthodontics.

11
12 **II. ADMINISTRATION**

13
14 **Fiscal Year:**

15
16 The AAO Foundation fiscal year is August 1 through July 31.

17
18 **Board of Directors:**

19
20 The AAOF Board of Directors is composed of a minimum of 15 members, i.e., a
21 representative from each of the eight AAO constituent societies, up to three
22 representatives of the public; endowment campaign chair; national planned giving chair;
23 and the AAO Secretary-Treasurer, Secretary-Treasurer Designate, and Executive Director
24 of the AAO.

25
26 The names of all members of the AAOF Board of Directors will be shown on the AAOF
27 letterhead and a listing of Directors and their terms of service is to be updated as needed.

28
29 Directors are to be provided with a copy of the Foundation's Policy and Procedures
30 Manual (PPM), a copy of the current Bylaws, and other relevant background and
31 reference materials. With the permission of newly elected Directors, a press release
32 announcing their appointments to the AAOF BOD will be sent to their hometown
33 newspaper(s), as well as any other appropriate media vehicles, such as alumni magazines.

34
35 Unexcused absences from two meetings of the AAOF Board of Directors during a
36 Director's term shall cause that Director to automatically forfeit his or her seat. The
37 normal process used for filling that Director's seat should then be implemented.

38
39 As fiduciaries of the American Association of Orthodontists Foundation, all Board,
40 committee, and staff members must always act in a manner consistent with their legal and
41 ethical responsibilities to the Foundation, and, in particular, they must exercise care to
42 ensure that no detriment to the Foundation results from any actual or perceived conflicts
43 between their interests and those of the Foundation. If an individual believes that she or
44 he may have a conflict of interest, that individual must promptly and fully disclose the
45 possible conflict. Members of the Board of Directors, committees, and staff are required
46 to sign a conflict of interest statement annually.

1
2 The AAOF mirrors the AAO policy on sexual harassment and fraternization, and all
3 Board Members, committee members, and staff are expected to adhere to these
4 guidelines.

5
6 In recognition of their service to the Foundation and to orthodontics, retiring Board
7 Members will receive a gift of recognition, with a maximum cost of not more than \$150.
8

9 **Duties of President-Elect:**

10
11 The AAOF President-Elect, along with the Foundation Executive Vice-President, is
12 responsible for annually updating the Policies and Procedures Manual.
13

14 **Duties of Secretary-Treasurer:**

15
16 The AAO Executive Director serves as AAOF Secretary-Treasurer with all rights, duties
17 and obligations of that office, except the right to vote as a member of the AAOF BOD.
18

19 **Duties of Board Liaison:**

20
21 The AAO Secretary-Treasurer serves as Board Liaison between the AAO and the AAOF
22 and shall prepare written reports for meetings of each of the two Boards.
23

24 **Constituent Directors:**

25
26 The Board adopted the following Rotation Policy for those Directors appointed by their
27 Constituent Societies:
28

- 29
- 30 • GLAO – terms expiring May 2004, 2008, and 4 year multiples thereafter
 - 31 • MASO – terms expiring May 2005, 2009, and 4 year multiples thereafter
 - 32 • MSO – terms expiring May 2003, 2007, and 4 year multiples thereafter
 - 33 • NESO – terms expiring May 2003, 2007, and 4 year multiples thereafter
 - 34 • PCSO – terms expiring May 2004, 2008, and 4 year multiples thereafter
 - 35 • RMSO – initial two-year term expiring in May 2005, followed by 4 year multiples
thereafter
 - 36 • SAO – terms expiring May 2006, 2010, and 4 year multiples thereafter
 - 37 • SWSO – terms expiring May 2006, 2010, and 4 year multiples thereafter
38

39 **Public Directors:**

40
41 Typically, a Public Director may be a representative of an organization or corporation
42 which supplies goods and/or services to AAO members and if so the Public Director is to
43 be one of the principals or the person holding the highest position in a company. Public
44 Directors are elected by the Foundation Board. A Public Director may not be a dentist or
45 an employee of the AAO.
46

1 The Rotation Policy for Public Directors is as follows:
2

- 3 • Public Director #1 – An initial term of service of one year (May 2004) and terms of
4 three years thereafter, i.e., 2004, 2007, 2010 (Whomever initially selected to fill this
5 public director position, at the pleasure of the AAOF BOD, could serve the initial
6 one-year term and two full three-year terms.)
- 7 • Public Director #2 – Terms expiring in May 2005, 2008, etc.
- 8 • Public Director #3 – Terms expiring in May 2006, one of the three public director
9 positions (to be designated as Public Director Position #3) would have an initial term
10 of service of three years, i.e., one that expires in May 2006; and that terms of service
11 of this public director position be for a period of three years thereafter, i.e., 2006,
12 2009, 2012, etc.

13
14 Individuals serving as public directors may serve two full three-year terms, at the
15 pleasure of the Board, as well as the unexpired portion of the term of service associated
16 with that public director position, so that no more than one public director completes
17 his/her service in any one year.

18 **Standing Committees**

19
20
21 The AAO Foundation has three standing committee, i.e., the Finance and Investment
22 Committee, the Gift Acceptance Committee, and the Budget Committee.

23
24 The Finance and Investment Committee composed as follows:

- 25 • AAOF President
- 26 • AAOF President-Elect
- 27 • AAOF Secretary-Treasurer, with the Right to Vote
- 28 • Two Members Elected by the Board, one of whom is to be a Public Director
29 whenever possible.
- 30 • The Incoming AAO Secretary-Treasurer Designate (i.e., "Junior Trustee" on the
31 AAOF BOD) is to serve on the Finance & Investment Committee annually.
- 32 • The Committee selects its Chair

33
34 Terms of service on the Finance and Investment Committee are typically 3 years. Terms
35 of service for Committee Members are to coincide with terms of service for Directors,
36 i.e., from Annual Session to Annual Session, rather than calendar year, for example.

37
38 The Gift Acceptance Committee is composed of the Finance and Investment Committee
39 and the National Planned Giving Chair.

40
41 The Budget Committee is to be composed of three members of the Board, with the
42 President to appoint the members, with the approval of the Board. This committee is to
43 include a public director, whenever possible.

44 **Nonvoting Participants:**

45
46

1 On a rotating basis, members of the AAO Board of Trustees with five or fewer years
2 service on the BOT, who have not served previously on the AAOF Board, are invited to
3 attend the various meetings of the AAOF BOD as non-voting participants.
4

5 Persons designated as directors are invited to attend (at Foundation expense and as
6 nonvoting participants) the Board meeting immediately prior to the beginning of their
7 terms of service.
8

9 The Vanguard Society Chair is invited to attend all meetings of the AAOF BOD as a
10 nonvoting participant.
11

12 **Meetings:**

13
14 Typically, Board Meetings are scheduled the first weekend in August and in early spring
15 (e.g., March). Notice of Board Meetings, the meeting agenda, and attachments must be
16 sent to each Director 14 days in advance of each meeting. The President shall also call
17 special meetings when requested by four or more Directors, and five (5) business days'
18 notice is required.
19

20 Each Board meeting is to be opened with an invocation or prayer, and meetings of the
21 Board and Committees may not be audiotaped or recorded by any other mechanical or
22 electronic means. Copies of all AAO Foundation correspondence, either sent or received,
23 shall be provided to the central office for the purpose of maintaining complete records of
24 AAO Foundation activities and policies.
25

26 **List of Contributors:**

27
28 The AAOF list of contributors is to be used only for Foundations purposes and may not
29 be sold nor made available to any individual or organization, unless that individual or
30 organization will use the list in accordance with the Foundation's direction and the
31 fulfillment of AAOF purposes.
32

33 **Reports:**

34
35 Keeping other AAO organizations, leaders, and grassroots members informed about the
36 Foundation is important for the success of the Foundation. Therefore the AAOF Board
37 of Directors will employ standardized reporting for AAO constituent meetings, including
38 both constituent annual meetings and their ad-interim meetings.
39

40 When presenting the AAOF Endowment Constituent and Component Goals Report, the
41 Board will use current AAO membership figures in order to be consistent with the
42 method of reporting membership figures annually to the AAO House of Delegates.
43

44 **III. FINANCIAL**

45 **Income Sources:**

46

1
2 Funding for the Foundation is generated from two primary sources, i.e., Operational
3 Income and Endowment Income.

4
5 **Operational Income:**
6

7 Operational Income is income used to provide for the administrative and fundraising
8 costs of the organization. Operational income sources include revenue from various
9 special events, memorials, and other activities.

10
11
12 **Endowment Campaign:**
13

14 Endowment Income is income resulting from Endowment earnings and is used primarily
15 to fund the Awards Program

16
17 The purpose of the Endowment Campaign, known as **A CASE FOR THE FUTURE**, is
18 to generate funds to be used for an Awards program designed to benefit the specialty of
19 orthodontics, its practitioners, and the patients it serves. The campaign seeks to obtain
20 pledges from AAO members, Constituent and Component Societies, orthodontic
21 manufacturers and suppliers, and other sources. Information regarding the AAOF
22 Memorial Program is to be sent to Constituent and Component presidents, officers, and
23 other appropriate persons on a regular basis. Memorial gifts (and gifts made in honor of)
24 are listed in the AAOF newsletter.

25
26 Memorial Gifts are to be considered as Endowment Gifts for recognition purposes.
27 However, these gifts are to be considered as having been given for "unrestricted
28 purposes", i.e., NOT strictly for Endowment by the donor.

29
30 Donors who wish to remain anonymous will have their names removed from all
31 contributor listings and recognition listings, except those for AAOF internal use and as
32 required by the IRS. Anonymous donors will not be sent recognition items.

33
34 The AAOF will only accept closely held securities for pledge payments if the securities
35 may be readily and easily sold, in accordance with the Foundation's "Gift Acceptance
36 Policies" in Addendum D.

37
38 **In-Kind Gifts:**
39

40 Only monetary donations will be recognized as Endowment Fund pledge payments. No
41 pledge credit will be given for non-monetary (in-kind) donations to the Foundation.

42
43 In-kind gifts will be reported to the AAOF Board of Directors and reference will be made
44 to them in the minutes, so that they may be appropriately recognized. Appropriate types
45 of recognition for in-kind gifts include listings in the Foundation newsletter, in the AAO
46 Bulletin, the AJO/DO where space permits; letters of appreciation; and such items as

1 plaques and similar vehicles. Determining which method of recognition will be used will
2 be at the discretion of the Board President and the Foundation Executive Vice President.
3 Their determinations will be reported to the Board and recorded in the minutes. The
4 Board may also give recognition over and beyond that already provided for to those
5 persons who make, or who have made, significant gifts-in-kind (such as presenting or co-
6 presenting to one or more hands-on or limited attendance courses).

7
8 Prior to their acceptance, in-kind gifts are subject to approval in accordance with the
9 Foundation's "Gift Acceptance Policies" as shown in Addendum D.

10 11 **Gifts to the Library:**

12
13 Books and materials which are donated to the AAOF will be stored in the AAO Library
14 as proscribed in the AAO Foundation/AAO Library Agreement drafted by Jenner &
15 Block. (Please see Addendum A, "Gifts to Library.")

16 17 **General Recognition:**

18
19 The Foundation recognizes various giving levels, beginning at \$5,000 for proprietary
20 organizations and \$2,500 for AAO members and all other categories.

21 22 **Recognition – Vanguard Society:**

23
24 Individuals who pledge a minimum of \$2,500 while in their orthodontic residency are
25 considered members of the AAO Foundation Vanguard Society, with the understanding
26 that this recognition follows them throughout their orthodontic careers.

27
28 The Board will appoint a Vanguard Society Chair, who will be invited to attend, at
29 organization expense, an AAOF BOD meeting annually.

30 31 **Corporate Giving:**

32
33 Companies pledging a minimum of \$5,000 are designated as **AAOF Corporate Partners**
34 and are entitled to the following recognition opportunities:

- 35
36 • An alphabetical listing by giving range printed on the reverse side of AAOF
37 correspondence letterhead in alphabetical order by giving range
- 38
39 • Permission to place a statement in support of the Foundation on their billing
40 statements
- 41
42 • A booth plaque
- 43
44 • AAOF stickers on name badges at the AAO Annual Session and various other
45 orthodontic meetings
- 46

- 1 • Signs and banners outside the Annual Session exhibit hall listing in alphabetical
2 order by giving range
3

4 Foundation board members and other orthodontists are encouraged to visit the booths of
5 Corporate Partners participating in the AAO Annual Session, fall constituent meetings,
6 and other appropriate meetings and to thank them for their Foundation support. The
7 AAOF will continue to encourage all Annual Session exhibitors to become AAOF
8 Corporate Partners.
9

10 **Joint Pledges:**
11

12 The Foundation will decline joint pledges (a pledge from more than one person) for the
13 Endowment Fund. All individuals, including those who are married and those who are
14 otherwise related, are encouraged to make separate pledges. All pledges made jointly by
15 two or more persons will be calculated for recognition purposes as if the number of
16 individuals involved in each pledge had pledged the average of the total pledge, e.g., a
17 joint pledge of \$3,000 made by three individuals would be considered, for recognition
18 purposes, as a pledge of \$1,000 from each individual).
19

20 **Sponsorships:**
21

22 The Board may enter into agreements with individuals or corporations to provide
23 sponsorships for events to further the Foundation's purposes. Written proposals will be
24 submitted to the Board for its approval.
25

26 **Canadian Pledges:**
27

28 The Foundation will credit donations made in Canadian dollars by Canadian AAO
29 Members to the AAOF Endowment Fund as if they were contributed in U.S. dollars.
30

31 **Death of a Pledger:**
32

33 When a pledger dies, an appropriate gesture of condolence is to be sent to the family of
34 those who have pledged \$2,500 or more. The Board President and Foundation Executive
35 Vice President will determine the appropriate gesture, with the cost not to exceed \$50.
36 When the Foundation is made aware of the passing of a member, the invoice of that
37 pledger will be pulled, and the AAOF Board President and Foundation Executive Vice
38 President will, on a case-by-case basis, determine how best to proceed in each situation.
39

40 **Investments:**
41

42 The duties of the Finance and Investment Committee are:
43

- 44 • to develop investment policies
45 • to make investment and related policy recommendations to the Board of
46 Directors; and

- to present investment reports to the Board.

The AAOF gives investment discretion, including proxy voting rights, to its investment advisor(s), subject to written contract(s), provided the AAOF retains the unqualified right to rescind this designation with any and all such advisors for any reason and at any time.

In 1993, the Board approved an investment policy as outlined in the "Investment Policy Statement" (Please refer to Addendum B, "Investment Policy Statement"). The Investment Policy document itself may be amended to reflect changes approved by the Board; however, no portion of the Foundation's Investment Policy is to be included in the Policy and Procedures Manual. The AAOF has established Gift Acceptance Policies that are to be followed prior to accepting a gift (please see Addendum D, "Gift Acceptance Policies").

The AAOF BOD has specified that any shareholders derivative actions concerning the AAO Foundation be investigated and that a report to the AAOF Secretary-Treasurer or Executive Vice President be made in writing

Expenses:

As a matter of course, on an ongoing basis, the AAOF will closely monitor its operational expenses for fundraising and for administrative activities.

It is AAOF policy to limit its total expense budget, including operations and awards, to a maximum of 7% of the value of the Endowment Fund as of January 1 of the calendar year in which the budget is adopted. Except for expenditures specifically approved by a 3/4 vote of the Board of Directors, the expenditure of funds may not exceed the previous fiscal year's income earned on principal and dividends.

The Executive Vice President has the authority to approve and execute, on behalf of the Foundation, all routine documents necessary for the day-to-day operation of the Foundation—including contracts, correspondence and the like where a second signature is needed, i.e., a signature in addition to that of the AAOF Secretary-Treasurer.

With regard to budget adjustments, any resolution before the Board should include its financial implications. However, if that information is unavailable at the time the Board considers and passes the resolution, then the budget will automatically be adjusted for any amount estimated to be \$1,000 or less for a particular resolution. The amount must then be reported to the Board as quickly as possible. For amounts exceeding \$1,000, Board approval is required and may be obtained by means of a mail ballot or a conference call, subject to the limitations imposed by laws of the State of Missouri.

General funds may be applied to a variety of expenses, including the reimbursement of expenses for volunteers, such as:

- The AAOF President's communication expenses

- The monthly documented telephone expenses of a constituent or component campaign chair
- The National Endowment Campaign Chair's and National Planned Giving Chair's quarterly expenses, subject to the approval of the AAOF President and Executive Vice President, when reimbursement request is presented along with proper documentation for such expenses as long-distance telephone calls, postage and shipping, and attendance at meetings the chairman would not otherwise be expected to attend, e.g. meetings attended on behalf of the AAOF other than his/her component society and constituent society meeting, and AAO Annual Session
- The expenses of an AAO-member orthodontist recruited to represent the AAOF at the annual GORP meeting, in the event the AAOF President or his/her designee from the Board is unable to attend this important program, which the AAOF is committed to support annually.

Volunteers may be asked to represent the AAOF at various meetings, and if so, their expenses will be reimbursed by the AAOF, with exceptions being their constituent society meeting and the AAO Annual Session.

All persons whose expenses are to be reimbursed by the AAOF are to have travel approved in advance by the president and/or executive vice president; and all those traveling on AAOF expense are expected to do so prudently and frugally.

A portion of all restricted funds (e.g., Jarabak Fund) are to be used for the purpose of paying their share of the administrative expenses incurred by the Foundation. The amount is to be determined by prorating the amount of restricted funds as a percentage of total treasury.

Financial Reports and Records:

The AAOF's financial records will be maintained at the AAO central office.

Financial reports are to be prepared and provided quarterly to the Board of Directors. The format of the financial report should consist of a comparative statement for the current year, the current year's budget, and the actual expenses two previous years. The status of each fund, restricted and unrestricted, should be reported separately, in order to more readily delineate what sums may be available for unrestricted purposes.

At each meeting, the Board of Directors must receive a detailed accounting of income and expenses. The Secretary-Treasurer shall show expenditures under each line item in financial reports. A report providing detailed analysis must be prepared for each Board meeting when the year-to-date actual and budget amounts for any expense line item vary by 10% or more.

1
2 A copy of the Federal Tax Return is available for Board of Directors annually. An
3 independent audit, including preparation of the Federal Tax Return, is to be performed
4 annually. A copy of the audit is to be sent annually to the Board of Directors.
5

6 The AAO Foundation will provide the AAO Trustee copies of Foundation quarterly
7 financial statements for information purposes.
8

9 **IV. AWARDS**

10 From the proceeds from its Endowment Campaign, the AAO Foundation funds a number
11 of Awards, and from separate restricted accounts, the Foundation funds annually the
12 Jarabak Award and the Salzman lecture. (See Appendix C, Awards Materials for a
13 more complete explanation of the AAOF Awards Program.)
14
15

16 **Planning and Awards Review Committee (PARC):**

17
18 The Planning and Awards Review Committee (PARC) is an advisory committee to the
19 Foundation Board, having two primary responsibilities:
20

- 21 • Reviewing the various proposals for each funding cycle and recommending
22 which proposals should be funded
- 23 • Recommending to the AAOF BOD changes in the Foundation's Awards
24 program.
25

26 Wherever possible and practical, face-to-face PARC meetings will be held in conjunction
27 with other meetings, such as IDEA/IADR. Any meeting expenses incurred by
28 individuals in conjunction with PARC business will be reimbursed by the Foundation.
29 Estimates of such expenses must be submitted by PARC so they may be incorporated into
30 the Foundation's annual budget.
31

32 The PARC Chair, the AAOF Board Liaison to PARC, and the AAOF Executive Vice
33 President review the Foundation's Awards Materials annually and revise these documents
34 as needed.
35

36 In the event that PARC members decide to generate a minority report to the Board in
37 conjunction with PARC recommendations for Awards, the AAOF Board of Directors will
38 accept the PARC minority report provided that:
39

- 40 (1) the intention to produce a minority report was announced before the
41 adjournment of the PARC meeting;
- 42 (2) the minority report was sent to the AAOF office (as opposed to the
43 Foundation President or any member of the AAOF Board); and that
- 44 (3) the minority report was sent to the AAOF office within 72 hours of the
45 adjournment of the PARC meeting.
46

1 **Letter of Agreement and Promissory Note/Letter of Agreement:**
2

3 Successful applicants are required to return their signed Letters of Agreement (and, if
4 appropriate, a Promissory Note) to the Foundation within six months of the
5 announcement of their award. Failure to do so will result in the Foundation withdrawing
6 funding for that applicant's project. Any awardee who cannot begin her/his project within
7 the 12 months following the start of the funding cycle period (June of the funding year)
8 will lose AAOF funding for those projects. However, such funding which had been
9 designated for an award(s) and which is subsequently withdrawn will be added to the
10 following year's funding pool, and the recipient(s) will be encouraged to re-apply, when
11 any obstacles which prevented the signing of the letter and/or the start of the project(s)
12 are overcome.

13
14 When appropriate, the Board or PARC may contact Fellowship recipients to confirm that
15 they have fulfilled the teaching requirements of their awards.

16
17 **Named Awards:**
18

19 There may be as many as twelve Fellowship Awards and twelve Research Awards named
20 in honor of individuals, annually and in perpetuity. Individuals may be honored in such a
21 manner when the following conditions are met:
22

- 23 • One or more pledgers/donors to the AAOF Endowment Campaign, each of
24 whom has pledged/donated at least \$25,000, agree to pool their
25 pledges/donations to name a single person to be honored.
- 26
27 • Totals required in pools created in this manner are \$125,000.
28

29 Named Corporate Center Awards will be established and named in perpetuity after those
30 companies pledging a minimum of \$250,000 to the AAOF Endowment Campaign
31

32 For purposes of naming awards, Constituent Societies, Component Societies, study clubs
33 and other organized groupings of orthodontists (whether incorporated or not) will be
34 treated as individuals rather than as companies. A group of individuals might combine
35 their Regent (or higher) level pledges to an aggregate of \$250,000 and name a Center
36 Award.

37
38 There is no segregation of funds or separate accounting for Named Awards.
39

40 **Funding Restrictions:**
41

42 The following restrictions apply for those competitive Awards funded by the Endowment
43 Campaign:
44

- 45 • Funds may not be used for any indirect institutional costs.
46

- Funds may be applied to travel expenses only if such travel is necessary for the conduct of the project, but not for the presentation of the results.
- No funds may be used for publication costs, as they are not necessary expenses for the conduct of the project.

Changes in an Approved Proposal:

Any changes in the project after it has been approved for funding (e.g., no-cost time extension, reallocation of budgeted line items, etc.) may only be made after written approval by the AAOF and only after this request is made in writing to the AAOF by the Principal Investigator. In the event of a Fellowship Award, the Orthodontic Department Chair or other appropriate person must also approve this request. Each such request is to be reviewed by the PARC chair, PARC board liaison, and AAOF Executive Vice President prior to approval or rejection of the request.

Proposal Applicants:

The Foundation will only consider proposals submitted by individuals and not proposals submitted on behalf of individuals or institutions, e.g., a Fellowship Awards proposal is not to be used by an institution as a recruiting tool.

Restricted Funds:

The two restricted funds of the Foundation are the Salzmänn Fund and the Jarabak Fund. Each award has its own unique conditions and criteria; however four general terms apply to each fund:

- Financial statements are to indicate separate balances, income, and expense information for each fund.
- Except for investment purposes, the Jarabak and Salzmänn funds are never to be commingled with the AAOF's general funds.
- Posthumous awards from either fund do not receive stipends.

Louise Ada Jarabak Memorial International Teachers and Research Award:

Nominations for the Jarabak Award are to be received from AAO constituent societies no later than February 1 of the preceding year, i.e., nominations for the 2005 Jarabak Award are to be received by the AAOF by February 1, 2004.

The criterion for this award is:

- The nomination must be an orthodontist.

- 1 • A candidate should be either a full- or part-time teacher of orthodontics in a
2 graduate program or be a department chair in an orthodontic program.
3
- 4 • The person should also be associated with orthodontic research in some
5 capacity, such as that of a primary investigator or a member of a group
6 research program.
7
- 8 • The person shall have made personal sacrifices in his/her efforts to promote
9 the orthodontic specialty.
10
- 11 • It is desirable that the person has published her/his work.
12
- 13 • Having made essay presentations at the constituent or national AAO level will
14 be viewed more favorably.
15
- 16 • A nominee must have been living at the time of nomination.
17
- 18 • Only nominations from Constituent Societies are considered.
19
- 20 • To be included in the materials submitted with each nomination is the
21 nominee's curriculum vitae/resume which outlines such areas as orthodontic
22 teaching/research accomplishments, orthodontic teaching/research positions
23 held, orthodontic publications, and orthodontic scientific presentations.
24

25 The Jarabak Award recipient may be a citizen of any country, and in years divisible by
26 three (e.g., 2001), nominations must be citizens of countries other than the United States
27 or Canada.

28 The Foundation has determined that the monetary value of the award is \$2,000 annually,
29 and is to include both expenses and honorarium.
30

31 **Salzmann Award:**

32
33 The AAO President-Elect nominates an individual to present the Salzmann Lecture at the
34 Annual Session at which the President-Elect will preside. The AAO President-Elect
35 submits the nomination to the AAOF Board of Directors, in time for the Salzmann
36 lecturer to be determined at the fall Board meeting occurring 24 months in advance of the
37 lecture. The honorarium, including expenses, for the Salzmann Award is \$4,000.
38

39 The Foundation may give up to \$500 per year from the Salzmann Fund to the Salzmann
40 Collection in the AAO Library.
41

42 **Final Reports:**

43
44 Neither the institution nor the Principal Investigator (P.I.) is allowed to subsequently
45 submit proposals for funding, until a Final Report has been submitted and approved for
46 any previous and completed project, i.e., if the project was to have been completed by

1 June 2006, unless there is an acceptable Final Report by December 15th of that year,
2 neither the P.I. nor the institution is eligible for funding. With the approval of the
3 President, in concert with the PARC Chair and Board Liaison, exceptions may be made
4 for those institutions where the P.I. no longer has any affiliation and, therefore, where the
5 institution, consequently, has little, if any, influence. Once any delinquent Final Reports
6 have been submitted and approved, proposals from the institution and/or the P.I. will
7 once again be considered.

8 9 **V. PLANNED GIVING**

10 11 **Planned Giving Recognition:**

12
13 Those who have indicated that they have included the AAOF in their estate plans, in
14 whatever fashion, will be considered as having made **A PLAN FOR THE FUTURE**.
15 With permission, such persons will be listed in various AAOF publications in
16 alphabetical order by last name, regardless of the nature or size of their gift. Persons
17 having made **A PLAN FOR THE FUTURE** will receive a letter of appreciation from
18 the AAOF.

19 20 **Keystone Society:**

21
22 Individuals who have included the AAOF in their estate plans are considered members of
23 the Foundation's Keystone Society. Membership in the Keystone Society may be
24 anonymous.

25 26 **Planned Giving Expectancies**

27
28 A copy of the Planned Giving Recognition letter will be placed in the Planned Giving
29 files, thereby establishing a record of a planned gift expectancy.

30 31 **Estate Planning Seminars and Planned Giving Materials:**

32
33 At each AAO Annual Session, the AAOF will sponsor an Estate Planning and Planned
34 Giving Seminar.

35
36 Planned-giving materials are to be generated and circulated to AAO members and others
37 on a regular and frequent basis, with the focus to be on simple remainders (e.g. wills and
38 bequests and life insurance), information on specific vehicles (e.g. charitable remainder
39 trusts) and specific scenarios (e.g. over-funded pension plans).

40
41 Constituent societies are to be sent articles and news releases on a regular basis regarding
42 estate planning/planned giving for their newsletters.