

## **JMHS 85 FOUNDATION RISK MANAGEMENT PLAN**

### **Risk Management Philosophy**

Underlying the mission of **JMHS 85 Foundation** is a commitment to supporting students, alumni, volunteers, donors, and community stakeholders through educational opportunities, scholarships, alumni engagement, and charitable initiatives. Protecting the health, safety, and security of all individuals involved with the Foundation is an integral part of every activity and program.

Activities shall be conducted with consideration for the abilities, needs, and safety of participants. Volunteers, officers, directors, and staff shall be selected carefully and provided appropriate training to carry out their responsibilities with a high degree of professionalism and safety.

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### **Risk Management Goals**

JMHS 85 Foundation seeks to involve appropriate personnel at all levels of the organization in the identification of risks and the development of practical strategies to minimize exposure. The Foundation is committed to maintaining effective systems that protect its mission, programs, assets, students, volunteers, donors, and community participants.

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### **General Safety Principles**

- JMHS 85 Foundation shall operate in compliance with all applicable federal, state, and local laws and regulations.
- JMHS 85 Foundation shall maintain policies and procedures designed to protect students, scholarship applicants, volunteers, donors, alumni, and community participants.
- All directors, officers, volunteers, committee members, and representatives of the Foundation share responsibility for maintaining a safe and secure environment.
- Risk management activities shall include volunteer screening, training, policy development, event safety planning, financial controls, technology safeguards, emergency preparedness, and ongoing evaluation.
- Insurance shall be maintained as a risk financing mechanism; however, insurance shall not replace prudent planning and responsible management practices.

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## **Governance Structure**

### **Articles of Incorporation**

JMHS 85 Foundation was incorporated in the State of California on **November 2, 2024**, as a California nonprofit public benefit corporation organized to provide scholarships, educational support, alumni engagement opportunities, and community service initiatives benefiting students and the broader community.

The Articles of Incorporation shall be reviewed periodically by legal counsel and the Board of Directors to ensure compliance with applicable laws and regulations. Corporate status shall be maintained through all required filings with the California Secretary of State, Franchise Tax Board, and Internal Revenue Service.

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### **Board Formation**

The initial Board of Directors and Officers of JMHS 85 Foundation were selected and appointed on **December 2, 2024**.

The Board of Directors is responsible for governance, strategic planning, financial oversight, scholarship administration, fundraising, alumni engagement, and ensuring the Foundation fulfills its charitable mission.

Board members shall meet regularly, maintain accurate records, and operate in accordance with the Foundation's bylaws and applicable nonprofit governance standards.

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### **Bylaws**

The bylaws of JMHS 85 Foundation establish the governance structure, powers, duties, and operating procedures of the organization.

The Board of Directors shall review the bylaws annually and adopt amendments when necessary to support the mission and long term sustainability of the Foundation.

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### **Conflict of Interest Policy**

The Conflict of Interest Policy was adopted by the Board of Directors on **December 2, 2024**.

Each director, officer, committee member, and key volunteer shall annually complete and sign a disclosure statement identifying any actual or potential conflicts of interest.

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### **Board Manual**

JMHS 85 Foundation maintains a Board Manual containing governance policies, ethical standards, operational procedures, scholarship guidelines, committee structures, and expectations for directors, officers, volunteers, and committee members.

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### **Board Orientation**

JMHS 85 Foundation provides orientation and ongoing training for directors, officers, committee members, and volunteers to promote effective governance, leadership development, and mission fulfillment.

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### **Board Development, Assessment, Recruitment, and Meeting Minutes**

JMHS 85 Foundation maintains governance best practices through board recruitment, orientation, continuing education, annual self assessments, succession planning, and maintenance of accurate meeting minutes and corporate records.

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### **Programs and Services**

#### **Scholarship Administration**

JMHS 85 Foundation administers scholarship programs that recognize academic achievement, leadership, perseverance, community service, and educational excellence.

The Foundation shall establish procedures for scholarship eligibility, application review, selection, award distribution, record retention, and conflict of interest prevention.

Scholarship decisions shall be made fairly, consistently, and in accordance with approved scholarship guidelines.

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### **Participant and Student Safety**

The Foundation is committed to providing a safe environment for scholarship applicants, students, volunteers, alumni, donors, and community participants.

Policies governing conduct, supervision, event participation, emergency procedures, and volunteer screening shall be implemented and enforced to protect all individuals involved with Foundation activities.

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### **Alumni Engagement Activities**

The Foundation supports alumni engagement through educational initiatives, networking opportunities, mentorship programs, fundraising activities, volunteer opportunities, reunions, and community service projects.

Appropriate safety, financial, and operational controls shall be maintained for all alumni activities.

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### **Financial Management**

The Board of Directors shall oversee financial management practices and ensure compliance with generally accepted accounting principles (GAAP).

The Foundation shall maintain appropriate internal controls, budgeting procedures, financial reporting standards, and record retention practices to protect organizational assets and promote transparency.

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### **Fundraising and Public Relations Risks**

JMHS 85 Foundation maintains policies governing charitable contributions, sponsorships, donor stewardship, scholarship funding, fundraising events, public communications, and gift acceptance practices.

The Foundation is committed to transparency, accountability, and ethical fundraising standards.

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### **Technology and Information Management**

JMHS 85 Foundation technology systems are provided for Foundation business purposes, including scholarship administration, donor management, alumni communications, financial recordkeeping, and organizational operations.

Policies shall address data security, privacy, password protection, backup procedures, disaster recovery, acceptable use, and confidential information management.

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### **Transportation Policies**

JMHS 85 Foundation authorizes transportation activities only when necessary for Foundation operations and events.

Drivers participating in Foundation sponsored activities must maintain valid driver's licenses, current insurance coverage, and comply with all Foundation transportation and safety policies.

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### **Crisis Management**

JMHS 85 Foundation maintains emergency planning, business continuity, crisis communications, evacuation procedures, and incident response protocols to ensure continuity of operations and protection of organizational assets.

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### **Insurance Program**

JMHS 85 Foundation adopts a strategic approach to insurance procurement, risk mitigation, and financial stewardship.

Insurance coverage shall be reviewed periodically to protect the Foundation's assets, directors, officers, volunteers, students, scholarship recipients, and community participants.

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### **Annual Review**

The Board of Directors shall review this Risk Management Plan annually and make revisions as necessary to address changing organizational needs, legal requirements, operational risks, and best practices in nonprofit governance.

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**Adopted by the Board of Directors:** December 2, 2024

**Last Revised:** May 29, 2026

**Next Scheduled Review:** May 29, 2027

Based on my review of the original document, these revisions align the Risk Management Plan with the mission, scholarship activities, alumni engagement efforts, and governance structure of JMHS 85 Foundation while preserving nonprofit risk management best practices.