



Global Thrombosis Forum standard Operating Procedure (SOP)

Index

1. The Global Thrombosis Forum (GTF)
2. The BOD
3. Outline for proposals of projects
4. The Leader of the project
5. Selection criteria for young volunteers
6. Expectations from young volunteers / parents
7. Annual Review of young volunteers
8. Contacts made by the young volunteers or by families with outside agencies
9. Summer Internships
10. GTF Membership and membership dues
11. Decisions for GTF
12. General meetings
13. Special projects
14. Interviews / Presentations / Publications / Videos
15. General guidelines
16. Coaching and mentoring to GTF young members
17. Departure of a member family from GTF
18. Procedure to handle violations
19. Grievances
20. Conflict of interest
21. Agreement to the SOP's and PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY



Global Thrombosis Forum (GTF) was started on December 12, 2011. Since then, it has grown very rapidly. It is, therefore, necessary to prepare the document SOP's (standard operating procedure) that will help the Board of Directors (BOD), as well as the GTF members, and will help keep uniformity in following procedures, and making decisions.

1. The Global Thrombosis Forum (GTF)

The GTF is a non-profit, 501-c-3 organization (EIN # 84-4634050) organization devoted to promote efforts for the awareness of thrombosis in the communities. GTF is registered with the State of Georgia (Control Number: 20015885).

1.1. Slogan

The slogan of GTF will be "Global Thrombosis Forum: In Partnership with North American Thrombosis Forum in Community Service for Thrombosis"

1.2. Mission Statement

The mission statement of GTF will be :

1.2.1. To work and enhance the mission of NATF

1.2.2. To increase awareness of thrombosis in Georgia

1.2.3. To network with various groups involved in thrombosis

1.2.4. To coach the youth volunteers in skills such as research, writing, presenting, communication, presentation and gaining knowledge of thrombosis

1.2.5. To encourage the youth volunteers to organize, plan, and conduct all of the activities of GTF

1.2.6. To arrange publications in various media involving our efforts in the community

1.3. The GTF is an organization:

1.3.1. Whose specific purpose is to spread awareness of thrombosis in the community

1.3.2. Committed to develop the skills of young children

1.3.3. Committed to promote healthy competition to achieve higher levels (in the same manner as there are competitions in school, sports, etc.)



- 1.3.4. Committed to provide contests for the young volunteers (essay, logo contest)
 - 1.3.5. Committed to provide opportunities for young volunteers to present in front of State politicians; such as Senators and Representatives
 - 1.3.6. Committed to provide opportunities for young volunteers to take leadership roles
 - 1.3.7. Committed to provide an environment in which young volunteers can create new projects
 - 1.3.8. Committed to provide an opportunity for young volunteers to work with others
 - 1.3.9. Committed to provide an opportunity for internships at Brigham & Women's Hospital (Harvard) / NATF / Loyola, and at other pre-negotiated places
 - 1.3.10. Committed to provide an opportunity to go to Boston to observe and/or make presentations in front of Harvard Faculty / NATF Staff.
- 1.4. GTF is not :
- 1.4.1. A social club
 - 1.4.2. A place to just to relax
 - 1.4.3. A "time pass" club
 - 1.4.4. A place to volunteer just to get a certificate of membership (with minimal or no contribution) or the GTF name on a resume (without any work)

2. The BOD

2.1. The activities of GTF

The activities of the BOD will be planned, conducted and executed by a Board of Directors (BOD) and will consist of members elected by the BOD. Currently, the BOD of GTF consists of the following members:

- 2.1.1. President, CEO and Founding Board Member - Atul Laddu
- 2.1.2. Founding Board Member - Jayashree Laddu
- 2.1.3. Board Member – Archana Athalye (Vice President)
- 2.1.4. Board Member – Anant Honkan
- 2.1.5. Dr.Rashmi Kulkarni, MD



2.1.6. Mr. Kirti Shetye (Treasurer)

2.1.7. Mrs. Supriya Sawant

The BOD of GTF has appointed My Tax Filer for the accounting services for GTF: Mr. Hariprasad Salian, EA admitted to practice before the IRS, 6110 McFarland Station Drive, Suite 301, Alpharetta, GA 30004, 770-748-8019 - Extn 1001, +1 740-300-0477, Fax: 470-300-9046, Email: hariprasad@mytaxfiler.com, alpharetta@mytaxfiler.com

A note: Per Mr. Hariprasad Salian, our CPA Tax account, it is OK to have Atul and Jayashree Laddu on the BOD, since the 2 of them together do not exceed the allowed 51% of the total number of BOD members who are related to each other.

2.1.9. Membership dues from the BOD members to BOD

Each BOD member (or family if the husband and the family are members of the BOD) will pay \$200 per year as the dues to GTF, at the option of each BOD Member.

2.2. Approval process of the projects by the BOD

2.2.1. In an attempt to make sure that the BOD distributes projects evenly, that projects do not conflict with each other, and that the projects have the correct mission, every project from every GTF member will need an approval from the BOD.

2.2.2. The GTF members are asked not to undertake any project without following this process.

2.2.3. If a GTF member does not follow this process, the project will not be approved, and the young member can not proceed with the project.

2.2.4. If the stated processes continue to be ignored, the BOD may terminate the membership of the member in GTF.

2.3. Responsibilities of the BOD

2.3.1. The BOD will be responsible for planning, conducting and executing of all GTF activities.

2.3.2. The BOD will be responsible for approving new projects that are considered to fall within the mission of the GTF

2.3.3. The BOD will oversee the smooth functioning of the GTF, and that all projects that have been approved are carried out as approved and in an appropriate manner.



2.3.4. From time to time, the BOD will make decisions, and change this document, based upon the needs of GTF, and the experiences of the BOD.

2.3.5. The BOD will intervene whenever there is an issue or a problem, in an effort to resolve the issue.

2.3.6. Transparency. The BOD will always maintain complete transparency about its activities, where appropriate.

2.3.7. The BOD will avoid any conflict of interest with the GTF members. For example, if a BOD member has a child who is participating in a contest, he / she will abstain from voting.

2.4 The Working Group

2.4.1. The Board has created a Working Group consisting of a few Board members: Archana Athalye, Atul Laddu, Jayashree Laddu, and Supriya Sawant. The responsibility of the working group is to plan, manage and oversee the day to day activities of GTF.

2.4.2. The working group will keep the BOD informed of all the activities / decisions / issues that may arise, through a variety of communication channels that the Working Group may find it fit at each incidence.

2.4.3. The members in the working group could be modified the BOD anytime with or without notice.

2.5. Parent Leads

Due to increasing amount of work, the Board has appointed a few Parental Leads who will monitor the progress of the projects. The volunteers and the parents are asked to work with the parent leads and follow their instructions

2.6. GTF Group and communication

The Board believes in a free communication between the Board and the members. All the GTF members will be required to join the Google GTF group, where they will receive all important communications from the Board.

In addition, from time to time, there will be communications with the young volunteers and the parents from a variety of people in the Board or from other projects.

2.7. BOD meetings

2.7.1. The BOD will hold its meetings, the frequency of which will be decided upon the BOD. If an in-person meeting is not possible, a telephone conference will be considered as a Board meeting.

2.7.1.1. Email communication on any topic will be accepted as an established mode of communication for minutes of the BOD.



2.7.1.2. Minutes of the BOD meeting will be maintained by Dr. Anant Honkan

2.7.2. Special meetings may be called by the BOD at any time, with or without notice.

2.7.3. Minutes of all the BOD meetings will be kept.

2.7.4. A typical agenda of the BOD meetings, which is subject to change at any time, is as follows :

2.7.4.1. F / U from previous meetings

2.7.4.2. Review of current projects

2.7.4.3. Items for discussion

2.7.4.4. Review of future projects

2.7.4.5. Approvals needed

2.7.4.6. Next BOD meeting

2.7.4.7. Conclusion / Date of the next BOD meeting

2.8. Term for each BOD member

2.8.1. The appointment of a Board member to the BOD is with the hope that the BOD member will continue to work with the BOD as long as he / she wishes.

2.9. Who can become a member of the Board?

2.9.1. The GTF members are invited by the BOD to join the Board, depending upon the past work the member has provided in the community, and the availability of the member to work as a Board member.

2.10. Selection process of new BOD members

2.10.1. New BOD members will be nominated and voted on by the current BOD members.

2.11. Limit of the number of the BOD members

2.11.1. Currently, the BOD has set the number of Board members at no less than five and no more than seven. This number may be changed any time by a vote of the current BOD, based on the needs and size of the GTF.



2.12. Press releases

The Board, from time to time, will have Press Releases of some of its important events.

2.12.1. The purpose of the press releases

1. To increase the awareness and existence of GTF in the community
2. To give a boost to the selected GTF young member, and recognize the talent and achievements of the young member

2.12.2. Procedure of the Press Release

It is well recognized that for the press release to have a maximum impact, the Press release should be sent within a few days after the event.

The Press Releases will be made about 3-4 times per calendar year, or at the discretion of the BOD.

2.12.3. Selection process of the items for Press Release

A few examples that may qualify for a press release are:

1. Proclamation event
2. Anniversary event
3. Important presentation at an event
4. An award to GTF, or to any member of GTF
5. A publication of a significant research activity

The working group (Archana, Jayashree, Atul and Supriya), who is very close to the day-to-day activities of GTF, will come out with suggestions for the projects chosen for press release.

The Review Group (Anant, Archana, Jayashree Atul and Supriya) will decide if the project is worth going to a Press Release.

2.12.3. 1. Publication of the Press Release

The BOD has successfully negotiated with the Indian Periodical publication of a few Press releases from GTF.



The BOD is looking at other avenues to publish Press releases, and may add from time to time.

2.12.3. 2. Press Releases are by only one member of GTF, appointed by the BOD

In an effort to avoid any confusion, only one member of GTF, with a title of Public Relations Officer of GTF, will be responsible to give a press release for GTF.

At this time, the BOD has appointed Mr. Mahesh Athalye, a GTF member, as a Public Relations Officer (PRO).

In case a press release involves the Athalye family, then the Working Group would then like to propose some other name from the BOD for that occasion, to avoid any conflict of interest.

Every time we plan to send a Press Release, the PRO must be told about the incidence, and that the script, prepared by the GTF project group must be approved by the PRO.

2.13. The BOD has opened a savings and a checking account at the Bank of America. The accounts have currently 3 BOD members who can operate the accounts: Kirti Shetye (Treasurer, primary responsibility), Archana Athalye (Vice President and Secretary) and Atul Laddu (President and CEO).

2.13.1. Annual financial Report

The BOD will publish an annual financial report of the previous calendar year every year in January (usually at the time of the Anniversary event of GTF), the exact timing of its release will be decided by the BOD. This report will be available for any of the GTF members to review. Monthly revenue and expense reports will be provided to the BOD by the treasurer of GTF at its monthly meetings for review.

2.13.1. Receipt of funds

The BOD will collect funds from the GTF members for annual memberships.

The annual memberships to GTF will be decided by the BOD each year, based on the then situation and circumstances.

In addition, from time to time, the BOD may opt to receive grants / gifts from individuals / organizations / corporations.

2.13.2. Limits of Expenditure

2.13.2.1. The BOD will authorize the expenditure / re-imbursement of the funds, solely for the purpose of carrying out GTF activities, based on the documented receipts.



2.13.2.2. The BOD will not authorize expenditure of funds for re-imbusement of personal entertainment, food, hotel, mileage, parking, personal expenses, travel.

2.13.2.3. The BOD from time to time, may authorize expenditure of funds for re-imbusement of expenses incurred for food, hotel, mileage, parking, and travel, if this activity is felt necessary for the progress of GTF, or to gain more internship sites.

2.13.2.4. The BOD will, from time to time, authorize expenditure of funds for purchase of food, juice, water, and any other item, deemed essential for conducting meetings such as, but not limited to the Annual Meetings (Anniversary meetings) for GTF.

2.13.2.5. The BOD will, from time to time, authorize expenditure of funds for special items such as art work, cost of creating posters, deemed essential for conducting meetings/ business for GTF.

2.13.2.6. The Board has authorized the Working Group to spend up to \$100.00 without any prior approval from the Board. Any amount beyond \$100 will need prior approval from the Treasurer of GTF.

2.13.2.7. The Board can use GTF funds for travel to develop new opportunities for internships, presentations, publications, etc. for our young volunteers, since in such instances, we cannot send kids without physically evaluating the new sites.

2.14. Resignation of the BOD member (s)

2.14.1. Any BOD member may resign at any time, due to any reason.

2.14.2. It is expected that proper notice is given to the BOD prior to the resignation, and whatever projects the BOD member has undertaken will either be completed, or handed over to someone else in the BOD, so that the work at GTF will not be adversely affected.

2.14.3. A courtesy 3-month notice would be expected for the resigning member.

2.15. Removal of the BOD member(s)

2.15.1. Any BOD member can be removed anytime by a majority vote of the BOD.

2.15.2. If there is a grievance against the BOD member, the BOD member will be told about the details and be allowed to correct the issues.

2.15.3. If the issues continue, the BOD will give a written notice to the BOD member asking him / her to correct the issues.

2.15.4. If the issues are not corrected, the BOD may remove the member with a majority of vote.



3. Outline for proposals of projects

In order to maintain uniformity and ease of review, all new projects must be submitted to the BOD in the following format to get a prior approval

Anyone violating this procedure will be barred from conducting the project.

4. The Leader of the project

Each project will have an adult leader and a youth leader. The purpose of this concept is to promote leadership qualities with the young volunteers of GTF.

The Adult Leader will oversee the entire project is running smoothly.

The Young Leader will be responsible for the following:

- 4.1. Co-ordinate the activities of the project with other members of the project
- 4.2. Will work closely with other members of the project
- 4.3. Will make sure that the timelines are followed by each members of the project
- 4.4. Will maintain a good communication with other members of the project

5. Selection criteria for joining GTF for young volunteers

The BOD selects GTF volunteers very carefully, based on the following criteria:

- 5.1. Grades in school : GPA 3.8 or above
- 5.2. High level of energy
- 5.3. Interest in GTF
- 5.4. Resume of the child, including community and extracurricular activities
- 5.5. Leadership role played in GTF in the past
- 5.6. Organization skills in GTF
- 5.7. Exhibition of working independently in GTF
- 5.8. Presentation skills in GTF
- 5.9. Taking initiative in GTF
- 5.10. Commitment to work in group settings
- 5.11. Passion to advance oneself
- 5.12. Activities conducted by himself / herself, not being pushed by parents



The prospective volunteers wishing to join GTF are interviewed by a few Board members to make sure that the volunteer indeed does qualify for membership, and that a consistency in the selection process is maintained.

5.13. At this time, GTF has been accepting only the students who are living in the neighboring Georgia communities.

5.14. Effective October 2019, GTF has expanded its memberships to out of town students.

5.14.1. The out of town students and the parents will be working closely with the members of the working group and the BOD members.

5.14.2. The out of town student members will be required to attend meetings, practice sessions on their projects arranged by the working group/members of the BOD. If any family or a student is unable to follow this requirement will not be allowed to participate in the project.

6. Expectations from young volunteers / parents

6.1. GTF has always several projects on the plate.

6.2. If we have only a handful of active young members, there is no way the GTF could handle all of these projects in a timely manner.

6.3. The BOD is constantly trying to evaluate and prepare young volunteers who could be sent to various presentation sites and select the members for internships at various sites.

6.4. The criteria for selection for various presentation sites and select the members for internships at various sites are rather rigid, since the BOD wants the GTF young volunteers to give their best shot in these activities.

6.5. This means that all the young volunteers must move upwards, to help GTF keep its standards high.

6.6. The BOD fully expects that not every member will enjoy working with GTF. The BOD also expects each member to be free and honest in telling the BOD that he / she cannot continue for any reason.

6.7. This document has been prepared by the BOD, and is being sent to all members of GTF with the hope that we will continue to march ahead with the same degree of success in the future.

7. Annual Review of young volunteers

7.1. The BOD reserves the right to review the young volunteers every December to make sure that the BOD and the child is receiving what was expected.



7. 2. At the end of the year, or anytime in between, volunteers (young and adult) are free to make a decision whether he / she wants to continue with GTF.

7. 3. At the end of the year, or anytime in between, the BOD also is free to make a decision whether the young volunteer or the family should continue with GTF.

8. Contacts made by the young volunteers or by families with outside agencies

8.1. In an attempt to minimize and manage the contacts from the members of GTF to members of NATF Board, Senators or any leaders of other organizations, it has been decided that such contacts from either the young member or the family member be pre-approved by the GTF Board.

8.2. The BOD has decided that Dr. Laddu, who has established contacts with such individuals, should initiate and maintain the contacts.

8.2.1. In some select instances, Dr. Laddu may delegate this responsibility to someone, on a case by case basis.

8.3. All the contacts (for either voluntary, or for paid services), made by any of the members of GTF to members of NATF Board, Senators or any members of other organizations or businesses (non-profit, or for profit), for purpose of gaining internship or job (paid or unpaid) must be pre-approved by the BOD.

8.4. In case a contact, or a preliminary discussion was held in a meeting prior to getting an approval, the BOD must be informed immediately about this incidence / intention, followed immediately by a formal application, in case the member intends to follow up further.

8.5. An application for this must be sent to the BOD in writing, mentioning all the details of the project. If a verbal conversation has taken place with a member of the BOD, this should still be followed with a written communication to the BOD, ASAP.

8.6. If the BOD finds that the young volunteer or the family is not in compliance, the BOD may decide to ask the family to exit from GTF.

8.7. Any ideas / projects / contacts that are generated from any of the members of GTF in connection of the mission of GTF, while still being a member of GTF, will be promptly shared with the BOD for further development. The BOD will have the right of first refusal of these ideas.

8.7.1. If the BOD decides not to pursue these ideas, the member will then be free to pursue them independently.

8.8. These requirements are put in place to protect the reputation of the GTF and all of its members as well as the reputation of the NATF.

9. Summer Internships



9.1. General

9.1.1. The GTF from time to time may negotiate Summer Internships with local or out of town institutions, in an effort to give the young volunteers an extra edge to be competitive in their career.

9.1.2. These internships are created very carefully by the members of the BOD, and the members of the GTF are expected to respect them, and follow the protocols laid down by the BOD and the institution.

9.1.3. When traveling or attending GTF events, the BOD may require that the young volunteer be accompanied by an adult member of his/her family. The parents are expected to respect this requirement. If the parents are unable to accompany the young volunteer as required, then the parents must find a suitable, adult guardian to take the parent's place. If an adult guardian cannot accompany the intern as required, then the intern will not be able to travel on behalf of the GTF and will be replaced by another young volunteer.

9.1.4. The selected intern and his/her family will be responsible for travel, accommodation (lodging and boarding), and related expenses during the internship. GTF BOD will not be responsible to pay any expenses to intern and his/her family in case of cancellation of internship, for any reason.

9.1.4.1. Typically, during a trip for an out of town internship or attending a scientific meeting, the BOD of GTF wants to make sure that each one of the participants of the team stays at the same hotel, this becomes very easy to manage the group and all the activities in a timely manner, without waiting for someone who is staying at another hotel. This policy will be strictly followed. If anyone does not want to follow these guidelines will be asked to opt out of the internship.

9.1.5. In an attempt to maintain fairness, honesty, and opportunities for others, it is expected that an intern or his family will not negotiate directly with the place of internship for any future internships and/or projects of any kind without the express permission of the GTF BOD.

9.1.6. If an intern likes the place of internship, he / she should discuss this with the BOD and request that he / she be offered the same internship in the future. Such requests may be considered by the BOD.

9.1.6.1. Selection criteria for Summer Interns: These criteria will be developed by the BOD based on the type of internships. The criteria may be changed periodically based on the type of the internship.

9.1.6.2. Currently, the BOD has the following internships at hand: Albany College of Pharmacy and Health Sciences (ACPHS), BWH (Harvard) Pharmacy, Loyola, North Atlanta Vascular Clinic & Vein Center, Dr. Arvind Kulkarni, Dr. Manasi Pai, Dr. Divya Raina, and Dr. Anuj Mahajan.

The candidates for Summer Internships will be selected by a review board consisting of BOD members who do not have any conflict of interest with any of the young members applying for the internship. The members of the review board could be changed any time in the future, based on the BOD decision.



9.1.6.2.1. The BOD has the right to modify, add, or delete any internship due to reasons that the BOD feels are reasonable. The decision of the BOD will be final.

9.1.6.3. In order to eliminate any element of bias, the current BOD members whose children are GTF members, will not participate in the selection process.

9.2. Guidelines for summer internships

The guidelines and the specifics for the various internships GTF has to offer will be posted for GTF members sometime in Fall of each year.

9.3. Solicitation of feedback about the summer interns from sponsors

9.3.1. At the end of the internship, one of the BOD members will routinely solicit feedback from the sponsor, to make sure that everything went OK, and get some additional suggestions that will help the BOD make changes for the future internships.

9.3.2. By accepting a summer internship, the young member and the parents automatically agree that such feedback will be obtained from the sponsor, and could be shared with the young volunteer and the parents, if the BOD decides that way.

9.3.3. By accepting the internship offered by the specified institution through the efforts of GTF, the GTF member automatically agrees to abide by the then current regulations of GTF and the institution for the internship.

9.4. Protocols for Summer Interns

9.4.1. Each intern is expected to keep a close communication with the BOD during the entire internship. The main reason for this requirement is to promote communication between the intern and the BOD. In addition, if there are any issues that need to be addressed, a timely communication with the BOD is extremely important, so that in these circumstances, a BOD member may intervene to bring the issue under control.

9.4.2. All interns are required to submit a weekly report to the BOD. The report should include the description of the project they are working on, any publication they have created during the internship, and their overall experience working as an intern. The report should also include if they have taken any additional responsibility to continue their work after the period of internship. Interns can give suggestions to the BOD to improve future programs for the interns.

9.4.2.1. Any intern not submitting the required reports may be subject to the usual counseling steps by the BOD.

9.5. Presentation of Internship experience to GTF members



9.5.1. At the completion of the internship, each intern is expected to make a presentation of his / her internship experience to the BOD / GTF members, so that others may receive insight into the intern program. The date, timing and the venue will be posted ahead of time.

9.5.2. The presentation will be reviewed by the BOD before the date of presentation. If an intern does not follow this procedure, or does not submit the presentation by the due date, he / she will not be allowed to make their presentation.

9.6. Authorships on projects, posters, presentations and publications

Often GTF has more than 1 volunteers on a project. In such cases, we would like to follow the following procedure that is followed by other organizations in case the project results in a publication / presentation:

9.6.1. Names of all volunteers will be given credit as co-authors.

9.6.2. The volunteer who did most of the work, or the leader of the project, as decided by the GTF BOD, will be the first author.

9.6.3. If everyone in the project did equal amount of work, the first author will be selected on an alphabetical basis, as decided by the GTF BOD (sorry for those whose names do not begin with the alphabet A!).

9.6.4. In case one of the volunteers has worked on the project, but has left GTF by the time the publication is written, the ex-member / s will still be recognized as a co-author / s.

10. GTF membership and memberships dues

10.1. The Board of GTF welcomes all young members to join GTF. GTF has a policy of not to discriminate irrespective of their race, religion, and national origin, as long as they qualify for the selection criteria outlined by the Board and indicated somewhere else in this document.

10.2. All the programs of GTF are meant to be free. However, the BOD does incur some expenses for various activities, and the BOD has decided that each family will pay an annual membership fee, to be decided and changed from time to time.

10.3. The annual dues are non-refundable in any case.

10.4. In the past, all the projects have been funded by the BOD, and no cost has been asked to be shared by the family.

10.4.1. On special projects, if the cost of certain items needed for the project exceed the budget as decided by the BOD, the BOD may ask the member family to pay a portion of the cost of the items. The family in this case agrees that they would be willing to share the cost.



11. Decisions for GTF

11.1. All decisions for GTF are made collectively by the BOD, and not by any individual member of the BOD.

11.2. Please remember that the members of the BOD are all our friends and want to do their best for GTF.

11.3. The job of the BOD member is purely voluntary, without any pay, and each member puts a lot of their time into being a member of the Board.

11.4. The BOD has always, and will always, try to communicate with every member of the GTF, as appropriate.

11.5. Each young volunteer is expected to communicate with the BOD, his team, and others, at appropriate times.

11.6. If anyone has any question or issues, they ought to be referred to the BOD, and not to any individual member of the BOD.

12. General meetings

12.1. The BOD, from time to time, will arrange general meetings of the members of GTF to go over important items to be discussed. One such meeting will be the Anniversary Celebration of GTF.

12.2. Each and every member of GTF, with no exceptions, is expected to behave in a professional manner in all the meetings conducted by GTF. Any behavior that is considered by the BOD to be rude, unprofessional, or disturbing to the conduct of the meeting will not be tolerated. The member(s) involving in causing this disturbance will be asked to leave the meeting immediately, and the membership to GTF may be terminated with or without a reason given, with no refund of the membership dues.

13. Special projects

13.1. The Blue Rock Wealth Management (BWM) Essay project

The BOD has negotiated funds from the Blue Rock Wealth Management (RWM) to be used towards scholarships to be given to the young volunteers.

The rules of the essay contest may be changed from time to time, and will be published well in advance.

13.2. Social Media projects

13.2.1. The BOD of GTF, may, from time to time, get involved in social media projects. All the social media projects will be the responsibility of one of the BOD members, called an Administrator, who will be appointed by the BOD.



13.2.2. The administrator will be fully responsible for the entire project, and may appoint a young volunteer to assist him / her in the work.

13.2.3. The Young Volunteer will assemble material from other volunteers, and get it reviewed by the administrator.

13.2.4. The Administrator will get all the material reviewed by the Scientific member of the BOD to make sure that it is accurate.

14. Interviews / Presentations / Publications / Videos

14.1. The BOD strongly recommends and encourages all the members of GTF to come up with new projects and for GTF, in the form of, but not limited to, interviews / presentations / publications / videos.

14.2. It should be clearly understood by each young member and their family that all the material in these activities must be pre-approved by the BOD for accuracy and scientific contents.

14.3. Any member violating this process will be subject to termination from GTF.

15. General guidelines

15.1. It should be understood that GTF is a small organization, with the primary focus of promoting awareness of thrombosis in the community and developing the special talents of our young volunteers. The BOD requests all members to follow the guidelines outlined above, and not to violate them. The objective of GTF is to spend the energy and time on achieving its mission, and not on taking corrective steps by violators.

15.2. The SOP's could be changed at any time by the BOD.

15.3. The SOP document will be given to each member of GTF prior to joining GTF, or, if they were not given at the time of joining, at anytime the document is complete.

15.3. Payment of the annual dues to GTF will reflect an agreement between the member family and the BOD.

15.4. T-shirts for volunteers to be used at functions

The BOD has paid for the custom made T-shirts to be used by the young volunteers at the functions they attend. Each young member of GTF is entitled to one free T-shirt in January of each year.

16. Coaching and mentoring to GTF young members

16.1. In an attempt to keep consistency in mentoring, the BOD makes every effort to find the best coaches to coach and mentor the young members. The decision of selecting coaches and mentors will be entirely the



responsibility of the BOD. If some adult member of GTF wants to volunteer to coach/mentor the young member, this support will always be welcome, but the BOD will have a final decision to accept this individual.

17. Departure of a member family from GTF

17.1. Voluntary departure

17.1.1. The BOD is fully aware that not every member will enjoy working with GTF.

17.1.2. Any member family, who feels that working with GTF is not what they had expected, is free to exit from GTF at any time.

17.1.3. In such cases when the family or the members wants to leave GTF, it will be expected from the departing member(s) that all the current projects, log-in and passwords (if applicable) and any other items that were in the hands of the volunteer / family be handed over to the BOD. The departing volunteer and the family will co-operate with the BOD in all respects for a smooth transition of all the current and pending project(s).

17.1.4. The BOD will not refund the annual dues paid by the member family in such circumstances.

17.1.5. Due to some new arrivals and some departures from GTF in last few weeks, BOD of GTF would like to take this opportunity to set some expectations with the current members of GTF.

17.1.6. In the recent past, BOD has analyzed that the prominent reasons for leaving the GTF for an individual family are :

17.1.6.1. Inability to follow the guidelines, protocols as set for by the BOD and/or inability to accept guidelines, protocols as final when set by the BOD.

17.1.6.2. Lack of adequate communication from the member, or the family to the BOD

17.1.6.3. Making incorrect decisions without appropriate input from the BOD, which results in considerable time spent by the BOD members to correct the situation (s).

18. Procedure to handle violations

18.1. In a very few rare cases, there may be a mismatch between the young volunteer / family and the BOD of GTF.

18.2. In such case (s), the young volunteer or the family will be informed about the displeasure of the BOD about the young volunteer or the family and a sincere effort will be made to relate the issues, and to have a hearing as to the root cause of the issues, so that the problem could be resolved.



18.3. If the problem recurs, an in person meeting with the young volunteer with his / her parents along with a few members of the Board of GTF will be held, so that the problem could be resolved.

18.4. If the problem persists, a written notice will be served to the asking them to correct the situation.

18.5. If the problem still persists, the BOD may ask the young volunteer with his / her parents to leave GTF.

19. Grievances

19.1.1. Any grievance a member has should immediately be communicated to the BOD via email. At no time, should a member of the Board be approached about a grievance, but rather this should be communicated in writing to the whole BOD, so that an appropriate action may be taken by the BOD.

19.1.2. The BOD will make every effort to resolve the issue through appropriate measures.

19.1.3. The BOD has prepared a form which displays the preference of communication for each GTF member, in case there is a need to establish such a communication. Each GTF member needs to sign this document.

19.1.4. If the BOD / Working Group has a grievance against a member or a young volunteer, the Board will arrange an in-person meeting to counsel the volunteer in presence of BOD members will then follow the meeting by a written document, in an attempt to correct / stop future violation(s).

19.1.5. If the member family does not come to the meeting on the given date, BOD will send a written warning to the member family regarding the violation of duties.

19.1.6. If the BOD does not get any written response to the BOD notice within 2 weeks, a notice of GTF membership termination will be sent to the member family .

20. Conflict of interest

20.1. Every member of the GTF, and the BOD is expected to rise above any level of suspicion, and avoid indulging in any activity that could be considered as a conflict of interest.

20.2. Any member of GTF, including the BOD members, must disclose to the BOD immediately any item that could be considered as conflict of interest.

21. Agreement to the SOP's and PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY

21.1. Each parent will sign the latest version of the above form on behalf of his child and the family, indicating that the family has read and agreed and the contents of the SOP's and the consent form.



22. Changes, revisions, and amendments to the SOP

22.1. The BOD reserves to make changes, revisions, and amendments to the SOP at any time. I have read the SOP's carefully and agree to abide to the contents of this document.

----- Signature and date

Print the name of the adult family member

SOP's revised March 28, 2020