



Community Giving Guidelines & Policies

What is the US Synthetic Engineering Good Community Giving Program?

The Engineering Good Community Giving Program is one initiative by US Synthetic designed to improve lives in our local community. We have set aside funds designated to benefit community organizations locally. US Synthetic continues the legacy of giving back started by our founder, Louis Pope and we believe in being a responsible global citizen and improving our community with the resources we have.

Who is eligible to receive funds? What types of organizations does USS support?

We give preference to Utah County organizations and prefer that the employee has a personal connection to the organization. We support non-profit organizations, local schools & PTO organizations, local universities, and local NGO's providing international relief, aid and development. We give preference to institutions serving the underprivileged or providing educational support and opportunities. We are particularly interested in promoting STEM (science, technology, engineering and math) initiatives in the local schools and community.

We will occasionally support local high school programs where US Synthetic employee's children are participating such as sports teams, dance, drama, music or science fair departments. We take these on a case by case basis and will not provide assistance above \$100 for these types of programs. In like manner we will support on a case-by-case basis youth sports teams (to help with registration fees or uniforms and Eagle projects where employees children are participating or where the employee is coaching up to \$100.

How do I request funds for an organization?

Fill out the attached form and deliver it to Troy Holmberg. This can be done via email or by dropping the physical form on his desk (across from the upstairs elevator by the front reception) in the business development department. Be sure to include information about your involvement in the organization, what the requested funds are to be used for and who the check should be made out to and where it is to be sent. If you would like the check delivered to you to give to the organization, please note that in the "Mail Check To:" section. Once your completed form is delivered to Troy, if it is approved, you will be notified within two weeks as to the result.

Questions? Contact Troy Holmberg, Director of Engineering Good at tholmberg@ussynthetic.com



Community Giving Request Form

Requesting Employee: _____

Date: _____

Email: _____

Organization or Event Information

Organization or Event Name: _____

Amounted Requested: _____ Date Needed: _____

Make Check Payable To: _____

Mail Check To: _____

Request Details (what funds are for, your involvement etc.)

Approval

Rob Galloway, CEO

Date

Troy Holmberg, Director of Engineering Good

Date

Note to accounting: please email Troy with check details when completed

Controller