

WOODLAND PARK SADDLE CLUB
DOCUMENT REQUEST POLICY
Policy 09 - 0002

All members have the right to inspect the Club's corporate records for proper purposes per Colorado Revised Nonprofit Corporation Act CRS 7 136-101 and 102. The Woodland Park Saddle Club will comply with proper requests to personally inspect corporate records described in CRS 7-136-101 (5) at least five(5) business days after receiving a written request. Upon submitting a written request to inspect or copy corporate documents, the requester should contact the WPSC Executive Director as to when the material will be ready for inspection. Requests for financial information will require coordination with the Club's accountant.

Inspection of such corporate records normally will take place in the WPSC office during normal business hours, Monday through Friday, 8:00 AM to 5:00 PM. The WPSC Office is not regularly staffed so an appointment will be necessary. If you wish to make an appointment, please call 719-687-9975 or send an email to execdir@wpsaddleclub.com. You may also mail your request to: WPSC, PO Box 9005, Woodland Park, CO 80866.

The WPSC may have difficulty or delay complying with the request, and notify the requester of the date and time such records will be available. Please have patience. The WPSC is not obligated to create new materials to comply with a record document request.

There is no charge for inspection of the Club's records. The WPSC will charge a fee for copies of corporate records at the rate of 10 cents per page. All documents are reproduced in single-sided, black and white, format. If a fee is to be assessed for extraordinary use of personnel and technological resources, the requester will be notified. Once the estimated fee has been determined, the requester must remit a check or money order for the entire amount, payable to the WPSC.

Please note. The Club's corporate records are not public documents and may not be reproduced or released to the public or used for improper purposes. By making the request, the requestor is certifying that the requestor (1) is making the request for a proper corporate purpose only, (2) will use the corporate information obtained only for proper corporate purposes, and (3) will take reasonable measures to maintain its confidentiality and see that it does not get used for improper purposes. If you have doubt about whether a particular use is proper, consult the Executive Director, the Board President or an attorney. For particularly sensitive information, the Club may require additional assurances to protect confidentiality.

WOODLAND PARK SADDLE CLUB
DOCUMENT REQUEST

Please Print Legibly

Requestor Name _____

Requestor Address _____

Requestor Phone _____ Requestor Email _____

Purpose of Request _____

Date of Request _____

“I hereby understand and accept the WPSC Document Request Policy. I agree to all of the above requirements. I agree the records that I have requested are directly connected with the purpose I have described.

Requestor's Signature

Date Received by WPSC Executive Director _____

Time Received by WPSC Executive Director _____