

Form 1023 Checklist

(Revised June 2006)

Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code

Note. Retain a copy of the completed Form 1023 in your permanent records. Refer to the General Instructions regarding Public Inspection of approved applications.

Check each box to finish your application (Form 1023). Send this completed Checklist with your filled-in application. If you have not answered all the items below, your application may be returned to you as incomplete.

- Assemble the application and materials in this order:
- Form 1023 Checklist
 - Form 2848, *Power of Attorney and Declaration of Representative* (if filing)
 - Form 8821, *Tax Information Authorization* (if filing)
 - Expedite request (if requesting)
 - Application (Form 1023 and Schedules A through H, as required)
 - Articles of organization See Attachment A
 - Amendments to articles of organization in chronological order None
 - Bylaws or other rules of operation and amendments See Attachment B
 - Documentation of nondiscriminatory policy for schools, as required by Schedule B
 - Form 5768, *Election/Revocation of Election by an Eligible Section 501(c)(3) Organization To Make Expenditures To Influence Legislation* (if filing)
 - All other attachments, including explanations, financial data, and printed materials or publications. Label each page with name and EIN.
- User fee payment placed in envelope on top of checklist. DO NOT STAPLE or otherwise attach your check or money order to your application. Instead, just place it in the envelope.
- Employer Identification Number (EIN)
- Completed Parts I through XI of the application, including any requested information and any required Schedules A through H.
- You must provide specific details about your past, present, and planned activities.
 - Generalizations or failure to answer questions in the Form 1023 application will prevent us from recognizing you as tax exempt.
 - Describe your purposes and proposed activities in specific easily understood terms.
 - Financial information should correspond with proposed activities.
- Schedules. Submit only those schedules that apply to you and check either "Yes" or "No" below.
- | | | | |
|------------|----------------|------------|--|
| Schedule A | Yes ___ No ___ | Schedule E | Yes <input checked="" type="checkbox"/> No ___ |
| Schedule B | Yes ___ No ___ | Schedule F | Yes ___ No ___ |
| Schedule C | Yes ___ No ___ | Schedule G | Yes ___ No ___ |
| Schedule D | Yes ___ No ___ | Schedule H | Yes ___ No ___ |

- An exact copy of your complete articles of organization (creating document). Absence of the proper purpose and dissolution clauses is the number one reason for delays in the issuance of determination letters.
 - Location of Purpose Clause from Part III, line 1 (Page, Article and Paragraph Number) Pg 1, Art III, P 1
 - Location of Dissolution Clause from Part III, line 2b or 2c (Page, Article and Paragraph Number) or by operation of state law Pg 2, Art IV, P D
- Signature of an officer, director, trustee, or other official who is authorized to sign the application.
 - Signature at Part XI of Form 1023.
- Your name on the application must be the same as your legal name as it appears in your articles of organization.

Send completed Form 1023, user fee payment, and all other required information, to:

Internal Revenue Service
P.O. Box 192
Covington, KY 41012-0192

If you are using express mail or a delivery service, send Form 1023, user fee payment, and attachments to:

Internal Revenue Service
201 West Rivercenter Blvd.
Attn: Extracting Stop 312
Covington, KY 41011

**Application for Recognition of Exemption
Under Section 501(c)(3) of the Internal Revenue Code**

Note: If exempt status is approved, this application will be open for public inspection.

Use the instructions to complete this application and for a definition of all **bold** items. For additional help, call IRS Exempt Organizations Customer Account Services toll-free at 1-877-829-5500. Visit our website at www.irs.gov for forms and publications. If the required information and documents are not submitted with payment of the appropriate user fee, the application may be returned to you.

Attach additional sheets to this application if you need more space to answer fully. Put your name and EIN on each sheet and identify each answer by Part and line number. Complete Parts I - XI of Form 1023 and submit only those Schedules (A through H) that apply to you.

Part I Identification of Applicant

1 Full name of organization (exactly as it appears in your organizing document)		2 c/o Name (if applicable)	
Zonta Club of Denver II			
3 Mailing address (Number and street) (see instructions)	Room/Suite	4 Employer Identification Number (EIN)	
P O Box 18397		84-1037455	
City or town, state or country, and ZIP + 4		5 Month the annual accounting period ends (01 - 12)	
Denver, CO 80218-0397		05	
6 Primary contact (officer, director, trustee, or authorized representative)		b Phone: (303) 831-1265	
a Name: Teresa Otley		c Fax: (optional) (303) 831-6415	
7 Are you represented by an authorized representative, such as an attorney or accountant? If "Yes," provide the authorized representative's name, and the name and address of the authorized representative's firm. Include a completed Form 2848, <i>Power of Attorney and Declaration of Representative</i> , with your application if you would like us to communicate with your representative.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Form 2848 has previously been filed with the Internal Revenue Service			
8 Was a person who is not one of your officers, directors, trustees, employees, or an authorized representative listed in line 7, paid, or promised payment, to help plan, manage, or advise you about the structure or activities of your organization, or about your financial or tax matters? If "Yes," provide the person's name, the name and address of the person's firm, the amounts paid or promised to be paid, and describe that person's role.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9a Organization's website: www.zonta-denver2.org			
b Organization's email: (optional) zonta-denver2@zonta-denver2.org			
10 Certain organizations are not required to file an information return (Form 990 or Form 990-EZ). If you are granted tax-exemption, are you claiming to be excused from filing Form 990 or Form 990-EZ? If "Yes," explain. See the instructions for a description of organizations not required to file Form 990 or Form 990-EZ.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
11 Date incorporated if a corporation, or formed, if other than a corporation. (MM/DD/YYYY)		11 / 26 / 1986	
12 Were you formed under the laws of a foreign country ? If "Yes," state the country.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Part II Organizational Structure

You must be a corporation (including a limited liability company), an unincorporated association, or a trust to be tax exempt. (See instructions.) **DO NOT file this form unless you can check "Yes" on lines 1, 2, 3, or 4.**

- 1** Are you a **corporation**? If "Yes," attach a copy of your articles of incorporation showing **certification of filing** with the appropriate state agency. Include copies of any amendments to your articles and be sure they also show state filing certification. **See Attachment A** **Yes** **No**
- 2** Are you a **limited liability company (LLC)**? If "Yes," attach a copy of your articles of organization showing certification of filing with the appropriate state agency. Also, if you adopted an operating agreement, attach a copy. Include copies of any amendments to your articles and be sure they show state filing certification. Refer to the instructions for circumstances when an LLC should not file its own exemption application. **Yes** **No**
- 3** Are you an **unincorporated association**? If "Yes," attach a copy of your articles of association, constitution, or other similar organizing document that is dated and includes at least two signatures. Include signed and dated copies of any amendments. **Yes** **No**
- 4a** Are you a **trust**? If "Yes," attach a signed and dated copy of your trust agreement. Include signed and dated copies of any amendments. **Yes** **No**
- b** Have you been funded? If "No," explain how you are formed without anything of value placed in trust. **Yes** **No**
- 5** Have you adopted **bylaws**? If "Yes," attach a current copy showing date of adoption. If "No," explain how your officers, directors, or trustees are selected. **See Attachment B** **Yes** **No**

Part III Required Provisions in Your Organizing Document **See Attachment A**

The following questions are designed to ensure that when you file this application, your organizing document contains the required provisions to meet the organizational test under section 501(c)(3). Unless you can check the boxes in both lines 1 and 2, your organizing document does not meet the organizational test. **DO NOT file this application until you have amended your organizing document.** Submit your original and amended organizing documents (showing state filing certification if you are a corporation or an LLC) with your application.

- 1** Section 501(c)(3) requires that your organizing document state your exempt purpose(s), such as charitable, religious, educational, and/or scientific purposes. Check the box to confirm that your organizing document meets this requirement. Describe specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document. Refer to the instructions for exempt purpose language. Location of Purpose Clause (Page, Article, and Paragraph): **Article III, Paragraph 1**
- 2a** Section 501(c)(3) requires that upon dissolution of your organization, your remaining assets must be used exclusively for exempt purposes, such as charitable, religious, educational, and/or scientific purposes. Check the box on line 2a to confirm that your organizing document meets this requirement by express provision for the distribution of assets upon dissolution. If you rely on state law for your dissolution provision, do not check the box on line 2a and go to line 2c.
- 2b** If you checked the box on line 2a, specify the location of your dissolution clause (Page, Article, and Paragraph). Do not complete line 2c if you checked box 2a. **Article IV, Paragraph D**
- 2c** See the instructions for information about the operation of state law in your particular state. Check this box if you rely on operation of state law for your dissolution provision and indicate the state:

Part IV Narrative Description of Your Activities **See Attachment C**

Using an attachment, describe your *past, present, and planned* activities in a narrative. If you believe that you have already provided some of this information in response to other parts of this application, you may summarize that information here and refer to the specific parts of the application for supporting details. You may also attach representative copies of newsletters, brochures, or similar documents for supporting details to this narrative. Remember that if this application is approved, it will be open for public inspection. Therefore, your narrative description of activities should be thorough and accurate. Refer to the instructions for information that must be included in your description.

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors

- 1a** List the names, titles, and mailing addresses of all of your officers, directors, and trustees. For each person listed, state their total annual **compensation**, or proposed compensation, for all services to the organization, whether as an officer, employee, or other position. Use actual figures, if available. Enter "none" if no compensation is or will be paid. If additional space is needed, attach a separate sheet. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
Sharon Faircloth	President	P O Box 18397 Denver, CO 80218-0397	None
Lois Britton	Vice President	P O Box 18397 Denver, CO 80218-0397	None
Ellen Fitzpatrick	Treasury	P O Box 18397 Denver, CO 80218-0397	None
Kathy Dean	Recording Secretary	P O Box 18397 Denver, CO 80218-0397	None
Please see Attachment D			

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued) N/A

b List the names, titles, and mailing addresses of each of your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation. Do not include officers, directors, or trustees listed in line 1a.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)

c List the names, names of businesses, and mailing addresses of your five highest compensated **independent contractors** that receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation. **N/A**

Name	Title	Mailing address	Compensation amount (annual actual or estimated)

The following "Yes" or "No" questions relate to *past, present, or planned* relationships, transactions, or agreements with your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, and 1c.

2a Are any of your officers, directors, or trustees **related** to each other through **family or business relationships**? If "Yes," identify the individuals and explain the relationship. Yes No

b Do you have a business relationship with any of your officers, directors, or trustees other than through their position as an officer, director, or trustee? If "Yes," identify the individuals and describe the business relationship with each of your officers, directors, or trustees. Yes No

c Are any of your officers, directors, or trustees related to your highest compensated employees or highest compensated independent contractors listed on lines 1b or 1c through family or business relationships? If "Yes," identify the individuals and explain the relationship. Yes No

3a For each of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c, attach a list showing their name, qualifications, average hours worked, and duties. See Attachment E

b Do any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c receive compensation from any other organizations, whether tax exempt or taxable, that are related to you through **common control**? If "Yes," identify the individuals, explain the relationship between you and the other organization, and describe the compensation arrangement. Yes No

4 In establishing the compensation for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, and 1c, the following practices are recommended, although they are not required to obtain exemption. Answer "Yes" to all the practices you use.

a Do you or will the individuals that approve compensation arrangements follow a conflict of interest policy? Yes No

b Do you or will you approve compensation arrangements in advance of paying compensation? Yes No

c Do you or will you document in writing the date and terms of approved compensation arrangements? Yes No

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)

- d** Do you or will you record in writing the decision made by each individual who decided or voted on compensation arrangements? **Yes** **No**
- e** Do you or will you approve compensation arrangements based on information about compensation paid by **similarly situated** taxable or tax-exempt organizations for similar services, current compensation surveys compiled by independent firms, or actual written offers from similarly situated organizations? Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. **Yes** **No**
- f** Do you or will you record in writing both the information on which you relied to base your decision and its source? **Yes** **No**
- g** If you answered "No" to any item on lines 4a through 4f, describe how you set compensation that is **reasonable** for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c.
-
- 5a** Have you adopted a **conflict of interest policy** consistent with the sample conflict of interest policy in Appendix A to the instructions? If "Yes," provide a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," answer lines 5b and 5c. **Yes** **No**
- b** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you for setting their own compensation?
- c** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you regarding business deals with themselves?
- Note:** A conflict of interest policy is recommended though it is not required to obtain exemption. Hospitals, see Schedule C, Section I, line 14. Please see Attachment F
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- 6a** Do you or will you compensate any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, or 1c through **non-fixed payments**, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are determined, who is eligible for such arrangements, whether you place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. **Yes** **No**
- b** Do you or will you compensate any of your employees, other than your officers, directors, trustees, or your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year, through non-fixed payments, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are or will be determined, who is or will be eligible for such arrangements, whether you place or will place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. **Yes** **No**
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- 7a** Do you or will you purchase any goods, services, or assets from any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such purchase that you made or intend to make, from whom you make or will make such purchases, how the terms are or will be negotiated at **arm's length**, and explain how you determine or will determine that you pay no more than **fair market value**. Attach copies of any written contracts or other agreements relating to such purchases. **Yes** **No**
- b** Do you or will you sell any goods, services, or assets to any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such sales that you made or intend to make, to whom you make or will make such sales, how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you are or will be paid at least fair market value. Attach copies of any written contracts or other agreements relating to such sales. **Yes** **No**
-
- 8a** Do you or will you have any leases, contracts, loans, or other agreements with your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," provide the information requested in lines 8b through 8f. **Yes** **No**
- b** Describe any written or oral arrangements that you made or intend to make.
- c** Identify with whom you have or will have such arrangements.
- d** Explain how the terms are or will be negotiated at arm's length.
- e** Explain how you determine you pay no more than fair market value or you are paid at least fair market value.
- f** Attach copies of any signed leases, contracts, loans, or other agreements relating to such arrangements.
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- 9a** Do you or will you have any leases, contracts, loans, or other agreements with any organization in which any of your officers, directors, or trustees are also officers, directors, or trustees, or in which any individual officer, director, or trustee owns more than a 35% interest? If "Yes," provide the information requested in lines 9b through 9f. **Yes** **No**

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)

- b** Describe any written or oral arrangements you made or intend to make.
- c** Identify with whom you have or will have such arrangements.
- d** Explain how the terms are or will be negotiated at arm's length.
- e** Explain how you determine or will determine you pay no more than fair market value or that you are paid at least fair market value.
- f** Attach a copy of any signed leases, contracts, loans, or other agreements relating to such arrangements.

Part VI Your Members and Other Individuals and Organizations That Receive Benefits From You

The following "Yes" or "No" questions relate to goods, services, and funds you provide to individuals and organizations as part of your activities. Your answers should pertain to *past*, *present*, and *planned* activities. (See instructions.)

- 1a** In carrying out your exempt purposes, do you provide goods, services, or funds to individuals? If "Yes," describe each program that provides goods, services, or funds to individuals. Yes No
- b** In carrying out your exempt purposes, do you provide goods, services, or funds to organizations? If "Yes," describe each program that provides goods, services, or funds to organizations. See Attachment G Yes No
- 2** Do any of your programs limit the provision of goods, services, or funds to a specific individual or group of specific individuals? For example, answer "Yes," if goods, services, or funds are provided only for a particular individual, your members, individuals who work for a particular employer, or graduates of a particular school. If "Yes," explain the limitation and how recipients are selected for each program. Yes No
- 3** Do any individuals who receive goods, services, or funds through your programs have a family or business relationship with any officer, director, trustee, or with any of your highest compensated employees or highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c? If "Yes," explain how these related individuals are eligible for goods, services, or funds. Yes No

Part VII Your History

The following "Yes" or "No" questions relate to your history. (See instructions.)

- 1** Are you a **successor** to another organization? Answer "Yes," if you have taken or will take over the activities of another organization; you took over 25% or more of the fair market value of the net assets of another organization; or you were established upon the conversion of an organization from for-profit to non-profit status. If "Yes," complete Schedule G. Yes No
- 2** Are you submitting this application more than 27 months after the end of the month in which you were legally formed? If "Yes," complete Schedule E. Yes No

Part VIII Your Specific Activities

The following "Yes" or "No" questions relate to specific activities that you may conduct. Check the appropriate box. Your answers should pertain to *past*, *present*, and *planned* activities. (See instructions.)

- 1** Do you support or oppose candidates in **political campaigns** in any way? If "Yes," explain. Yes No
- 2a** Do you attempt to **influence legislation**? If "Yes," explain how you attempt to influence legislation and complete line 2b. If "No," go to line 3a. Yes No
- b** Have you made or are you making an **election** to have your legislative activities measured by expenditures by filing Form 5768? If "Yes," attach a copy of the Form 5768 that was already filed or attach a completed Form 5768 that you are filing with this application. If "No," describe whether your attempts to influence legislation are a substantial part of your activities. Include the time and money spent on your attempts to influence legislation as compared to your total activities. Yes No
- 3a** Do you or will you operate bingo or **gaming** activities? If "Yes," describe who conducts them, and list all revenue received or expected to be received and expenses paid or expected to be paid in operating these activities. **Revenue and expenses** should be provided for the time periods specified in Part IX, Financial Data. Yes No
- b** Do you or will you enter into contracts or other agreements with individuals or organizations to conduct bingo or gaming for you? If "Yes," describe any written or oral arrangements that you made or intend to make, identify with whom you have or will have such arrangements, explain how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you pay no more than fair market value or you will be paid at least fair market value. Attach copies or any written contracts or other agreements relating to such arrangements. Yes No
- c** List the states and local jurisdictions, including Indian Reservations, in which you conduct or will conduct gaming or bingo.

Part VIII Your Specific Activities (Continued)

4a Do you or will you undertake **fundraising**? If "Yes," check all the fundraising programs you do or will conduct. (See instructions.) **Yes** **No**

- mail solicitations
- email solicitations
- personal solicitations
- vehicle, boat, plane, or similar donations
- foundation grant solicitations
- phone solicitations
- accept donations on your website
- receive donations from another organization's website
- government grant solicitations
- Other

Attach a description of each fundraising program.

b Do you or will you have written or oral contracts with any individuals or organizations to raise funds for you? If "Yes," describe these activities. Include all revenue and expenses from these activities and state who conducts them. Revenue and expenses should be provided for the time periods specified in Part IX, Financial Data. Also, attach a copy of any contracts or agreements. **Yes** **No**

c Do you or will you engage in fundraising activities for other organizations? If "Yes," describe these arrangements. Include a description of the organizations for which you raise funds and attach copies of all contracts or agreements. **Yes** **No**

d List all states and local jurisdictions in which you conduct fundraising. For each state or local jurisdiction listed, specify whether you fundraise for your own organization, you fundraise for another organization, or another organization fundraises for you. **Yes** **No**
Colorado

e Do you or will you maintain separate accounts for any contributor under which the contributor has the right to advise on the use or distribution of funds? Answer "Yes" if the donor may provide advice on the types of investments, distributions from the types of investments, or the distribution from the donor's contribution account. If "Yes," describe this program, including the type of advice that may be provided and submit copies of any written materials provided to donors. **Yes** **No**

5 Are you **affiliated** with a governmental unit? If "Yes," explain. **Yes** **No**

6a Do you or will you engage in **economic development**? If "Yes," describe your program. **Yes** **No**

b Describe in full who benefits from your economic development activities and how the activities promote exempt purposes.

7a Do or will persons other than your employees or volunteers **develop** your facilities? If "Yes," describe each facility, the role of the developer, and any business or family relationship(s) between the developer and your officers, directors, or trustees. **Yes** **No**

b Do or will persons other than your employees or volunteers **manage** your activities or facilities? If "Yes," describe each activity and facility, the role of the manager, and any business or family relationship(s) between the manager and your officers, directors, or trustees. **Yes** **No**

c If there is a business or family relationship between any manager or developer and your officers, directors, or trustees, identify the individuals, explain the relationship, describe how contracts are negotiated at arm's length so that you pay no more than fair market value, and submit a copy of any contracts or other agreements.

8 Do you or will you enter into **joint ventures**, including partnerships or **limited liability companies** treated as partnerships, in which you share profits and losses with partners other than section 501(c)(3) organizations? If "Yes," describe the activities of these joint ventures in which you participate. **Yes** **No**

9a Are you applying for exemption as a childcare organization under section 501(k)? If "Yes," answer lines 9b through 9d. If "No," go to line 10. **Yes** **No**

b Do you provide child care so that parents or caretakers of children you care for can be **gainfully employed** (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). **Yes** **No**

c Of the children for whom you provide child care, are 85% or more of them cared for by you to enable their parents or caretakers to be gainfully employed (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). **Yes** **No**

d Are your services available to the general public? If "No," describe the specific group of people for whom your activities are available. Also, see the instructions and explain how you qualify as a childcare organization described in section 501(k). **Yes** **No**

10 Do you or will you publish, own, or have rights in music, literature, tapes, artworks, choreography, scientific discoveries, or other **intellectual property**? If "Yes," explain. Describe who owns or will own any copyrights, patents, or trademarks, whether fees are or will be charged, how the fees are determined, and how any items are or will be produced, distributed, and marketed. **Yes** **No**

Part VIII Your Specific Activities (Continued)

- 11** Do you or will you accept contributions of: real property; conservation easements; closely held securities; intellectual property such as patents, trademarks, and copyrights; works of music or art; licenses; royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type? If "Yes," describe each type of contribution, any conditions imposed by the donor on the contribution, and any agreements with the donor regarding the contribution. Yes No
-
- 12a** Do you or will you operate in a **foreign country or countries?** If "Yes," answer lines 12b through 12d. If "No," go to line 13a. Yes No
- b** Name the foreign countries and regions within the countries in which you operate.
- c** Describe your operations in each country and region in which you operate.
- d** Describe how your operations in each country and region further your exempt purposes.
-
- 13a** Do you or will you make grants, loans, or other distributions to organization(s)? If "Yes," answer lines 13b through 13g. If "No," go to line 14a. Yes No
- b** Describe how your grants, loans, or other distributions to organizations further your exempt purposes.
- c** Do you have written contracts with each of these organizations? If "Yes," attach a copy of each contract. Yes No
- d** Identify each recipient organization and any **relationship** between you and the recipient organization.
- e** Describe the records you keep with respect to the grants, loans, or other distributions you make.
- f** Describe your selection process, including whether you do any of the following:
- (i)** Do you require an application form? If "Yes," attach a copy of the form. Yes No
- (ii)** Do you require a grant proposal? If "Yes," describe whether the grant proposal specifies your responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for periodic written reports concerning the use of grant funds, requires a final written report and an accounting of how grant funds were used, and acknowledges your authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused. Yes No
- g** Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of resources.
-
- 14a** Do you or will you make grants, loans, or other distributions to foreign organizations? If "Yes," answer lines 14b through 14f. If "No," go to line 15. Yes No
- b** Provide the name of each foreign organization, the country and regions within a country in which each foreign organization operates, and describe any relationship you have with each foreign organization.
- c** Does any foreign organization listed in line 14b accept contributions earmarked for a specific country or specific organization? If "Yes," list all earmarked organizations or countries. Yes No
- d** Do your contributors know that you have ultimate authority to use contributions made to you at your discretion for purposes consistent with your exempt purposes? If "Yes," describe how you relay this information to contributors. Yes No
- e** Do you or will you make pre-grant inquiries about the recipient organization? If "Yes," describe these inquiries, including whether you inquire about the recipient's financial status, its tax-exempt status under the Internal Revenue Code, its ability to accomplish the purpose for which the resources are provided, and other relevant information. Yes No
- f** Do you or will you use any additional procedures to ensure that your distributions to foreign organizations are used in furtherance of your exempt purposes? If "Yes," describe these procedures, including site visits by your employees or compliance checks by impartial experts, to verify that grant funds are being used appropriately. Yes No

Part VIII Your Specific Activities (Continued)

- | | | | |
|-----------|--|--|---|
| 15 | Do you have a close connection with any organizations? If "Yes," explain. See Attachment H | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16 | Are you applying for exemption as a cooperative hospital service organization under section 501(e)? If "Yes," explain. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 17 | Are you applying for exemption as a cooperative service organization of operating educational organizations under section 501(f)? If "Yes," explain. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 18 | Are you applying for exemption as a charitable risk pool under section 501(n)? If "Yes," explain. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 19 | Do you or will you operate a school ? If "Yes," complete Schedule B. Answer "Yes," whether you operate a school as your main function or as a secondary activity. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 20 | Is your main function to provide hospital or medical care ? If "Yes," complete Schedule C. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 21 | Do you or will you provide low-income housing or housing for the elderly or handicapped ? If "Yes," complete Schedule F. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 22 | Do you or will you provide scholarships, fellowships, educational loans, or other educational grants to individuals, including grants for travel, study, or other similar purposes? If "Yes," complete Schedule H. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Note: Private foundations may use Schedule H to request advance approval of individual grant procedures.

Part IX Financial Data See Attachment H

For purposes of this schedule, years in existence refer to completed tax years. If in existence 4 or more years, complete the schedule for the most recent 4 tax years. If in existence more than 1 year but less than 4 years, complete the statements for each year in existence and provide projections of your likely revenues and expenses based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. If in existence less than 1 year, provide projections of your likely revenues and expenses for the current year and the 2 following years, based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. (See instructions.)

A. Statement of Revenues and Expenses

	Type of revenue or expense	3 prior tax years or 2 succeeding tax years				(e) Provide Total for (a) through (d)
		Current tax year				
		(a) From <u>06/01/12</u> To <u>12/31/12</u>	(b) From <u>06/01/11</u> To <u>05/31/12</u>	(c) From <u>06/01/10</u> To <u>05/31/11</u>	(d) From <u>06/01/09</u> To <u>05/31/10</u>	
Revenues	1 Gifts, grants, and contributions received (do not include unusual grants)					318
	2 Membership fees received					24,341
	3 Gross investment income					11
	4 Net unrelated business income					
	5 Taxes levied for your benefit					
	6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)					
	7 Any revenue not otherwise listed above or in lines 9-12 below (attach an itemized list)					338,878
	8 Total of lines 1 through 7					363,548
	9 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)					
	10 Total of lines 8 and 9					363,548
	11 Net gain or loss on sale of capital assets (attach schedule and see instructions)					
	12 Unusual grants					
	13 Total Revenue Add lines 10 through 12					363,548
Expenses	14 Fundraising expenses					
	15 Contributions, gifts, grants, and similar amounts paid out (attach an itemized list)					
	16 Disbursements to or for the benefit of members (attach an itemized list)					
	17 Compensation of officers, directors, and trustees					
	18 Other salaries and wages					
	19 Interest expense					
	20 Occupancy (rent, utilities, etc.)					
	21 Depreciation and depletion					
	22 Professional fees					
	23 Any expense not otherwise classified, such as program services (attach itemized list)					
	24 Total Expenses Add lines 14 through 23					

Part IX Financial Data (Continued)

B. Balance Sheet (for your most recently completed tax year)

Year End: **05/2012**

Assets		See Attachment J	(Whole dollars)
1	Cash		28239
2	Accounts receivable, net		
3	Inventories		379
4	Bonds and notes receivable (attach an itemized list)		
5	Corporate stocks (attach an itemized list)		
6	Loans receivable (attach an itemized list)		
7	Other investments (attach an itemized list)		
8	Depreciable and depletable assets (attach an itemized list)		
9	Land		
10	Other assets (attach an itemized list)		
11	Total Assets (add lines 1 through 10)		
Liabilities			
12	Accounts payable		
13	Contributions, gifts, grants, etc. payable		3347
14	Mortgages and notes payable (attach an itemized list)		
15	Other liabilities (attach an itemized list)		
16	Total Liabilities (add lines 12 through 15)		
Fund Balances or Net Assets			
17	Total fund balances or net assets		
18	Total Liabilities and Fund Balances or Net Assets (add lines 16 and 17)		25271
19	Have there been any substantial changes in your assets or liabilities since the end of the period shown above? If "Yes," explain.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Part X Public Charity Status

Part X is designed to classify you as an organization that is either a **private foundation** or a **public charity**. Public charity status is a more favorable tax status than private foundation status. If you are a private foundation, Part X is designed to further determine whether you are a **private operating foundation**. (See instructions.)

- 1a Are you a private foundation? If "Yes," go to line 1b. If "No," go to line 5 and proceed as instructed. If you are unsure, see the instructions. Yes No
- b As a private foundation, section 508(e) requires special provisions in your organizing document in addition to those that apply to all organizations described in section 501(c)(3). Check the box to confirm that your organizing document meets this requirement, whether by express provision or by reliance on operation of state law. Attach a statement that describes specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document or by operation of state law. See the instructions, including Appendix B, for information about the special provisions that need to be contained in your organizing document. Go to line 2.
- 2 Are you a private operating foundation? To be a private operating foundation you must engage directly in the active conduct of charitable, religious, educational, and similar activities, as opposed to indirectly carrying out these activities by providing grants to individuals or other organizations. If "Yes," go to line 3. If "No," go to the signature section of Part XI. Yes No
- 3 Have you existed for one or more years? If "Yes," attach financial information showing that you are a private operating foundation; go to the signature section of Part XI. If "No," continue to line 4. Yes No
- 4 Have you attached either (1) an affidavit or opinion of counsel, (including a written affidavit or opinion from a certified public accountant or accounting firm with expertise regarding this tax law matter), that sets forth facts concerning your operations and support to demonstrate that you are likely to satisfy the requirements to be classified as a private operating foundation; or (2) a statement describing your proposed operations as a private operating foundation? Yes No
- 5 If you answered "No" to line 1a, indicate the type of public charity status you are requesting by checking one of the choices below. You may check only one box.
The organization is not a private foundation because it is:
 - a 509(a)(1) and 170(b)(1)(A)(i)—a church or a convention or association of churches. Complete and attach Schedule A.
 - b 509(a)(1) and 170(b)(1)(A)(ii)—a **school**. Complete and attach Schedule B.
 - c 509(a)(1) and 170(b)(1)(A)(iii)—a **hospital**, a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital. Complete and attach Schedule C.
 - d 509(a)(3)—an organization supporting either one or more organizations described in line 5a through c, f, g, or h or a publicly supported section 501(c)(4), (5), or (6) organization. Complete and attach Schedule D.

Part X Public Charity Status (Continued)

- e 509(a)(4)—an organization organized and operated exclusively for testing for public safety.
- f 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit.
- g 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public.
- h 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross **investment income** and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions).
- i A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status.

6 If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a **Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at www.irs.gov or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling.

Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

For Organization

.....
 (Signature of Officer, Director, Trustee, or other authorized official)

.....
 (Type or print name of signer)

.....
 (Date)

.....
 (Type or print title or authority of signer)

For IRS Use Only

.....
 IRS Director, Exempt Organizations

.....
 (Date)

- b **Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii).

(i) (a) Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. 7,271

(b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box.

(ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**. If the answer is "None," check this box.

(b) For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box.

- 7 Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. Yes No

Part XI User Fee Information

You must include a user fee payment with this application. It will not be processed without your paid user fee. If your average annual gross receipts have exceeded or will exceed \$10,000 annually over a 4-year period, you must submit payment of \$750. If your gross receipts have not exceeded or will not exceed \$10,000 annually over a 4-year period, the required user fee payment is \$300. See instructions for Part XI, for a definition of **gross receipts** over a 4-year period. Your check or money order must be made payable to the United States Treasury. *User fees are subject to change. Check our website at www.irs.gov and type "User Fee" in the keyword box, or call Customer Account Services at 1-877-829-5500 for current information.*

- 1** Have your annual gross receipts averaged or are they expected to average not more than \$10,000? **Yes** **No**
 If "Yes," check the box on line 2 and enclose a user fee payment of \$300 (Subject to change—see above).
 If "No," check the box on line 3 and enclose a user fee payment of \$750 (Subject to change—see above).
- 2** Check the box if you have enclosed the reduced user fee payment of \$300 (Subject to change).
- 3** Check the box if you have enclosed the user fee payment of \$750 (Subject to change).

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

**Please
Sign
Here**



(Signature of Officer, Director, Trustee, or other
authorized official)

Sharon Faircloth

(Type or print name of signer)

01-10-2013

(Date)

President

(Type or print title or authority of signer)

Reminder: Send the completed Form 1023 Checklist with your filled-in-application.

Form **1023** (Rev. 6-2006)

See next page for signature.

Part XI User Fee Information

You must include a user fee payment with this application. It will not be processed without your paid user fee. If your average annual gross receipts have exceeded or will exceed \$10,000 annually over a 4-year period, you must submit payment of \$750. If your gross receipts have not exceeded or will not exceed \$10,000 annually over a 4-year period, the required user fee payment is \$300. See instructions for Part XI, for a definition of **gross receipts** over a 4-year period. Your check or money order must be made payable to the United States Treasury. *User fees are subject to change. Check our website at www.irs.gov and type "User Fee" in the keyword box, or call Customer Account Services at 1-877-829-5500 for current information.*

- 1 Have your annual gross receipts averaged or are they expected to average not more than \$10,000? Yes No
 If "Yes," check the box on line 2 and enclose a user fee payment of \$300 (Subject to change—see above).
 If "No," check the box on line 3 and enclose a user fee payment of \$750 (Subject to change—see above).
- 2 Check the box if you have enclosed the reduced user fee payment of \$300 (Subject to change).
- 3 Check the box if you have enclosed the user fee payment of \$750 (Subject to change).

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

Please Sign Here



(Signature of Officer, Director, Trustee, or other authorized official)

Sharon Faircloth

(Type or print name of signer)

01-10-2013

(Date)

President

(Type or print title or authority of signer)

Reminder: Send the completed Form 1023 Checklist with your filled-in-application.

Schedule A. Churches N/A

1a	Do you have a written creed, statement of faith, or summary of beliefs? If "Yes," attach copies of relevant documents.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	Do you have a form of worship? If "Yes," describe your form of worship.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2a	Do you have a formal code of doctrine and discipline? If "Yes," describe your code of doctrine and discipline.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	Do you have a distinct religious history? If "Yes," describe your religious history.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c	Do you have a literature of your own? If "Yes," describe your literature.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Describe the organization's religious hierarchy or ecclesiastical government.		
4a	Do you have regularly scheduled religious services? If "Yes," describe the nature of the services and provide representative copies of relevant literature such as church bulletins.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	What is the average attendance at your regularly scheduled religious services?		
5a	Do you have an established place of worship? If "Yes," refer to the instructions for the information required.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	Do you own the property where you have an established place of worship?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Do you have an established congregation or other regular membership group? If "No," refer to the instructions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	How many members do you have?		
8a	Do you have a process by which an individual becomes a member? If "Yes," describe the process and complete lines 8b-8d, below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	If you have members, do your members have voting rights, rights to participate in religious functions, or other rights? If "Yes," describe the rights your members have.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c	May your members be associated with another denomination or church?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d	Are all of your members part of the same family ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Do you conduct baptisms, weddings, funerals, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	Do you have a school for the religious instruction of the young?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11a	Do you have a minister or religious leader? If "Yes," describe this person's role and explain whether the minister or religious leader was ordained, commissioned, or licensed after a prescribed course of study.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	Do you have schools for the preparation of your ordained ministers or religious leaders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12	Is your minister or religious leader also one of your officers, directors, or trustees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13	Do you ordain, commission, or license ministers or religious leaders? If "Yes," describe the requirements for ordination, commission, or licensure.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14	Are you part of a group of churches with similar beliefs and structures? If "Yes," explain. Include the name of the group of churches.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15	Do you issue church charters? If "Yes," describe the requirements for issuing a charter.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16	Did you pay a fee for a church charter? If "Yes," attach a copy of the charter.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17	Do you have other information you believe should be considered regarding your status as a church? If "Yes," explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Schedule B. Schools, Colleges, and Universities N/A

If you operate a school as an activity, complete Schedule B

Section I Operational Information

- 1a** Do you normally have a regularly scheduled curriculum, a regular faculty of qualified teachers, a regularly enrolled student body, and facilities where your educational activities are regularly carried on? If "No," do not complete the remainder of Schedule B. **Yes** **No**
- b** Is the primary function of your school the presentation of formal instruction? If "Yes," describe your school in terms of whether it is an elementary, secondary, college, technical, or other type of school. If "No," do not complete the remainder of Schedule B. **Yes** **No**
- 2a** Are you a public school because you are operated by a state or subdivision of a state? If "Yes," explain how you are operated by a state or subdivision of a state. Do not complete the remainder of Schedule B. **Yes** **No**
- b** Are you a public school because you are operated wholly or predominantly from government funds or property? If "Yes," explain how you are operated wholly or predominantly from government funds or property. Submit a copy of your funding agreement regarding government funding. Do not complete the remainder of Schedule B. **Yes** **No**
- 3** In what public school district, county, and state are you located?
- 4** Were you formed or substantially expanded at the time of public school desegregation in the above school district or county? **Yes** **No**
- 5** Has a state or federal administrative agency or judicial body ever determined that you are racially discriminatory? If "Yes," explain. **Yes** **No**
- 6** Has your right to receive financial aid or assistance from a governmental agency ever been revoked or suspended? If "Yes," explain. **Yes** **No**
- 7** Do you or will you contract with another organization to develop, build, market, or finance your facilities? If "Yes," explain how that entity is selected, explain how the terms of any contracts or other agreements were or will be negotiated at arm's length, and explain how you determine that you will pay no more than fair market value for services. **Yes** **No**

Note. Make sure your answer is consistent with the information provided in Part VIII, line 7a.

- 8** Do you or will you manage your activities or facilities through your own employees or volunteers? If "No," attach a statement describing the activities that will be managed by others, the names of the persons or organizations that manage or will manage your activities or facilities, and how these managers were or will be selected. Also, submit copies of any contracts, proposed contracts, or other agreements regarding the provision of management services for your activities or facilities. Explain how the terms of any contracts or other agreements were or will be negotiated, and explain how you determine you will pay no more than fair market value for services. **Yes** **No**

Note. Answer "Yes" if you manage or intend to manage your programs through your own employees or by using volunteers. Answer "No" if you engage or intend to engage a separate organization or independent contractor. Make sure your answer is consistent with the information provided in Part VIII, line 7b.**Section II Establishment of Racially Nondiscriminatory Policy**Information required by **Revenue Procedure 75-50.**

- 1** Have you adopted a racially nondiscriminatory policy as to students in your organizing document, bylaws, or by resolution of your governing body? If "Yes," state where the policy can be found or supply a copy of the policy. If "No," you must adopt a nondiscriminatory policy as to students before submitting this application. See Publication 557. **Yes** **No**
- 2** Do your brochures, application forms, advertisements, and catalogues dealing with student admissions, programs, and scholarships contain a statement of your racially nondiscriminatory policy? **Yes** **No**
- a** If "Yes," attach a representative sample of each document.
- b** If "No," by checking the box to the right you agree that all future printed materials, including website content, will contain the required nondiscriminatory policy statement.
- 3** Have you published a notice of your nondiscriminatory policy in a newspaper of general circulation that serves all racial segments of the community? (See the instructions for specific requirements.) If "No," explain. **Yes** **No**
- 4** Does or will the organization (or any department or division within it) discriminate in any way on the basis of race with respect to admissions; use of facilities or exercise of student privileges; faculty or administrative staff; or scholarship or loan programs? If "Yes," for any of the above, explain fully. **Yes** **No**

Schedule B. Schools, Colleges, and Universities (Continued)

5 Complete the table below to show the racial composition for the current academic year and projected for the next academic year, of: (a) the student body, (b) the faculty, and (c) the administrative staff. Provide actual numbers rather than percentages for each racial category.

If you are not operational, submit an estimate based on the best information available (such as the racial composition of the community served).

Racial Category	(a) Student Body		(b) Faculty		(c) Administrative Staff	
	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year
Total						

6 In the table below, provide the number and amount of loans and scholarships awarded to students enrolled by racial categories.

Racial Category	Number of Loans		Amount of Loans		Number of Scholarships		Amount of Scholarships	
	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year
Total								

7a Attach a list of your incorporators, founders, board members, and donors of land or buildings, whether individuals or organizations.

b Do any of these individuals or organizations have an objective to maintain segregated public or private school education? If "Yes," explain. **Yes** **No**

8 Will you maintain records according to the non-discrimination provisions contained in Revenue Procedure 75-50? If "No," explain. (See instructions.) **Yes** **No**

Schedule C. Hospitals and Medical Research Organizations N/A

Check the box if you are a **hospital**. See the instructions for a definition of the term "hospital," which includes an organization whose principal purpose or function is providing **hospital or medical care**. Complete Section I below.

Check the box if you are a **medical research organization** operated in conjunction with a hospital. See the instructions for a definition of the term "medical research organization," which refers to an organization whose principal purpose or function is medical research and which is directly engaged in the continuous active conduct of medical research in conjunction with a hospital. Complete Section II.

Section I Hospitals

- 1a** Are all the doctors in the community eligible for staff privileges? If "No," give the reasons why and explain how the medical staff is selected. **Yes** **No**
- 2a** Do you or will you provide medical services to all individuals in your community who can pay for themselves or have private health insurance? If "No," explain. **Yes** **No**
- b** Do you or will you provide medical services to all individuals in your community who participate in Medicare? If "No," explain. **Yes** **No**
- c** Do you or will you provide medical services to all individuals in your community who participate in Medicaid? If "No," explain. **Yes** **No**
- 3a** Do you or will you require persons covered by Medicare or Medicaid to pay a deposit before receiving services? If "Yes," explain. **Yes** **No**
- b** Does the same deposit requirement, if any, apply to all other patients? If "No," explain. **Yes** **No**
- 4a** Do you or will you maintain a full-time emergency room? If "No," explain why you do not maintain a full-time emergency room. Also, describe any emergency services that you provide. **Yes** **No**
- b** Do you have a policy on providing emergency services to persons without apparent means to pay? If "Yes," provide a copy of the policy. **Yes** **No**
- c** Do you have any arrangements with police, fire, and voluntary ambulance services for the delivery or admission of emergency cases? If "Yes," describe the arrangements, including whether they are written or oral agreements. If written, submit copies of all such agreements. **Yes** **No**
- 5a** Do you provide for a portion of your services and facilities to be used for charity patients? If "Yes," answer 5b through 5e. **Yes** **No**
- b** Explain your policy regarding charity cases, including how you distinguish between charity care and bad debts. Submit a copy of your written policy.
- c** Provide data on your past experience in admitting charity patients, including amounts you expend for treating charity care patients and types of services you provide to charity care patients.
- d** Describe any arrangements you have with federal, state, or local governments or government agencies for paying for the cost of treating charity care patients. Submit copies of any written agreements.
- e** Do you provide services on a sliding fee schedule depending on financial ability to pay? If "Yes," submit your sliding fee schedule. **Yes** **No**
- 6a** Do you or will you carry on a formal program of medical training or medical research? If "Yes," describe such programs, including the type of programs offered, the scope of such programs, and affiliations with other hospitals or medical care providers with which you carry on the medical training or research programs. **Yes** **No**
- b** Do you or will you carry on a formal program of community education? If "Yes," describe such programs, including the type of programs offered, the scope of such programs, and affiliation with other hospitals or medical care providers with which you offer community education programs. **Yes** **No**
- 7** Do you or will you provide office space to physicians carrying on their own medical practices? If "Yes," describe the criteria for who may use the space, explain the means used to determine that you are paid at least fair market value, and submit representative lease agreements. **Yes** **No**
- 8** Is your board of directors comprised of a majority of individuals who are representative of the community you serve? Include a list of each board member's name and business, financial, or professional relationship with the hospital. Also, identify each board member who is representative of the community and describe how that individual is a community representative. **Yes** **No**
- 9** Do you participate in any joint ventures? If "Yes," state your ownership percentage in each joint venture, list your investment in each joint venture, describe the tax status of other participants in each joint venture (including whether they are section 501(c)(3) organizations), describe the activities of each joint venture, describe how you exercise control over the activities of each joint venture, and describe how each joint venture furthers your exempt purposes. Also, submit copies of all agreements. **Yes** **No**

Note. Make sure your answer is consistent with the information provided in Part VIII, line 8.

Schedule C. Hospitals and Medical Research Organizations (Continued)**Section I Hospitals (Continued)**

- 10** Do you or will you manage your activities or facilities through your own employees or volunteers? If "No," attach a statement describing the activities that will be managed by others, the names of the persons or organizations that manage or will manage your activities or facilities, and how these managers were or will be selected. Also, submit copies of any contracts, proposed contracts, or other agreements regarding the provision of management services for your activities or facilities. Explain how the terms of any contracts or other agreements were or will be negotiated, and explain how you determine you will pay no more than fair market value for services.
Note. Answer "Yes" if you do manage or intend to manage your programs through your own employees or by using volunteers. Answer "No" if you engage or intend to engage a separate organization or independent contractor. Make sure your answer is consistent with the information provided in Part VIII, line 7b. **Yes** **No**
- 11** Do you or will you offer recruitment incentives to physicians? If "Yes," describe your recruitment incentives and attach copies of all written recruitment incentive policies. **Yes** **No**
- 12** Do you or will you lease equipment, assets, or office space from physicians who have a financial or professional relationship with you? If "Yes," explain how you establish a fair market value for the lease. **Yes** **No**
- 13** Have you purchased medical practices, ambulatory surgery centers, or other business assets from physicians or other persons with whom you have a business relationship, aside from the purchase? If "Yes," submit a copy of each purchase and sales contract and describe how you arrived at fair market value, including copies of appraisals. **Yes** **No**
- 14** Have you adopted a **conflict of interest policy** consistent with the sample health care organization conflict of interest policy in Appendix A of the instructions? If "Yes," submit a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," explain how you will avoid any conflicts of interest in your business dealings. **Yes** **No**

Section II Medical Research Organizations

- 1** Name the hospitals with which you have a relationship and describe the relationship. Attach copies of written agreements with each hospital that demonstrate continuing relationships between you and the hospital(s).
- 2** Attach a schedule describing your present and proposed activities for the direct conduct of medical research; describe the nature of the activities, and the amount of money that has been or will be spent in carrying them out.
- 3** Attach a schedule of assets showing their fair market value and the portion of your assets directly devoted to medical research.

Schedule D. Section 509(a)(3) Supporting Organizations

Section I Identifying Information About the Supported Organization(s)

1 State the names, addresses, and EINs of the supported organizations. If additional space is needed, attach a separate sheet.

Name	Address	EIN
		-
		-

2 Are all supported organizations listed in line 1 public charities under section 509(a)(1) or (2)? If "Yes," go to Section II. If "No," go to line 3. Yes No

3 Do the supported organizations have tax-exempt status under section 501(c)(4), 501(c)(5), or 501(c)(6)? Yes No

If "Yes," for each 501(c)(4), (5), or (6) organization supported, provide the following financial information:

- Part IX-A. Statement of Revenues and Expenses, lines 1-13 and
- Part X, lines 6b(ii)(a), 6b(ii)(b), and 7.

If "No," attach a statement describing how each organization you support is a public charity under section 509(a)(1) or (2).

Section II Relationship with Supported Organization(s)—Three Tests

To be classified as a supporting organization, an organization must meet one of three relationship tests:

- Test 1: "Operated, supervised, or controlled by" one or more publicly supported organizations, or
- Test 2: "Supervised or controlled in connection with" one or more publicly supported organizations, or
- Test 3: "Operated in connection with" one or more publicly supported organizations.

1 Information to establish the "operated, supervised, or controlled by" relationship (Test 1)
Is a majority of your governing board or officers elected or appointed by the supported organization(s)? If "Yes," describe the process by which your governing board is appointed and elected; go to Section III. If "No," continue to line 2. Yes No

2 Information to establish the "supervised or controlled in connection with" relationship (Test 2)
Does a majority of your governing board consist of individuals who also serve on the governing board of the supported organization(s)? If "Yes," describe the process by which your governing board is appointed and elected; go to Section III. If "No," go to line 3. Yes No

3 Information to establish the "operated in connection with" responsiveness test (Test 3)
Are you a trust from which the named supported organization(s) can enforce and compel an accounting under state law? If "Yes," explain whether you advised the supported organization(s) in writing of these rights and provide a copy of the written communication documenting this; go to Section II, line 5. If "No," go to line 4a. Yes No

4 Information to establish the alternative "operated in connection with" responsiveness test (Test 3)
a Do the officers, directors, trustees, or members of the supported organization(s) elect or appoint one or more of your officers, directors, or trustees? If "Yes," explain and provide documentation; go to line 4d, below. If "No," go to line 4b. Yes No

b Do one or more members of the governing body of the supported organization(s) also serve as your officers, directors, or trustees or hold other important offices with respect to you? If "Yes," explain and provide documentation; go to line 4d, below. If "No," go to line 4c. Yes No

c Do your officers, directors, or trustees maintain a close and continuous working relationship with the officers, directors, or trustees of the supported organization(s)? If "Yes," explain and provide documentation. Yes No

d Do the supported organization(s) have a significant voice in your investment policies, in the making and timing of grants, and in otherwise directing the use of your income or assets? If "Yes," explain and provide documentation. Yes No

e Describe and provide copies of written communications documenting how you made the supported organization(s) aware of your supporting activities.

Schedule D. Section 509(a)(3) Supporting Organizations (Continued)**Section II Relationship with Supported Organization(s)—Three Tests (Continued)**

- 5** Information to establish the “operated in connection with” integral part test (Test 3)
Do you conduct activities that would otherwise be carried out by the supported organization(s)? If “Yes,” explain and go to Section III. If “No,” continue to line 6a. **Yes** **No**
- 6** Information to establish the alternative “operated in connection with” integral part test (Test 3)
- a** Do you distribute at least 85% of your annual **net income** to the supported organization(s)? If “Yes,” go to line 6b. (See instructions.) **Yes** **No**
If “No,” state the percentage of your income that you distribute to each supported organization. Also explain how you ensure that the supported organization(s) are attentive to your operations.
- b** How much do you contribute annually to each supported organization? Attach a schedule.
- c** What is the total annual revenue of each supported organization? If you need additional space, attach a list.
- d** Do you or the supported organization(s) **earmark** your funds for support of a particular program or activity? If “Yes,” explain. **Yes** **No**
- 7a** Does your organizing document specify the supported organization(s) by name? If “Yes,” state the article and paragraph number and go to Section III. If “No,” answer line 7b. **Yes** **No**
- b** Attach a statement describing whether there has been an historic and continuing relationship between you and the supported organization(s).

Section III Organizational Test

- 1a** If you met relationship Test 1 or Test 2 in Section II, your organizing document must specify the supported organization(s) by name, or by naming a similar purpose or charitable class of beneficiaries. If your organizing document complies with this requirement, answer “Yes.” If your organizing document does not comply with this requirement, answer “No,” and see the instructions. **Yes** **No**
- b** If you met relationship Test 3 in Section II, your organizing document must generally specify the supported organization(s) by name. If your organizing document complies with this requirement, answer “Yes,” and go to Section IV. If your organizing document does not comply with this requirement, answer “No,” and see the instructions. **Yes** **No**

Section IV Disqualified Person Test

You do not qualify as a supporting organization if you are **controlled** directly or indirectly by one or more **disqualified persons** (as defined in section 4946) other than **foundation managers** or one or more organizations that you support. Foundation managers who are also disqualified persons for another reason are disqualified persons with respect to you.

- 1a** Do any persons who are disqualified persons with respect to you, (except individuals who are disqualified persons only because they are foundation managers), appoint any of your foundation managers? If “Yes,” (1) describe the process by which disqualified persons appoint any of your foundation managers, (2) provide the names of these disqualified persons and the foundation managers they appoint, and (3) explain how control is vested over your operations (including assets and activities) by persons other than disqualified persons. **Yes** **No**
- b** Do any persons who have a family or business relationship with any disqualified persons with respect to you, (except individuals who are disqualified persons only because they are foundation managers), appoint any of your foundation managers? If “Yes,” (1) describe the process by which individuals with a family or business relationship with disqualified persons appoint any of your foundation managers, (2) provide the names of these disqualified persons, the individuals with a family or business relationship with disqualified persons, and the foundation managers appointed, and (3) explain how control is vested over your operations (including assets and activities) in individuals other than disqualified persons. **Yes** **No**
- c** Do any persons who are disqualified persons, (except individuals who are disqualified persons only because they are foundation managers), have any influence regarding your operations, including your assets or activities? If “Yes,” (1) provide the names of these disqualified persons, (2) explain how influence is exerted over your operations (including assets and activities), and (3) explain how control is vested over your operations (including assets and activities) by individuals other than disqualified persons. **Yes** **No**

Schedule E. Organizations Not Filing Form 1023 Within 27 Months of Formation

Schedule E is intended to determine whether you are eligible for tax exemption under section 501(c)(3) from the postmark date of your application or from your date of incorporation or formation, whichever is earlier. If you are not eligible for tax exemption under section 501(c)(3) from your date of incorporation or formation, Schedule E is also intended to determine whether you are eligible for tax exemption under section 501(c)(4) for the period between your date of incorporation or formation and the postmark date of your application.

- 1** Are you a church, association of churches, or integrated auxiliary of a church? If "Yes," complete Schedule A and stop here. Do not complete the remainder of Schedule E. **Yes** **No**
-
- 2a** Are you a public charity with annual **gross receipts** that are normally \$5,000 or less? If "Yes," stop here. Answer "No" if you are a private foundation, regardless of your gross receipts. **Yes** **No**
- b** If your gross receipts were normally more than \$5,000, are you filing this application within 90 days from the end of the tax year in which your gross receipts were normally more than \$5,000? If "Yes," stop here. **Yes** **No**
-
- 3a** Were you included as a subordinate in a group exemption application or letter? If "No," go to line 4. **Yes** **No**
- b** If you were included as a subordinate in a group exemption letter, are you filing this application within 27 months from the date you were notified by the organization holding the group exemption letter or the Internal Revenue Service that you cease to be covered by the group exemption letter? If "Yes," stop here. **Yes** **No**
- c** If you were included as a subordinate in a timely filed group exemption request that was denied, are you filing this application within 27 months from the postmark date of the Internal Revenue Service final adverse ruling letter? If "Yes," stop here. **Yes** **No**
-
- 4** Were you created on or before October 9, 1969? If "Yes," stop here. Do not complete the remainder of this schedule. **Yes** **No**
-
- 5** If you answered "No" to lines 1 through 4, we cannot recognize you as tax exempt from your date of formation unless you qualify for an extension of time to apply for exemption. Do you wish to request an extension of time to apply to be recognized as exempt from the date you were formed? If "Yes," attach a statement explaining why you did not file this application within the 27-month period. Do not answer lines 6, 7, or 8. If "No," go to line 6a. **Yes** **No**
-
- 6a** If you answered "No" to line 5, you can only be exempt under section 501(c)(3) from the postmark date of this application. Therefore, do you want us to treat this application as a request for tax exemption from the postmark date? If "Yes," you are eligible for an advance ruling. Complete Part X, line 6a. If "No," you will be treated as a private foundation. **Yes** **No**
- Note.** Be sure your ruling eligibility agrees with your answer to Part X, line 6.
- b** Do you anticipate significant changes in your sources of support in the future? If "Yes," complete line 7 below. **Yes** **No**

Schedule E. Organizations Not Filing Form 1023 Within 27 Months of Formation *(Continued)*

7 Complete this item only if you answered "Yes" to line 6b. Include projected revenue for the first two full years following the current tax year.

See Attachment H

Type of Revenue	Projected revenue for 2 years following current tax year		
	(a) From To	(b) From To	(c) Total
1 Gifts, grants, and contributions received (do not include unusual grants)			
2 Membership fees received			
3 Gross investment income			
4 Net unrelated business income			
5 Taxes levied for your benefit			
6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)			
7 Any revenue not otherwise listed above or in lines 9-12 below (attach an itemized list)			
8 Total of lines 1 through 7			
9 Gross receipts from admissions, merchandise sold, or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)			
10 Total of lines 8 and 9			
11 Net gain or loss on sale of capital assets (attach an itemized list)			
12 Unusual grants			
13 Total revenue. Add lines 10 through 12			

8 According to your answers, you are only eligible for tax exemption under section 501(c)(3) from the postmark date of your application. However, you may be eligible for tax exemption under section 501(c)(4) from your date of formation to the postmark date of the Form 1023. Tax exemption under section 501(c)(4) allows exemption from federal income tax, but generally not deductibility of contributions under Code section 170. Check the box at right if you want us to treat this as a request for exemption under 501(c)(4) from your date of formation to the postmark date.

▶

Attach a completed Page 1 of Form 1024, Application for Recognition of Exemption Under Section 501(a), to this application.

Schedule F. Homes for the Elderly or Handicapped and Low-Income Housing**Section I General Information About Your Housing**

1 Describe the type of housing you provide.

2 Provide copies of any application forms you use for admission.

3 Explain how the public is made aware of your facility.

4a Provide a description of each facility.

b What is the total number of residents each facility can accommodate?

c What is your current number of residents in each facility?

d Describe each facility in terms of whether residents rent or purchase housing from you.

5 Attach a sample copy of your residency or homeownership contract or agreement.

6 Do you participate in any joint ventures? If "Yes," state your ownership percentage in each joint venture, list your investment in each joint venture, describe the tax status of other participants in each joint venture (including whether they are section 501(c)(3) organizations), describe the activities of each joint venture, describe how you exercise control over the activities of each joint venture, and describe how each joint venture furthers your exempt purposes. Also, submit copies of all joint venture agreements. **Yes** **No**

Note. Make sure your answer is consistent with the information provided in Part VIII, line 8.

7 Do you or will you contract with another organization to develop, build, market, or finance your housing? If "Yes," explain how that entity is selected, explain how the terms of any contract(s) are negotiated at arm's length, and explain how you determine you will pay no more than fair market value for services. **Yes** **No**

Note. Make sure your answer is consistent with the information provided in Part VIII, line 7a.

8 Do you or will you manage your activities or facilities through your own employees or volunteers? If "No," attach a statement describing the activities that will be managed by others, the names of the persons or organizations that manage or will manage your activities or facilities, and how these managers were or will be selected. Also, submit copies of any contracts, proposed contracts, or other agreements regarding the provision of management services for your activities or facilities. Explain how the terms of any contracts or other agreements were or will be negotiated, and explain how you determine you will pay no more than fair market value for services. **Yes** **No**

Note. Answer "Yes" if you do manage or intend to manage your programs through your own employees or by using volunteers. Answer "No" if you engage or intend to engage a separate organization or independent contractor. Make sure your answer is consistent with the information provided in Part VIII, line 7b.

9 Do you participate in any government housing programs? If "Yes," describe these programs. **Yes** **No**

10a Do you own the facility? If "No," describe any enforceable rights you possess to purchase the facility in the future; go to line 10c. If "Yes," answer line 10b. **Yes** **No**

b How did you acquire the facility? For example, did you develop it yourself, purchase a project, etc. Attach all contracts, transfer agreements, or other documents connected with the acquisition of the facility.

c Do you lease the facility or the land on which it is located? If "Yes," describe the parties to the lease(s) and provide copies of all leases. **Yes** **No**

Schedule F. Homes for the Elderly or Handicapped and Low-Income Housing (Continued)**Section II Homes for the Elderly or Handicapped**

- 1a** Do you provide housing for the elderly? If "Yes," describe who qualifies for your housing in terms of age, infirmity, or other criteria and explain how you select persons for your housing. **Yes** **No**
- b** Do you provide housing for the handicapped? If "Yes," describe who qualifies for your housing in terms of disability, income levels, or other criteria and explain how you select persons for your housing. **Yes** **No**
-
- 2a** Do you charge an entrance or founder's fee? If "Yes," describe what this charge covers, whether it is a one-time fee, how the fee is determined, whether it is payable in a lump sum or on an installment basis, whether it is refundable, and the circumstances, if any, under which it may be waived. **Yes** **No**
- b** Do you charge periodic fees or maintenance charges? If "Yes," describe what these charges cover and how they are determined. **Yes** **No**
- c** Is your housing affordable to a significant segment of the elderly or handicapped persons in the community? Identify your **community**. Also, if "Yes," explain how you determine your housing is affordable. **Yes** **No**
-
- 3a** Do you have an established policy concerning residents who become unable to pay their regular charges? If "Yes," describe your established policy. **Yes** **No**
- b** Do you have any arrangements with government welfare agencies or others to absorb all or part of the cost of maintaining residents who become unable to pay their regular charges? If "Yes," describe these arrangements. **Yes** **No**
-
- 4** Do you have arrangements for the healthcare needs of your residents? If "Yes," describe these arrangements. **Yes** **No**
-
- 5** Are your facilities designed to meet the physical, emotional, recreational, social, religious, and/or other similar needs of the elderly or handicapped? If "Yes," describe these design features. **Yes** **No**

Section III Low-Income Housing

- 1** Do you provide low-income housing? If "Yes," describe who qualifies for your housing in terms of income levels or other criteria, and describe how you select persons for your housing. **Yes** **No**
-
- 2** In addition to rent or mortgage payments, do residents pay periodic fees or maintenance charges? If "Yes," describe what these charges cover and how they are determined. **Yes** **No**
-
- 3a** Is your housing affordable to low income residents? If "Yes," describe how your housing is made affordable to low-income residents. **Yes** **No**
- Note.** Revenue Procedure 96-32, 1996-1 C.B. 717, provides guidelines for providing low-income housing that will be treated as charitable. (At least 75% of the units are occupied by low-income tenants or 40% are occupied by tenants earning not more than 120% of the very low-income levels for the area.)
- b** Do you impose any restrictions to make sure that your housing remains affordable to low-income residents? If "Yes," describe these restrictions. **Yes** **No**
-
- 4** Do you provide social services to residents? If "Yes," describe these services. **Yes** **No**

Schedule G. Successors to Other Organizations

1a Are you a **successor** to a **for-profit organization**? If "Yes," explain the relationship with the **predecessor** organization that resulted in your creation and complete line 1b. **Yes** **No**

b Explain why you took over the activities or assets of a for-profit organization or converted from for-profit to nonprofit status.

2a Are you a successor to an organization other than a for-profit organization? Answer "Yes" if you have taken or will take over the activities of another organization; or you have taken or will take over 25% or more of the fair market value of the net assets of another organization. If "Yes," explain the relationship with the other organization that resulted in your creation. **Yes** **No**

b Provide the tax status of the predecessor organization.

c Did you or did an organization to which you are a successor previously apply for tax exemption under section 501(c)(3) or any other section of the Code? If "Yes," explain how the application was resolved. **Yes** **No**

d Was your prior tax exemption or the tax exemption of an organization to which you are a successor revoked or suspended? If "Yes," explain. Include a description of the corrections you made to re-establish tax exemption. **Yes** **No**

e Explain why you took over the activities or assets of another organization.

3 Provide the name, last address, and EIN of the predecessor organization and describe its activities.

Name: _____ **EIN:** -

Address: _____

4 List the owners, partners, principal stockholders, officers, and governing board members of the predecessor organization. Attach a separate sheet if additional space is needed.

Name	Address	Share/Interest (If a for-profit)

5 Do or will any of the persons listed in line 4, maintain a working relationship with you? If "Yes," describe the relationship in detail and include copies of any agreements with any of these persons or with any for-profit organizations in which these persons own more than a 35% interest. **Yes** **No**

6a Were any assets transferred, whether by gift or sale, from the predecessor organization to you? If "Yes," provide a list of assets, indicate the value of each asset, explain how the value was determined, and attach an appraisal, if available. For each asset listed, also explain if the transfer was by gift, sale, or combination thereof. **Yes** **No**

b Were any restrictions placed on the use or sale of the assets? If "Yes," explain the restrictions. **Yes** **No**

c Provide a copy of the agreement(s) of sale or transfer.

7 Were any debts or liabilities transferred from the predecessor for-profit organization to you? If "Yes," provide a list of the debts or liabilities that were transferred to you, indicating the amount of each, how the amount was determined, and the name of the person to whom the debt or liability is owed. **Yes** **No**

8 Will you lease or rent any property or equipment previously owned or used by the predecessor for-profit organization, or from persons listed in line 4, or from for-profit organizations in which these persons own more than a 35% interest? If "Yes," submit a copy of the lease or rental agreement(s). Indicate how the lease or rental value of the property or equipment was determined. **Yes** **No**

9 Will you lease or rent property or equipment to persons listed in line 4, or to for-profit organizations in which these persons own more than a 35% interest? If "Yes," attach a list of the property or equipment, provide a copy of the lease or rental agreement(s), and indicate how the lease or rental value of the property or equipment was determined. **Yes** **No**

Schedule H. Organizations Providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures

Section I *Names of individual recipients are not required to be listed in Schedule H.*

Public charities and private foundations complete lines 1a through 7 of this section. See the instructions to Part X if you are not sure whether you are a public charity or a private foundation.

- 1a** Describe the types of educational grants you provide to individuals, such as scholarships, fellowships, loans, etc.
- b** Describe the purpose and amount of your scholarships, fellowships, and other educational grants and loans that you award.
- c** If you award educational loans, explain the terms of the loans (interest rate, length, forgiveness, etc.).
- d** Specify how your program is publicized.
- e** Provide copies of any solicitation or announcement materials.
- f** Provide a sample copy of the application used.
-
- 2** Do you maintain case histories showing recipients of your scholarships, fellowships, educational loans, or other educational grants, including names, addresses, purposes of awards, amount of each grant, manner of selection, and relationship (if any) to officers, trustees, or donors of funds to you? If "No," refer to the instructions. **Yes** **No**
-
- 3** Describe the specific criteria you use to determine who is eligible for your program. (For example, eligibility selection criteria could consist of graduating high school students from a particular high school who will attend college, writers of scholarly works about American history, etc.)
-
- 4a** Describe the specific criteria you use to select recipients. (For example, specific selection criteria could consist of prior academic performance, financial need, etc.)
- b** Describe how you determine the number of grants that will be made annually.
- c** Describe how you determine the amount of each of your grants.
- d** Describe any requirement or condition that you impose on recipients to obtain, maintain, or qualify for renewal of a grant. (For example, specific requirements or conditions could consist of attendance at a four-year college, maintaining a certain grade point average, teaching in public school after graduation from college, etc.)
-
- 5** Describe your procedures for supervising the scholarships, fellowships, educational loans, or other educational grants. Describe whether you obtain reports and grade transcripts from recipients, or you pay grants directly to a school under an arrangement whereby the school will apply the grant funds only for enrolled students who are in good standing. Also, describe your procedures for taking action if the terms of the award are violated.
-
- 6** Who is on the selection committee for the awards made under your program, including names of current committee members, criteria for committee membership, and the method of replacing committee members?
-
- 7** Are relatives of members of the selection committee, or of your officers, directors, or **substantial contributors** eligible for awards made under your program? If "Yes," what measures are taken to ensure unbiased selections? **Yes** **No**
- Note.** If you are a private foundation, you are not permitted to provide educational grants to **disqualified persons**. Disqualified persons include your substantial contributors and foundation managers and certain family members of disqualified persons.

Section II **Private foundations complete lines 1a through 4f of this section. Public charities do not complete this section.**

- 1a** If we determine that you are a private foundation, do you want this application to be considered as a request for advance approval of grant making procedures? **Yes** **No** **N/A**
- b** For which section(s) do you wish to be considered?
- 4945(g)(1)—Scholarship or fellowship grant to an individual for study at an educational institution
 - 4945(g)(3)—Other grants, including loans, to an individual for travel, study, or other similar purposes, to enhance a particular skill of the grantee or to produce a specific product
-
- 2** Do you represent that you will (1) arrange to receive and review grantee reports annually and upon completion of the purpose for which the grant was awarded, (2) investigate diversions of funds from their intended purposes, and (3) take all reasonable and appropriate steps to recover diverted funds, ensure other grant funds held by a grantee are used for their intended purposes, and withhold further payments to grantees until you obtain grantees' assurances that future diversions will not occur and that grantees will take extraordinary precautions to prevent future diversions from occurring? **Yes** **No**
-
- 3** Do you represent that you will maintain all records relating to individual grants, including information obtained to evaluate grantees, identify whether a grantee is a disqualified person, establish the amount and purpose of each grant, and establish that you undertook the supervision and investigation of grants described in line 2? **Yes** **No**

Schedule H. Organizations Providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures (Continued)

Section II Private foundations complete lines 1a through 4f of this section. Public charities do not complete this section. (Continued)

- 4a** Do you or will you award scholarships, fellowships, and educational loans to attend an educational institution based on the status of an individual being an *employee of a particular employer*? If "Yes," complete lines 4b through 4f. **Yes** **No**

- b** Will you comply with the seven conditions and either the percentage tests or facts and circumstances test for scholarships, fellowships, and educational loans to attend an educational institution as set forth in Revenue Procedures 76-47, 1976-2 C.B. 670, and 80-39, 1980-2 C.B. 772, which apply to inducement, selection committee, eligibility requirements, objective basis of selection, employment, course of study, and other objectives? (See lines 4c, 4d, and 4e, regarding the percentage tests.) **Yes** **No**

- c** Do you or will you provide scholarships, fellowships, or educational loans to attend an educational institution to employees of a particular employer? **Yes** **No** **N/A**

If "Yes," will you award grants to 10% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39? **Yes** **No**

- d** Do you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer? **Yes** **No** **N/A**

If "Yes," will you award grants to 25% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39? If "No," go to line 4e. **Yes** **No**

- e** If you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer, will you award grants to 10% or fewer of the number of employees' children who can be shown to be eligible for grants (whether or not they submitted an application) in that year, as provided by Revenue Procedures 76-47 and 80-39? **Yes** **No** **N/A**

If "Yes," describe how you will determine who can be shown to be eligible for grants without submitting an application, such as by obtaining written statements or other information about the expectations of employees' children to attend an educational institution. If "No," go to line 4f.

Note. Statistical or sampling techniques are not acceptable. See Revenue Procedure 85-51, 1985-2 C.B. 717, for additional information.

- f** If you provide scholarships, fellowships, or educational loans to attend an educational institution to *children of employees of a particular employer* without regard to either the 25% limitation described in line 4d, or the 10% limitation described in line 4e, will you award grants based on facts and circumstances that demonstrate that the grants will not be considered compensation for past, present, or future services or otherwise provide a significant benefit to the particular employer? If "Yes," describe the facts and circumstances that you believe will demonstrate that the grants are neither compensatory nor a significant benefit to the particular employer. In your explanation, describe why you cannot satisfy either the 25% test described in line 4d or the 10% test described in line 4e. **Yes** **No**

Form 1023 Checklist

(Revised June 2006)

Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code

Note. Retain a copy of the completed Form 1023 in your permanent records. Refer to the General Instructions regarding Public Inspection of approved applications.

Check each box to finish your application (Form 1023). Send this completed Checklist with your filled-in application. If you have not answered all the items below, your application may be returned to you as incomplete.

- Assemble the application and materials in this order:
- Form 1023 Checklist
 - Form 2848, *Power of Attorney and Declaration of Representative* (if filing)
 - Form 8821, *Tax Information Authorization* (if filing)
 - Expedite request (if requesting)
 - Application (Form 1023 and Schedules A through H, as required)
 - Articles of organization
 - Amendments to articles of organization in chronological order
 - Bylaws or other rules of operation and amendments
 - Documentation of nondiscriminatory policy for schools, as required by Schedule B
 - Form 5768, *Election/Revocation of Election by an Eligible Section 501(c)(3) Organization To Make Expenditures To Influence Legislation* (if filing)
 - All other attachments, including explanations, financial data, and printed materials or publications. Label each page with name and EIN.
- User fee payment placed in envelope on top of checklist. DO NOT STAPLE or otherwise attach your check or money order to your application. Instead, just place it in the envelope.
- Employer Identification Number (EIN)
- Completed Parts I through XI of the application, including any requested information and any required Schedules A through H.
- You must provide specific details about your past, present, and planned activities.
 - Generalizations or failure to answer questions in the Form 1023 application will prevent us from recognizing you as tax exempt.
 - Describe your purposes and proposed activities in specific easily understood terms.
 - Financial information should correspond with proposed activities.
- Schedules. Submit only those schedules that apply to you and check either "Yes" or "No" below.
- | | | | |
|------------|----------------|------------|----------------|
| Schedule A | Yes ___ No ___ | Schedule E | Yes ___ No ___ |
| Schedule B | Yes ___ No ___ | Schedule F | Yes ___ No ___ |
| Schedule C | Yes ___ No ___ | Schedule G | Yes ___ No ___ |
| Schedule D | Yes ___ No ___ | Schedule H | Yes ___ No ___ |

- An exact copy of your complete articles of organization (creating document). Absence of the proper purpose and dissolution clauses is the number one reason for delays in the issuance of determination letters.
 - Location of Purpose Clause from Part III, line 1 (Page, Article and Paragraph Number) _____
 - Location of Dissolution Clause from Part III, line 2b or 2c (Page, Article and Paragraph Number) or by operation of state law _____
- Signature of an officer, director, trustee, or other official who is authorized to sign the application.
 - Signature at Part XI of Form 1023.
- Your name on the application must be the same as your legal name as it appears in your articles of organization.

Send completed Form 1023, user fee payment, and all other required information, to:

Internal Revenue Service
P.O. Box 192
Covington, KY 41012-0192

If you are using express mail or a delivery service, send Form 1023, user fee payment, and attachments to:

Internal Revenue Service
201 West Rivercenter Blvd.
Attn: Extracting Stop 312
Covington, KY 41011



REC ARTICLES OF INCORPORATION

FILED-COLO. DEPT. OF STATE

698204 NO 21

Nov 21 1985 4 37 AM '85 OF
NONPROFIT ZONTA CLUB OF DENVER II
STATE OF COLORADO

The undersigned, acting as incorporators of a corporation under the Colorado Nonprofit Corporation Act, adopt the following Articles of Incorporation for such corporation.

ARTICLE I

The name of the corporation is Zonta Club of Denver II, (the "Corporation").

ARTICLE II

The period of duration of this Corporation shall be perpetual.

ARTICLE III

The Corporation is organized and shall be operated exclusively for charitable purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code of 1954. These purposes shall include:

1. To improve the legal, economic, and professional status of women; to work for the advancement of understanding, goodwill, and peace through a world fellowship of executive women in business and professions united in the Zonta ideal of service; and to promote the purposes of Zonta International as set forth in Article II of its bylaws.
2. To receive and acquire by grant, gift, purchase, devise, bequest or otherwise, as may be lawful, money and real and personal property of any kind and to hold, accumulate, invest, or dispose of such property or the income derived therefrom for the furtherance of the above-stated objects, including dedications thereof to the general public.
3. To do everything necessary, proper, advisable, or convenient for the accomplishment of the purposes set forth above, and to do all other things incidental thereto or connected therewith which are not forbidden by the Colorado Nonprofit Corporation Act, as now in force or as hereafter amended, by any other law, or by these Articles of Incorporation.

COMPUTER UPDATE COMPLETED
EJD

11/21/85
5:00 1

ARTICLE IV

A. No part of the income or net earnings of the Corporation shall inure to the benefit of, or be distributable to, any member, director, or officer of the Corporation or any other private individual, except that reasonable compensation may be paid for services rendered to or for the Corporation effecting one or more of its purposes, and reimbursement may be made for any expenses incurred for the Corporation by any officer, director, agent or employee, or any other person or Corporation, pursuant to and upon authorization of the Board of Directors.

B. No member, director or officer of the Corporation, or any other private individual shall be entitled to share in any distribution of any of the assets of the Corporation on dissolution of the Corporation or otherwise.

C. No substantial part of the activities of the Corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation. The Corporation shall not participate or intervene in any political campaign on behalf of any candidate for public office.

D. Upon dissolution of the Corporation, all of its assets shall be paid over or transferred to one or more exempt organizations of the kind described in Section 501 (c)(3) of the Internal Revenue Code.

E. Notwithstanding any other provision hereof, this Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization which is tax exempt under the provisions of Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended from time to time.

ARTICLE V

The Corporation shall not have or issue shares of stock, and no dividends shall be paid, and no part of the income or profit of the Corporation shall be distributed to its directors or officers; provided, however, that reasonable compensation may be paid for any services rendered to, and reimbursement may be made for any expenses incurred for the Corporation, by any officer, director, agent or employee, or any other person or Corporation, pursuant to and upon authorization of the Board of Directors.

ARTICLE VI

The proxy system of voting members of the Corporation shall not be permitted.

ARTICLE VII

The address of the initial registered office of the Corporation is 1580 Lincoln Street, Suite 580, Denver, Colorado, 80203, and the name of its initial registered agent at such address is Terri Otley.

ARTICLE VIII

The number of directors constituting the initial Board of Directors of the Corporation is nine, and the names and addresses of the persons who are to serve as the initial directors are:

- Terri Otley 1580 Lincoln Street, Suite 580
Denver, CO 80203
- B.J. Meininger 1580 Lincoln Street, Suite 580
Denver, CO 80203
- Kathy Kaley 1580 Lincoln Street, Suite 580
Denver, CO 80203
- Lorna Moritz 1580 Lincoln Street, Suite 580
Denver, CO 80203
- Katherine McAlonan 1580 Lincoln Street, Suite 580
Denver, CO 80203
- Marie Kriss 1580 Lincoln Street, Suite 580
Denver, CO 80203
- Pat Parker 1580 Lincoln Street, Suite 580
Denver, CO 80203
- Shirley Grantham 1580 Lincoln Street, Suite 580
Denver, CO 80203
- Yolande Vestal 1580 Lincoln Street, Suite 580
Denver, CO 80203

The number of directors of the Corporation shall be as set forth in the Bylaws of the Corporation, but shall not be less than three.

ARTICLE IX

The name and address of each incorporator is:

- B.J. Meininger
1580 Lincoln Street, Suite 580
Denver, CO 80203

ARTICLE X

These Articles of Incorporation may be amended by majority vote of the directors then in office, according to procedures set forth in the Bylaws of the Corporation.

IN WITNESS WHEREOF, the undersigned, being all of the incorporators designated in the annexed and foregoing Articles of Incorporation, for the purpose of organizing a corporation not for profit pursuant to the Colorado Non-profit Corporation Act, execute these Articles of Incorporation and accordingly, have hereunto set our respective hands this 20th day of November, 1986.

B. J. Meininger
B. J. Meininger

STATE OF COLORADO)
) ss.
CITY & COUNTY OF DENVER)

I, TERESA A. OLEY, a Notary Public, hereby certify that B.J. Meininger, known to me to be the person whose name subscribed to the annexed and foregoing Articles of Incorporation, appeared before me this day in person and each being by me first duly sworn, acknowledged and declared that she signed said Articles of Incorporation as her free and voluntary act and deed for uses and purposes therein set forth and that the statements therein contained are true.

WITNESS my hand and official seal this 20th day of NOVEMBER, 1986.

Teresa A. Oley
Notary Public

My commission expires: My Commission Expires Mar 24, 1990
1580 LINCOLN STREET, SUITE 580
DENVER, CO 80203

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE

I, Scott Gessler, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

ZONTA CLUB OF DENVER II

is a **Nonprofit Corporation** formed or registered on 11/21/1986 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 19871698204.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 02/23/2012 that have been posted, and by documents delivered to this office electronically through 02/26/2012 @ 15:08:56.

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Denver, Colorado on 02/26/2012 @ 15:08:56 pursuant to and in accordance with applicable law. This certificate is assigned Confirmation Number 8177416.



Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Certificate Confirmation Page of the Secretary of State's Web site, <http://www.sos.state.co.us/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, <http://www.sos.state.co.us/> click Business Center and select "Frequently Asked Questions."

**AMENDED AND RESTATED BYLAWS OF
THE ZONTA CLUB OF DENVER II**

**Article I
Name**

The name of this organization shall be the Zonta Club of Denver II. It shall exist only as a chartered Club of Zonta International.

**Article II
Territorial Limits**

The territorial limits of this Club shall be the Denver Metropolitan Area.

**Article III
Objects**

The objects of this Club shall be:

SECTION 1. Zonta International Objects. To promote the objects of Zonta International as stated in Article II of the Bylaws of Zonta International specifically:

- (a) To improve the legal, political, economic, educational, health, and professional status of women at the global and local level through service and advocacy;
- (b) To work for the advancement of understanding, goodwill, and peace through a world fellowship of executives in business and the professions;
- (c) To promote justice and universal respect for human rights and fundamental freedoms;
- (d) To be united internationally to foster high ethical standards, to implement service programs, and to provide mutual support and fellowship for members who serve their communities, their nations, and the world.

SECTION 2. Zonta Club of Denver II Objects. Within the Territorial Limits of this Club:

- (a) To stimulate the desire of each member to be of service;
- (b) To have a visible impact on the local community and to actively serve together in a way that develops Zonta sisterhood and aids our many needy local charities.

Article IV Policy

The policy of this Club shall be the policy as stated in Article III of the Bylaws of Zonta International specifically:

- (a) Zonta International, its districts, and its clubs, shall be nonpartisan and nonsectarian;
- (b) Zonta International, its districts, and its clubs, may express themselves about, and become involved in principles and public issues having a bearing on the Objects of Zonta International, following the guidelines established by the Zonta International Board of Directors.

Article V Membership

SECTION 1. Categories. The categories of membership of this Club shall be: Classified, Past International President, and Honorary.

SECTION 2. Qualifications. Membership is by invitation. Subject to the Categories of membership, executives and professionals or others in a decision-making position, working or residing within the Territorial Limits of this Club, willing to support and implement the Objects of Zonta International and this Club are eligible for membership. The minimum number of classifications shall equal one-fourth (1/4) the total number of members in the club.

SECTION 3. Classified Member.

- (a) Classified Members are actively engaged in or have experience in a recognized business or profession in a decision-making capacity under a classification as shown in the *Zonta International Marian de Forest Membership and Classification Manual*.
- (b) A Classified Member in good standing has all rights and responsibilities of membership, including the right to hold an elective office or directorship and represent the Club as delegate or alternate at Zonta meetings, except as otherwise provided herein or in the Bylaws of Zonta International.

SECTION 4. Past International President Member. The Club may retain as a member or may elect to its membership, without classification requirements, any Past International President. A Past International President Member in good standing has all rights and responsibilities of membership, including the right to hold an elective office or directorship and represent the Club as delegate or alternate at Zonta meetings, except as otherwise provided herein or in the Bylaws of Zonta International.

SECTION 5. Honorary Member. Honorary Members shall be persons who have distinguished themselves by some unusual service other than their service to Zonta. An Honorary Member shall be entitled to all membership privileges of the Club except those of holding an elective office or directorship, of making motions and voting, or of representing the Club as a delegate or alternate at Zonta meetings. Tenure of an Honorary Member shall be at the Club Board=s discretion.

SECTION 6. Transfer Privileges. A member in good standing of another Zonta club who moves to the Territorial Limits of this Club may transfer membership to this Club, provided that the member pays the then-required dues and fees.

SECTION 7. Election of Members.

- (a) Proposals for all categories of membership shall be made upon the Club's Prospective Membership Form, shall be signed by at least one Classified or Past International President Member, and shall be accompanied by a written statement from the member attesting, from that member=s personal knowledge, as to the character, qualifications, and desirability of the candidate proposed for membership.
- (b) The Membership Committee shall investigate all candidates proposed for membership. The Committee shall forward the name of any candidate that it approves for membership to the Board for consideration. If approved by a two-thirds (2/3) vote of the Board, the name of the candidate shall be submitted in writing (by U.S. Mail or Electronic Mail) to each member of the Club. Within ten (10) days from the submission date, any member may file an objection to extending an invitation to membership to the candidate. If, during that period, two (2) members of the Club file written objections (by U.S. Mail or Electronic Mail), which in the opinion of the Board are valid, the favorable action of the Board shall be nullified. A candidate failing approval for an invitation to membership may not be proposed again for one year. If two (2) objections held by the Board to be valid have not been filed within the ten (10) day period, the Membership Chairman shall extend a written invitation to the candidate to become a member.

SECTION 8. Duration of Membership.

- (a) Classified membership is for life after five years of continuous membership so long as the member continues to meet the financial obligations of Zonta International, the District and this Club, has not been suspended or expelled from the Club for cause, and meets Club and District attendance requirements.

- (b) Any member who fails to pay their dues or fees within thirty (30) days after the date on which they are due shall be notified by the Treasurer. A member dropped for non-payment of dues or fees may, at the Club's option, be reinstated upon payment of all obligations and must pay the applicable reinstatement fee then required by Zonta International.
- (f) The resignation by a member shall be sent in writing to the President who shall present it at the next meeting of the Board. No member's resignation shall be accepted in good standing unless that member's payment of dues and fees is current.
- (g) Any member of this Club who is absent from Club meetings for two consecutive months, without excuse deemed adequate in the opinion of the Board, may be notified that membership may be forfeited. Should the absences continue following this notice, the Board may notify the member that membership is terminated. Attendance requirements can be met by attending a meeting of another Zonta club.

SECTION 9. Leave of Absence. Leave of absence may be granted to a member in good standing, upon approval of the Board, for a period of one year. Payment of Zonta International, District and Club obligations, however, shall be a continuing requirement. In the Board's discretion, a leave of absence may be extended for additional one-year periods, however, the Board shall review all leaves of absences annually.

Article VI Fees and Dues

SECTION 1. Fiscal year. The fiscal year of this Club shall be from June 1 to May 31, inclusive.

SECTION 2. Annual Dues. The annual dues of a Classified Member or a Past International President Member shall be established by the Club and shall include Zonta International, District and Club requirements, except that a Past International President Member shall be exempt from any additional initiation fee. An Honorary Member shall be exempt from the payment of dues and the Club shall assume the obligation for payment of Zonta International and District dues for any Honorary Member. Dues shall be payable to the Treasurer on or before April 1. Any member in arrears for dues for sixty (60) days shall forfeit membership. For members admitted on or after December 1 of a fiscal year, dues are one-half of the annual dues.

SECTION 3. Fees. In addition to the payment of dues as required in Section 2 of this Article, the following additional fees are applicable:

- (a) New Member. Upon acceptance of an invitation to membership, the candidate shall pay the then-applicable initiation fee to Zonta International.

- (b) Reinstated Members. A reinstated member of this Club shall pay the then-applicable reinstatement fee to Zonta International.
- (c) Honorary Member. The Club shall assume the obligation for payment of any fees for any Honorary Member the Club may elect.

Article VII Officers and Directors

SECTION 1. Officers. The Officers of the Club shall be President, Vice-President, Corresponding Secretary, Recording Secretary, and Treasurer.

SECTION 2. Directors. There may be up to ten (10) Directors but shall be no less than four (4). One-half (1/2) of the Directors shall be elected each year.

SECTION 3. The Board. The Board shall consist of the elected Officers and Directors of the Club.

SECTION 4. Qualifications. To be eligible for, or to hold the office of, President, a member must have experience in a decision-making capacity and must have, at some time, been a member of the Board for at least one (1) year. Other Classified Members and Past International President Members are eligible to hold any other Officer or Board position so long as they have experience in a decision-making capacity.

SECTION 5. Terms of office. Officers and Directors shall assume office on June 1. A term of office for Officers shall be for one (1) year or until their successors take office. A term of office for Directors shall be for two (2) years or until their successors are elected. Officers and Directors shall be limited to two (2) consecutive years in the same office with the exception of the Treasurer who shall serve no more than four (4) consecutive years in the same office. An Officer or Director who has served more than half a term shall be deemed to have served a full term in that office. An Officer or Director who has been term-limited is eligible to serve in the same office again after an intermission of one term.

SECTION 6. Resignations. A resignation from the Board shall be sent to the President who shall refer it to the Board for action.

SECTION 7. Vacancies. In case of vacancy in the office of the President, the Vice-President shall become President. Vacancies for any other Board position shall be filled by appointment of the Board until the next annual meeting when the Club shall fill the vacancy by election.

SECTION 8. Duties of Officers. The Officers of the Club shall perform the duties prescribed by the Club, by these Bylaws and by the Bylaws of Zonta International.

- (a) President. The President shall preside at all meetings of the Club and of the Board and shall be the chief executive officer of the Club. The President shall countersign all payment orders and checks drawn by the Treasurer. The President shall appoint chairpersons of standing committees and all other committees except the Nominating Committee. The President shall be an ex-officio member of all Committees except the Nominating Committee. The President shall keep all Committee reports.
- (b) Vice-President. The Vice-President, in the absence or inability of the President, shall perform the duties of President. A Vice-President may serve as a chairperson of a committee and may be assigned other duties as directed by the Board.
- (c) Corresponding Secretary. The Corresponding Secretary shall be responsible for the general correspondence of the Club, including maintaining communications with other clubs and Zonta International as required and conducting correspondence not specifically assigned to other officers or committees. The Corresponding Secretary shall be responsible for sending out notices of all meetings and may be assigned other duties as directed by the Board.
- (d) Recording Secretary. The Recording Secretary shall keep a record of the proceedings of the meetings of the Club and of the Board. The Recording Secretary shall keep the record of membership current. The Recording Secretary shall have authority to certify resolutions and other documents of the Club and may be assigned other duties as directed by the Board.
- (e) Treasurer. The Treasurer shall be responsible for the funds of the Club and shall administer them in accordance with the approved Club budget. The Treasurer shall receive all funds of the Club and shall deposit them in such bank or banks as may be designated by the Club. The Club bank accounts shall require the countersignatures of both the Treasurer and the President, or in the absence or unavailability of the President, at least one other Officer, for all payment orders and checks drawn for the benefit of the Club. The Treasurer shall ensure that all payment orders and checks drawn for the benefit of the Club are countersigned by the President, or in the absence or unavailability of the President, at least one other Officer. The Treasurer shall make monthly reports to the Board and to the Club. The Treasurer shall be an ex-officio member of the Finance Committee.

SECTION 9. Duties and Powers of the Board. The Board shall have general supervision of the affairs of the Club between meetings of the Club provided that none of its acts shall conflict with action taken by the Club. It may act upon routine questions in carrying out established policies, but shall not determine policy, authorize projects and donations, or adopt the

budget. It may make recommendations to the Club, receive such reports of committees as it may find necessary, and perform such duties as are required by these Bylaws and by the Bylaws of Zonta International. As provided in Section 7 of this Article, the Board may make appointments to fill vacancies. The Board is responsible for reviewing the financial reports of the Treasurer on a monthly basis and to provide for an annual audit of the books by certified public accountants, or qualified members of the Club, within thirty (30) days after the close of the fiscal year.

SECTION 10. Board Meetings.

- (a) The Board shall hold regular monthly meetings on the second Thursday of each month, unless otherwise ordered by the Board.
- (b) Special meetings of the Board may be called by the President and shall be called upon the written request of at least five (5) members of the Board.

SECTION 11. Quorum. A majority of the members of the Board present in person at the Board meeting shall constitute a quorum for any regular or special meeting.

SECTION 12. Attendance. A member of the Board absent from more than two (2) consecutive meetings of the Board without excuse deemed adequate in the opinion of the Board may be asked by a two-thirds (2/3) vote by ballot of the Board to resign office, but may not be removed from office unless by vote of the Club conducted in the same manner as the election of Officers and Directors.

SECTION 13. Voting. All Officers and Directors may vote on any question put before the Board.

**Article VIII
Meetings and Elections**

SECTION 1. Regular meetings. Unless otherwise ordered by the Club, or by the Board, regular meetings shall be held on the fourth Thursday of the month except in November and December, when the Club shall meet on the third Thursday.

SECTION 2. Annual meeting. The meeting in May shall be known as the Annual Meeting and shall be for the purpose of installing Officers and Directors, receiving reports of Officers, the Board, and Committees and for any other business that may arise.

SECTION 3. Special meetings. Special meetings may be called by the President and shall be called upon the written request of at least five members of the Club. At least ten days' notice of a special meeting shall be given. The business to be transacted at a special meeting shall be limited to that mentioned in the call.

SECTION 4. Quorum. One third (1/3) of the members present in person shall constitute a quorum at any regular or special meeting of the Club.

SECTION 5. Elections. Election of Officers and Directors shall be by ballot, which may be cast by Club members eligible to vote in person or by U.S. Mail or Electronic Mail, at the April Club meeting unless there is but one nominee for each office, in which event a voice vote may be taken. A Club member who elects to vote by U.S. Mail or Electronic Mail shall submit their ballot by U.S. Mail or Electronic Mail to the then-current chair of the Nominating Committee. To be counted, said ballot submitted by U.S. Mail or Electronic Mail must be received by the chair of the Nominating Committee prior to the time of balloting at the April Club meeting. Ballots received thereafter shall not be counted. The chair of the Nominating Committee shall submit the ballots received at the April Club meeting to the Recording Secretary without any Club member identifying information, but shall work with the Recording Secretary to ensure that no Club member votes more than once. A Club member who has elected to vote by U.S. Mail or Electronic Mail may vote in person at the April meeting by revoking their mail ballot only with the permission of the chair of the Nominating Committee prior to the time of balloting at the April Club meeting. A majority shall elect.

SECTION 6. Proxies. At all meetings of the Club any member in good standing entitled to vote may vote by proxy. Proxy voting may be had only as to a particular proposal. Blanket proxies are not permitted. For purposes of casting a vote for or against a particular proposal by proxy, a Club member shall be entitled to vote at the meeting if the Club member has granted a signed written proxy (electronic signatures are acceptable) to another Club member in good standing who is present at the meeting, authorizing the other Club member to cast the vote that is to be cast by the written proxy with respect to the particular proposal that is described with reasonable specificity in the proxy. Proxies shall be delivered to the President at or before the beginning of such meeting. Proxies are revocable by the maker at any time prior to the casting of the vote for which the proxy was issued. Club members may not otherwise vote or otherwise act by proxy.

Article IX Nominating Committee

SECTION 1. How Constituted. At its business meeting in February a Nominating Committee of three (3) members shall be elected by the Club. Nominations shall be made from the floor and election shall be by ballot unless the nominees are unopposed in which event election may be made by voice vote. The three (3) receiving the highest number of votes shall constitute the Nominating Committee and the member receiving the highest number of votes shall chair the committee.

SECTION 2. Duties. It shall be the duty of the Nominating Committee to nominate one or more members for each office or director position to be filled at the annual election. No name shall be presented unless the nominee has consented to serve, if elected.

SECTION 3. Report of the Committee. The Nominating committee shall report the slate of officers and directors at the March general meeting. Additional nominations may be made from the floor, provided the consent of the nominee has been obtained.

SECTION 4. Vacancies. Vacancies in the Nominating Committee shall be filled by the

Board as provided in Article VIII, Section 7.

Article X
Standing Committees

SECTION 1. Authorized committees. The following standing committees are authorized, but need not be implemented, or may be combined or separated, together with such others, as these Bylaws or as the Club may authorize: Program/Public Relations Committee; Communications Committee; Status of Women/Community and International Relations Committee; Membership Committee; Finance Committee; and Service Committee.

SECTION 2. Appointment. The President shall appoint Committee Chairpersons and shall assign members to committees in consultation with the Committee Chairpersons.

SECTION 3. Reports. Standing Committees shall report regularly to the Board and to the Club.

SECTION 4. Absence. A member of a Committee absent from more than two consecutive meetings of the Committee without excuse deemed adequate in the opinion of the Chairperson may be reported to the Board which, upon investigation, shall have authority to declare the member's place on the Committee vacant.

SECTION 5. Responsibilities of Committees.

(a) The Program/Public Relations Committee shall:

1. Arrange for luncheon and dinner meetings and receive reservations therefor.
2. Prepare and arrange programs for regular and special meetings and for such social affairs of the Club as may be requested by the Board or by the Club.
3. Devise ways and means to inform the public of the ideals, aims, purposes, and acts of this Club and of the clubs of Zonta International, including promotion of the educational program of Zonta International and the Amelia Earhart Fellowship Fund.
4. Extend courtesies, promote acquaintance and fellowship among the members, and perform the customary duties of such Committee.

(b) The Communications Committee shall:

1. Edit and publish the official newsletter of the Zonta Club of Denver II.

2. Publish, as necessary, updates to the annual directory as provided by the Recording Secretary or the Membership Committee.
3. Devise ways and means to inform the public of the ideals, aims, purposes, and acts of this Club and of the clubs of Zonta International.
4. The Chairperson of this Committee shall be the Club representative for *The Zontian*.

(c) The Status of Women/Community and International Relations Committee shall:

1. Recommend action upon matters public welfare including, devising and executing plans for the benefit and improvement of the legal, political, economic, and professional status of women and the community. Keep the Club advised of international movements affecting women and devise and execute plans for participating in movements to improve international relations.
2. Devise ways and means of bringing about closer relationship with nearby local clubs and of exchanging courtesies with international clubs.
3. Cooperate with the Zonta International Committee on International Relations in maintaining contacts between existing clubs of different countries in extending the work of Zonta International in other territories.
4. Provide information to the Club concerning the United Nations and its agencies and activities in light of Zonta's association with the United Nations.

(d) The Finance Committee shall:

1. Prepare a budget for the ensuing year and submit it to the Board which in turn shall refer the budget with its recommendations to the Club for consideration.
2. Devise and execute plans for raising money necessary to promote the purposes of the Club.

(e) The Membership Committee shall:

1. Keep a record of attendance at all meetings and investigate the continued absence of any member.
2. Endeavor to discover and to propose candidates desirable for membership.
3. Establish the classification and investigate the business, position, character, and general eligibility of each candidate proposed for membership.
4. Keep an accurate file of the membership and to report to District and to Headquarters within one week, on authorized forms, the names of new members and losses of membership, changes in classifications, and addresses of members and to arrange with the Communications Committee to keep the membership informed of such changes.

(f) The Service Committee shall:

1. Have charge of all-philanthropic or community service activities of the Club under the supervision of the Board.
2. Endeavor to and devise ways to provide community service activities for the Club.
3. Review requests for funds submitted to the Club and make recommendations to the Club concerning disbursement of funds.

Article XI
Discipline

SECTION 1. Expulsion. Any member of this Club who has acted or is acting in a way to injure the good name of Zonta or to hamper the work of Zonta may be expelled.

SECTION 2. Procedure. A written Complaint against a member shall be filed with the Board of the Club. The Complaint shall include specific charges and available evidence. The Board shall refer the Complaint to a committee appointed by the Board for investigation. The

committee shall give the member concerned an opportunity to respond in writing and may hold a hearing with the member concerned, the complainant and witnesses if any. Thereafter, the committee shall make a recommendation to the Board. If the Board determines that further action regarding expulsion is necessary, it shall make a recommendation to the club members for a decision at a meeting of which written notice has been given to all members. The member concerned shall be entitled to be present for consideration of action to be taken but shall not be entitled to vote. A two-thirds (2/3) ballot vote of club members present and voting shall be necessary for expulsion of a member. No U.S. Mail or electronic ballot or proxy voting shall be permitted under this Article XI.

Notice of the Club decision shall be mailed by U.S. Mail, first class, postage prepaid with proof of service to the complainant and to the member concerned forthwith. The decision of the Club may be appealed by the complainant or them member concerned to the District Board within 45 days from the date on which the notice of decision is mailed to the parties.

Article XII Seal, Colors, and Emblem

SECTION 1. Seal. The corporate seal of Zonta International, with the addition of the name Zonta Club of Denver II shall be the seal of this Club.

SECTION 2. Colors and Emblem. The official colors of this Club shall be mahogany and gold and emblem of this Club shall be as provided in Article XV, Sections 2 and 3 of the Bylaws of Zonta International.

Article XIII Corporate Property

All property, real, personal or mixed, legal or equitable, acquired by this Zonta club by, grant, purchase, gift, bequest, or devise, shall be its corporate property.


Article XIV Parliamentary Authority

The rules contained in the current edition of "Robert=s Rules of Order Newly Revised" shall govern this Club in all cases in which they are not inconsistent with these Bylaws or with the Bylaws of Zonta International.

Article XV Amendment to the Bylaws

These Bylaws may be amended by a two-thirds (2/3) vote of the Club membership present and voting at any regular meeting, or special meeting called for that purpose, provided that notice of such proposed amendment to the bylaws shall have been sent by U.S. Mail or Electronic Mail to each member at least ten (10) calendar days before the meeting.

Amended and Restated Bylaws of the Zonta Club of Denver II approved this 13th day of June, 2009.



Recording Secretary

Zonta Club of Denver II is a group of Denver-area, management-level business and professional individuals, striving to improve the legal, political, economic, educational, health, and professional status of women in our community and around the world. We believe that to improve the status of a woman enhances the well being of a family.

Locally, we have seen this concept create miracles at Florence Crittenton Services' high school graduation ceremonies for teen moms. Many achieve honors and go on to college, and become professional women, all while caring for their children.

We've long supported SafeHouse Denver, a shelter and non-residential counseling center – where women are safe, nurtured, and become able to move forward independently, with confidence and without fear.

We provide volunteer hours, funding and fund raising support, depending upon their requests, presently to the following organizations:

- Center for Work Education and Employment
- Central Visitation Program
- Empowerment Program
- Excelsior Youth Center
- Florence Crittenton School
- Freedom Service Dogs
- Glory Community
- Healthy Beginnings Clinic
- The Learning Source
- SafeHouse Denver, Inc.
- Smart-Girl
- Adopt-A-Teacher

We hold several annual fundraisers to generate money that we, in turn, donate to various local charities and to Zonta International projects. We distribute 2/3 locally and 1/3 to Zonta's world-wide programs. We organize an annual fund-raising golf tournament, and we sell amazing holiday poinsettias and greenery, plus the most delicious candy and nut confections — great gifts for family, friends, employees, and yourself.

Our members pay annual dues to cover our administrative costs so that all net funds raised are available to disburse for our mission.

Scholarships awarded by our Denver club include an annual grant to advance a high school graduate's pursuit of higher education, and another to subsidize a Denver teacher's purchases of non-provided teaching aids and supplies. Additionally, we contribute to Zonta

International's annual Amelia Earhart Fellowship, honoring that famous Zontian by awarding an outstanding Ph.D. candidate in aerospace science and engineering.

Denver II members, in aggregate, average over 1,000 volunteer service hours per year. Volunteer activities vary widely. We have been hostesses for charity fundraisers; registered people for GED classes; assisted with mailings; provided refreshments at inspiring graduations for both teen moms and for Freedom Service Dogs (dogs also "graduate" and then lovingly assist the disabled). We have coordinated workshops, game nights and field trips for disenfranchised women; rehabbed shelter bedrooms – and much more. We continually embrace and add new projects and volunteer programs.

See attached Brochure and Bookmark

Page 3 was our Brochure

Page 4 was our Bookmark

Name	Title	Mailing Address	Compensation Amount
Carol Johnson	Corresponding Secretary	P O Box 18397 Denver, CO 80218-0397	None
Jean Griswold	Director	P O Box 18397 Denver, CO 80218-0397	None
Teresa Otley	Director	P O Box 18397 Denver, CO 80218-0397	None
Suzanne Fasing	Director	P O Box 18397 Denver, CO 80218-0397	None
Pat Congleton	Director	P O Box 18397 Denver, CO 80218-0397	None

Name / Title	Qualifications	Average Hours Worked	Duties
Sharon Faircloth / President	Officers shall have experience in a decision-making capacity. To be eligible for the office of president, a member must have been at some time a member of the club board for at least one (1) year, except in the case of a newly chartered club.	3 per week	The president shall preside at all meetings of the club and of the board and shall be the chief executive officer of the club. Subject to approval by the board, the president shall appoint chairmen of standing committees and all other committees except the Nominating Committee. The president shall be ex-officio a member of all committees except the Nominating Committee.
Lois Britton / Vice President	Officers shall have experience in a decision-making capacity.	1 per week	The vice president, in the absence or inability of the president, shall perform the duties of the president. The vice president may serve as chairman of a committee and may be assigned other duties by the club board.
Ellen Fitzpatrick / Treasurer	Officers shall have experience in a decision-making capacity.	3 per week	The treasurer shall be responsible for the funds of the club and shall administer them in accordance with the approved club budget. The treasurer shall make monthly reports to the board and the club and be ex-officio a member of the Finance Committee. No later than forty-five (45) days after the term of office ends, the treasurer shall turn all records over to the successor.
Kathy Dean / Recording Secretary	Officers shall have experience in a decision-making capacity.	1 per week	The recording secretary shall keep a record of the proceedings of the meetings of the club and of the board and perform other duties as assigned by the club board.

Name / Title	Qualifications	Average Hours Worked	Duties
Carol Johnson / Corresponding Secretary	Officers shall have experience in a decision-making capacity.	1 per week	The corresponding secretary shall conduct correspondence not specifically assigned to other officers or committees, and perform other duties as assigned by the club board.
Jean Griswold, Teresa Otley, Suzanne Fasing, Pat Congleton / Director	Each director shall be a classified member of the Zonta Club of Denver II.	1 per week	Club directors may be assigned specific programs and/or responsibilities and such other duties as designated by the Club president.

CONFLICT OF INTEREST POLICY

ARTICLE I PURPOSE

The purpose of the conflict of interest policy is to protect the interests of Zonta Club of Denver II, a Colorado nonprofit corporation (the "Corporation") when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the Board of Trustees of the Corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

ARTICLE II DEFINITIONS

SECTION 1. Interested Person. Any member of the Board of Trustees, principal officer, or member of a committee with powers delegated by the Board of Trustees, who has a direct or indirect financial interest, as defined below, is an interested person.

SECTION 2. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

(a) ^{Zonta Club of Denver II} An ownership or investment interest in any entity with which the Corporation has a ⁸⁴⁻¹⁰³⁷⁴⁵⁵ transaction or arrangement; ^{Attachment G}

(b) A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement; or

(c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the Board of Trustees or appropriate committee decides that a conflict of interest exists.

ARTICLE III PROCEDURES

SECTION 1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Trustees and members of committees

with powers delegated by the Board of Trustees considering the proposed transaction or arrangement.

SECTION 2. Determining Whether A Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Board of Trustees meeting or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board of Trustees members or committee members shall decide if a conflict of interest exists.

SECTION 3. Procedures for Addressing the Conflict of Interest.

(a) An interested person may make a presentation at the Board of Trustees meeting or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

(b) The chairperson of the Board of Trustees or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(c) After exercising due diligence, the Board of Trustees or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Trustees or committee shall determine by a majority vote of the disinterested members of the Board of Trustees or committee whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

SECTION 4. Violations of the Conflict of Interest Policy.

(a) If the Board of Trustees or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

(b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Trustees or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV

RECORDS OF PROCEEDINGS

The minutes of the Board of Trustees and all committees with powers delegated by the Board of Trustees shall contain:

(a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the decision of the Board of Trustees or committee as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V
COMPENSATION

SECTION 1. A voting member of the Board of Trustees who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

SECTION 2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

SECTION 3. No voting member of the Board of Trustees or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI
ANNUAL STATEMENTS

Each member of the Board of Trustees, principal officer and member of a committee with powers delegated by the Board of Trustees shall annually sign a statement, in the form attached hereto and entitled "Acknowledgement of Conflict of Interest Policy," which affirms such person:

- (a) Has received a copy of the conflict of interest policy;
- (b) Has read and understands the policy;
- (c) Has agreed to comply with the policy; and

(d) Understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII
PERIODIC REVIEWS

To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

(a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

(b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII
USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Article VII, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Trustees of its responsibility for ensuring periodic reviews are conducted.

ACKNOWLEDGEMENT
OF
CONFLICT OF INTEREST POLICY

I, _____, acknowledge receipt of Zonta Club of Denver II's (the "Company") Conflict of Interest Policy (the "Policy"). I have read the Policy and understand the Policy, and I agree to comply with the Policy as well as by the rules, regulations, and policies that may be established in connection with the Policy in the future. I also understand that the Foundation is charitable in nature and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes as set forth in the Nonprofit Articles of Incorporation and the Bylaws of the Foundation.

Date

Trustee

Zonta Club of Denver II
Conflict of Interest Policy and Attest

No member of the Board of Directors, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Zonta Club of Denver II.

Each individual shall disclose to the organization any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

Any member of the Board, any Committee, or Staff who is an officer, board member, a committee member, or staff member of a client organization or vendor of the Zonta Club of Denver II shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or board action specifically directed to that agency, s/he shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

Any member of the Board, any Committee, Staff, and certain Consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

At this time, I am a board member, committee member, or an employee of the following organizations:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Zonta Club of Denver II which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Zonta Club of Denver II.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the Zonta Club of Denver II.

Dated:

Signature:

Printed:

Attached are (2) documents that are sent out each year to agencies that are decided upon by the Service Committee. The 1st document is the standard letter send to the agencies that ZII supports. The (2) document is the form that is sent along with the letter.

Process

- 1) Service Committee determines who should receive funding document letter and form.
- 2) Selection of the recipients of these documents can be determined at an earlier meeting or conference call prior to the January email distributions to the selected non-profit agencies.
- 3) A Service Committee member sends out the letter and form in January, generally no later than January 15.
- 4) It is important to have correct emails and names for the non-profit agencies receiving the letters.
- 5) Service Committee liaisons are responsible for keeping the contact information current.
- 6) The transmittal letter requests a return date, generally mid-February to February 28.
- 7) The forms are emailed back to the Service Committee member who sent out the email.
- 8) This Service Committee member sends out the completed forms to all of the Service Committee for review and a future meeting to discuss and make a determination on distribution.
- 9) Establish the meeting for the Service Committee to discuss the applications, generally the meeting is in early March.
- 10) At this meeting, the Service Committee will review and vote on dollars to allocate.
- 11) The Service Committee has already received the exact funds that are available for distribution. The funding amount is received from the Treasurer.

12) After the Service Committee has voted on the applications for fund and the dollar allocation, a Service Committee member will present the funding requests and allocations to the Board.

13) The Board reviews and can make adjustments to funding allocations and gives it back to the Service Committee to present in the March general meeting.

14) A service Committee member will present the revised funding allocations to the membership and call for a vote.

15) After the membership has voted, the Treasurer and President will write the checks and give them to the Service Committee to distribute to the agencies.

16) The Treasurer will then track the checks as they are cashed.

17) The Service Committee prepares a letter to the agency to tell them of the allocation amount and the reason for the allocation. The obligation is for the agency to spend the funds on items that the Service Committee selected and identified in the letter.

18) If an agency is denied funding, a denial letter is emailed to the agency.

19) If the funding check is being delivered in person, it is requested of the agency to take a picture or get a statement that can be used in our newsletter.

20) We DO NOT require a final report on the use of the resources. However, each agency gets a request to come and speak at a Zonta II meeting during the year to talk about the impacts the club has made because of funding allocations or in-kind donations and other help.

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ZONTA CLUB OF DENVER II

P O Box 18397

Denver, CO 80218-0397

www.zonta-denver2.org

January xx, 201x

Agency Name

The Zonta Club of Denver II, as a member of Zonta International, is a worldwide service organization of business professionals working together to advance the status of women. There are approximately 35,000 members in more than 1,100 clubs in 70 countries. Since 1986, Zonta Club of Denver II has been committed to helping charitable organizations serving the Denver metro area. Last year Zonta Club of Denver II donated 1,600 hours of time as volunteers, over \$20,000 to local and Zonta International organizations, and over \$25,000 of in-kind donations.

Every year the Zonta Club of Denver II reviews proposals from local organizations to determine the distribution of service funds. If you would like your organization to be considered in this process, please complete the enclosed 2012 Request for Funds form. The form must be completed in its entirety, and should be specific as to the purpose and proposed use of the funds requested. For your information, Zonta Club of Denver II will not consider requests for administrative costs, such as postage, photocopies, parking, and instructor salaries, etc. All requested funds must be designated for use in the Denver metro area. If you need additional space, please include attachments.

Please return the completed form electronically and any attachments no later than February 27, 2012. It is extremely important that your agency complete this form with the thought in mind to the community impact you will make with the requested funds. If you have been funded in the past, it does not mean you will be funded in 2012 or in future years to come. All proposals received by the deadline will be considered and evaluated by the Service Committee. The committee will make recommendations to the Board of Directors and then submit to the entire membership for approval. Funds are distributed in the May time-frame.

Thank you for your interest in the Zonta Club of Denver II. If you have any questions, would like additional information, or would like a hard copy version of the attached form for completion, please contact Barb Anders or Lois Britton. Do not send the attached form back to our mailbox as mail is not picked up on a regular basis. EMAIL ONLY unless other arrangements have been made for your agency.

Sincerely,

Barb Anders & Lois Britton
Co-Chairs, Service Committee
ZONTA CLUB OF DENVER II
303-777-0509
Email: Barbara Anders yoblenders@yahoo.com
Email: Lois Britton loisbritton5492@comcast.net



Zonta Club of Denver II 2012 Request for Funds



INFORMATION ABOUT YOUR ORGANIZATION			
Charity Name: Mail Address: Phone Number: Email Address: Website Address:			
Tax Classification:		Established:	
Mission:			
Top 10 Funding Sources:		Name:	Amount:
	1)		\$
	2)		\$
	3)		\$
	4)		\$
	5)		\$
	6)		\$
	7)		\$
	8)		\$
	9)		\$
	10)		\$
Total Amount of Funding in 2011:		\$	
Annual # of Women/Children who benefited from services in 2011:			
How do you measure the success of your organization (ex: % of completion of program; % transitioned into workforce, etc.)?			
2011 Success Rate:			



Zonta Club of Denver II 2012 Request for Funds



Types of Clients Served:				
REQUEST FOR ZONTA FUNDS				
Specific Purpose:				
Budget for Specific Purpose:	Source:	Zonta Club of Denver II		
		\$		
		Description:		
	Expense:	1)		\$
		2)		\$
		3)		\$
		4)		\$
5)			\$	
Profit/(Loss):			\$	
Anticipated Benefits of Specific Purpose:				
How will you measure the success of the specific purpose?				
# of Women/Children who will benefit from the specific request:				



Zonta Club of Denver II 2012 Request for Funds



RECAP OF PREVIOUS ZONTA FUNDS RECEIVED IN 2011	
Use of Zonta Funds:	
# Women/Children who benefited from the use of Zonta funds:	
How can you measure the success of the specific purpose for which the Zonta funds were used?	
Success Rate:	

Date Submitted: _____

Submitted By: _____
Name of Person Submitting Request for Funding

Title: _____

Telephone Number: _____

Email Address: _____

Zonta Club of Denver II
Profit & Loss
June 2007 - December 2012

	Jun 2007 - May 2008	Jun 2008 - May 2009	Jun 2009 - May 2010	Jun 2010 - May 2011	Jun 2011 - May 2012	Jun - Dec, 2012	Total
Income							
Donation					310.00	8.00	\$318.00
Dues Received	6,027.00	3,487.00	5,603.50	3,763.00	5,460.00		\$24,340.50
Fund Raising	66,079.83	51,527.45	44,459.01	53,919.53	43,191.60	24,774.32	\$283,951.74
Meeting Receipts	6,608.00	7,417.96	8,224.39	8,102.00	6,949.00	4,007.00	\$41,308.35
Meininger Memorial			1,850.00	1,000.00			\$2,850.00
Member Care				104.00			\$104.00
Pin Money	40.00		10.00			329.00	\$379.00
Product Sales	919.00	1,178.11	1,151.00	5,477.05	637.24	922.35	\$10,284.75
Total Income	\$79,673.83	\$63,610.52	\$61,297.90	\$72,365.58	\$56,547.84	\$30,040.67	\$363,536.34
Cost of Goods Sold							
Cost of Goods Sold				72.00			\$72.00
Fund Raising Expenses	32,114.77	25,630.98	21,882.81	26,829.80	24,542.19	20,378.80	\$151,379.35
PayPal Fees					270.00	90.00	\$360.00
Pins	469.35		1,489.98	1,184.65			\$3,143.98
Supplies & Materials - COGS		369.31	697.00	4,620.32	864.23	562.46	\$7,113.32
Taxes - Sales - CO&RTD	1,545.00	16.00	1,186.00	1,350.00	1,097.91		\$5,194.91
Taxes - Sales - Denver	1,424.00	1,060.00	2,273.00	1,117.00	969.00		\$6,843.00
Total Cost of Goods Sold	\$35,553.12	\$27,076.29	\$27,528.79	\$35,173.77	\$27,743.33	\$21,031.26	\$174,106.56
Gross Profit	\$44,120.71	\$36,534.23	\$33,769.11	\$37,191.81	\$28,804.51	\$9,009.41	\$189,429.78
Expenses							
Advertising/Promotional				518.80	725.00	818.53	\$2,062.33
Bank Fees	22.20	38.80	220.20	566.70	14.40	59.61	\$921.91
Conference Expenses	3,517.35	2,113.11	1,276.00	1,066.26	94.21	2,427.10	\$10,494.03
Conference Registration Fees			760.00	100.00	135.00	430.69	\$1,425.69
Filing Fees		50.00	50.00	110.00	860.00		\$1,070.00
Liability Insurance	78.00						\$78.00
License Fee			50.00	66.00	66.00		\$182.00
Meeting Exp	6,804.28	7,276.48	8,284.13	7,968.57	6,536.67	4,646.31	\$41,516.44
Membership	177.00	201.46	129.11		164.79	29.98	\$702.34
Miscellaneous	0.00	0.00	0.00	0.00			\$0.00
Postage & Delivery	194.31	25.00	55.28	266.73		58.00	\$599.32
Service Disb	31,130.66	13,205.54	24,743.78	17,408.26	17,142.37	3,873.75	\$107,504.36
Supplies	270.99	42.00	107.51	44.00	141.17	93.59	\$699.26
Taxes - DOPT	27.88	48.00	48.00	188.84	36.00		\$348.72
ZI District 12 Dues	1,222.00	870.00	872.00	768.00	877.00	33.00	\$4,642.00
ZI Dues	2,678.00	2,062.00	1,952.00	1,992.00	2,246.00	98.00	\$11,028.00
Total Expenses	\$46,122.67	\$25,932.39	\$38,548.01	\$31,064.16	\$29,038.61	\$12,568.56	\$183,274.40
Net Operating Income	\$ -2,001.96	\$10,601.84	\$ -4,778.90	\$6,127.65	\$ -234.10	\$ -3,559.15	\$6,155.38
Other Income							
Interest Earned	2.14	2.26	1.57	2.04	2.13	1.10	\$11.24
Total Other Income	\$2.14	\$2.26	\$1.57	\$2.04	\$2.13	\$1.10	\$11.24
Other Expenses							
Reconciliation Discrepancies						94.14	\$94.14
Total Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$94.14	\$94.14
Net Other Income	\$2.14	\$2.26	\$1.57	\$2.04	\$2.13	\$ -93.04	\$ -82.90
Net Income	\$ -1,999.82	\$10,604.10	\$ -4,777.33	\$6,129.69	\$ -231.97	\$ -3,652.19	\$6,072.48

Zonta Club of Denver II
Balance Sheet
As of December 31, 2012

	Jun 2007 - May 2008	Jun 2008 - May 2009	Jun 2009 - May 2010	Jun 2010 - May 2011	Jun 2011 - May 2012	Jun - Dec, 2012
ASSETS						
Current Assets						
Bank Accounts						
Checking 6806	4,471.08	4,010.82	2,766.55	3,579.32	5,934.88	2,181.47
Governor's Conf 2012	0.00	0.00	0.00	0.00	2,494.00	104.05
Service 1218	6,670.60	18,599.92	13,584.42	18,895.56	15,511.14	17,445.14
Sweat 8059	2,250.08	1,385.12	2,867.56	3,028.34	4,298.73	1,967.95
Total Bank Accounts	\$13,391.76	\$23,995.86	\$19,218.53	\$25,503.22	\$28,238.75	\$21,698.61
Accounts Receivable						
Accounts Receivable (A/R)					204.00	0.00
Total Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00	\$204.00	\$0.00
Other current assets						
Inventory					175.00	877.00
Total Other current assets	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$877.00
Total Current Assets	\$13,391.76	\$23,995.86	\$19,218.53	\$25,503.22	\$28,617.75	\$22,575.61
Other Assets						
Due From Member	155.00	155.00	155.00	0.00	0.00	0.00
Total Other Assets	\$155.00	\$155.00	\$155.00	\$0.00	\$0.00	\$0.00
TOTAL ASSETS	\$13,546.76	\$24,150.86	\$19,373.53	\$25,503.22	\$28,617.75	\$22,575.61
LIABILITIES AND EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
Accounts Payable	0.00	0.00	0.00	0.00	0.00	75.07
Total Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.07
Other Current Liabilities						
Grants & Service Awards Payable	0.00	0.00	0.00	0.00	852.50	852.50
Zonta District 12 Seminar					2,494.00	28.98
Total Other Current Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$3,346.50	\$881.48
Total Current Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$3,346.50	\$956.55
Total Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$3,346.50	\$956.55
Equity						
Opening Balance Equity	11,971.71	11,971.71	11,971.71	11,971.71	11,971.71	11,971.71
Retained Earnings	3,574.87	1,575.05	12,179.15	7,401.82	13,531.51	13,299.54
Net Income	-1,999.82	10,604.10	-4,777.33	6,129.69	-231.97	-3,652.19
Total Equity	\$13,546.76	\$24,150.86	\$19,373.53	\$25,503.22	\$25,271.25	\$21,619.06
TOTAL LIABILITIES AND EQUITY	\$13,546.76	\$24,150.86	\$19,373.53	\$25,503.22	\$28,617.75	\$22,575.61