



PARKS & RECREATION COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, March 01, 2021 at 6:00 PM

VIDEOCONFERENCE MEETING

This meeting will be held via videoconference and the public is encouraged and welcome to participate. Public comment may be given during the videoconference by joining the meeting using the information below. Public comment for this meeting may also be submitted to the City Secretary at acunningham@cityofdrippingsprings.com no later than 4:00 PM on the day the meeting will be held.

The Parks & Recreation Commission respectfully requests that all microphones and webcams be disabled unless you are a member of the Commission. City staff, consultants and presenters, please enable your microphone and webcam when presenting to the Commission.

Agenda

MEETING SPECIFIC VIDEOCONFERENCE INFORMATION

Join Zoom Meeting

<https://us02web.zoom.us/j/84288595710?pwd=TmRpS01jNTZlejBwVWYyVjd5TVFVdz09>

Meeting ID: 842 8859 5710

Passcode: 213033

Dial Toll Free:

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Find your local number: <https://us02web.zoom.us/j/kPHFO6SuQ>

Join by Skype for Business: <https://us02web.zoom.us/skype/84288595710>

CALL TO ORDER AND ROLL CALL

Commission Members

Robbie Zamora, Chair

Eric Russell, Vice Chair

Matthew Fougerat

Paul Fushille

Eric Henline

Wade King

Matthew Zarbaugh

Amber Ballman

Staff, Consultants & Appointed/Elected Officials

Parks & Community Services Director Kelly Schmidt

City Secretary Andrea Cunningham

Senior Planner Amanda Padilla

Parks Planning Consultant Brent Luck, Luck Designs

PRESENTATION OF CITIZENS

A member of the public who desires to address the Commission regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Commission's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring the assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Commission. It is the request of the Commission that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speakers are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens from the city secretary. By law no action may be taken during Presentations of Citizens.

MINUTES

- 1. Discuss and consider approval of the February 1, 2021 Parks & Recreation Commission regular meeting minutes.**

BUSINESS

- 2. Public hearing and consideration of approval regarding a Parkland Dedication Amendment for the Big Sky Ranch at Dripping Springs Subdivisions Master Open Space and Parks Plan.**
 - a) Presentation
 - b) Staff Report
 - c) Public Hearing
 - d) Parkland Dedication Amendment
- 3. Discuss and consider approval of Dripping Springs Park System wayfinding signage project contractor.**
- 4. Discuss and consider approval of an Eagle Scout Project to donate the Design, Funding, Construction/Installation of Veterans Memorial Park arches replacement.**
- 5. Discuss and consider approval of the placement of additional blue bird nesting boxes in Dripping Springs Ranch Park and Charro Ranch Park by the Hays County Master Naturalists.**
- 6. Presentation and discussion regarding the creation of a Friends of Dripping Springs Parks Foundation.**

BUDGET WORKSHOP

7. **Discuss and consider possible action regarding the Parks & Recreation budget request for Fiscal Year 2022.**

REPORTS

The following reports relate to the planning and administration of the City's Parks & Recreation Program. The commission may provide staff direction; however, no action may be taken.

8. **Bird City Application Denial Report - Years 2019 and 2020**
9. **January 2021 Parks & Recreation Financial Report**
10. **January 2021 Parkland Dedication Fund Report**

PARKS STANDING COMMITTEE REPORTS

The following reports relate to the administration of the City's Parks. The Commission may provide staff direction; however no action may be taken.

11. **Charro Ranch Park Committee**
Commissioners Paul Fushille and Matt Fougerat
12. **Dripping Springs Ranch Park Committee**
Commissioners Wade King and Matthew Zarbaugh
13. **Founders Memorial Park Committee**
Commissioners Eric Henline and Amber Ballman
14. **Sports & Recreation Park Committee**
Commissioners Eric Russell and Robbie Zamora
15. **Veterans Memorial Park Committee**
Commissioner Robbie Zamora

EXECUTIVE SESSION

The Parks and Recreation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Parks and Recreation Commission for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

UPCOMING MEETINGS

Parks & Recreation Commission Meetings

April 5, 2021 at 6:00 p.m.

May 3, 2021 at 6:00 p.m.

June 7, 2021 at 6:00 p.m.

City Council Meetings

March 9, 2021 at 6:00 p.m.

March 16, 2021 at 6:00 p.m.

ADJOURN

TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION & POSTING OF MEETING

All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This notice of meeting is posted in accordance with Chapter 551, Government Code, Vernon's Texas Codes. Annotated. In addition, the Commission may consider a vote to excuse the absence of any Commissioner for absence from this meeting.

Due to the Texas Governor Order, Hays County Order, City of Dripping Springs Disaster Declaration, and Center for Disease Control guidelines related to COVID-19, a quorum of this body could not be gathered in one place, and this meeting will be conducted through videoconferencing. Texas Government Code Sections 551.045; 551.125; and 551.127.

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, www.cityofdrippingsprings.com, on **February 26, 2021 at 1:00 p.m.***

City Secretary

This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.



PARKS & RECREATION COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, February 01, 2021 at 6:00 PM

MINUTES

MEETING SPECIFIC VIDEOCONFERENCE INFORMATION

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<https://us02web.zoom.us/j/81557952148?pwd=cFFSaUZmeVZZRVJ2eC9FZENiR2VBZz09>

Meeting ID: 815 5795 2148

Passcode: 641699

Dial Toll Free:

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Find your local number: <https://us02web.zoom.us/j/81557952148>

Join by Skype for Business: <https://us02web.zoom.us/skype/81557952148>

CALL TO ORDER AND ROLL CALL

Commission Members present were:

Robbie Zamora, Chair

Matthew Fougerat

Paul Fushille

Eric Henline

Wade King

Matthew Zarbaugh (via phone only)

Amber Ballman

Commission Member absent was:

Eric Russell, Vice Chair

Staff, Consultants & Appointed/Elected Officials

Kelly Schmidt, Parks & Community Services Director

Andrea Cunningham, City Secretary

With a quorum of the Commission present, Chair Zamora called the meeting to order at 6:00 p.m.

PRESENTATION OF CITIZENS

A member of the public who desires to address the Commission regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Commission's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring the assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Commission. It is the request of the Commission that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speakers are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens from the city secretary. By law no action may be taken during Presentations of Citizens.

No one spoke during Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval of the January 4, 2021 Parks & Recreation Commission regular meeting minutes.**

A motion was made by Commissioner King to approve the January 4, 2021 Parks & Recreation Commission regular meeting minutes. Commissioner Fushille seconded the motion which carried unanimously 6 to 0.

BUSINESS

- 2. Discuss and consider approval of Next Steps in Dripping Springs Sports and Recreation Park Field Lighting Improvement Project.**

Mike Cork and Jordan Spurger presented the item. They will follow up with the Commission regarding Dark Skies lighting, reselling the old lights and the electrical and phasing plan. No action was taken.

- 3. Presentation and discussion regarding the Parks & Recreation Fiscal Year 2022 Operating Budget.**

Kelly Schmidt presented the staff report which his on file. Staff will follow up with the Commission regarding parks security. No action was taken.

REPORTS

The following reports relate to the planning and administration of the City's Parks & Recreation Program. The commission may provide staff direction; however, no action may be taken.

Reports are on file and available for review upon request.

- 4. PCS Director's Monthly January 2021 report to include Council approved Covid precautionary plans for summer operations.**

5. **Parks & Community Services 2020 Annual Report**
6. **Parks & Recreation December 2020 General Fund Financial Statement**
7. **Parkland Dedication Fund December 2020 Statement**
8. **Landscape Fund December 2020 Statement**

PARKS STANDING COMMITTEE REPORTS

The following reports relate to the administration of the City's Parks. The Commission may provide staff direction; however no action may be taken.

9. **Charro Ranch Park Committee – Noting to report at this time.**
Commissioners Paul Fushille and Matt Fougerat
10. **Dripping Springs Ranch Park Committee – Noting to report at this time.**
Commissioners Wade King and Matthew Zarbaugh
11. **Founders Memorial Park Committee**
Commissioners Eric Henline and Amber Ballman

Commissioner Henline presented the report. The skatepark is in a holding pattern and awaiting funding. Designs are complete and once the funding is secured next steps will be to meet with the city.
12. **Sports & Recreation Park Committee – Noting to report at this time.**
Commissioners Eric Russell and Robbie Zamora
13. **Veterans Memorial Park Committee – Noting to report at this time.**
Commissioner Robbie Zamora

EXECUTIVE SESSION

The Parks and Recreation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Parks and Recreation Commission for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

The Commission did not meet in Executive Session.

UPCOMING MEETINGS

Parks & Recreation Commission Meetings

March 1, 2021 at 6:00 p.m.
April 5, 2021 at 6:00 p.m.
May 3, 2021 at 6:00 p.m.

City Council Meetings

February 9, 2021 at 6:00 p.m.

February 16, 2021 at 6:00 p.m.

March 9, 2021 at 6:00 p.m.

ADJOURN

A motion was made by Commissioner Fougerat to adjourn the meeting. Commissioner Ballman seconded the motion which carried unanimously 6 to 0.

This regular meeting adjourned at 6:55 p.m.

9600 Escarpment Blvd., Suite 745-4
Austin, Texas 78789

Date: 02.25.21
Project: Big Sky Ranch Tracts 1&2
Parkland Dedication Plan
REVISION
City of Dripping Springs

MEMORANDUM

To: Amanda Padilla, City of Dripping Springs Senior Planner

Cc: N/A

This memo serves as follow-up correspondence to the February 25, 2021 review by LUCK Design Team, LLC of the Big Sky Ranch Tract 1 & 2 Parkland Dedication Plan Revisions submitted February 24, 2021. The original Big Sky Ranch Parkland Dedication Plan (Tract 1) was reviewed by the Parks and Recreation Commission in October of 2018; Tract 2 was reviewed by the Parks and Recreation Commission in May of 2020.

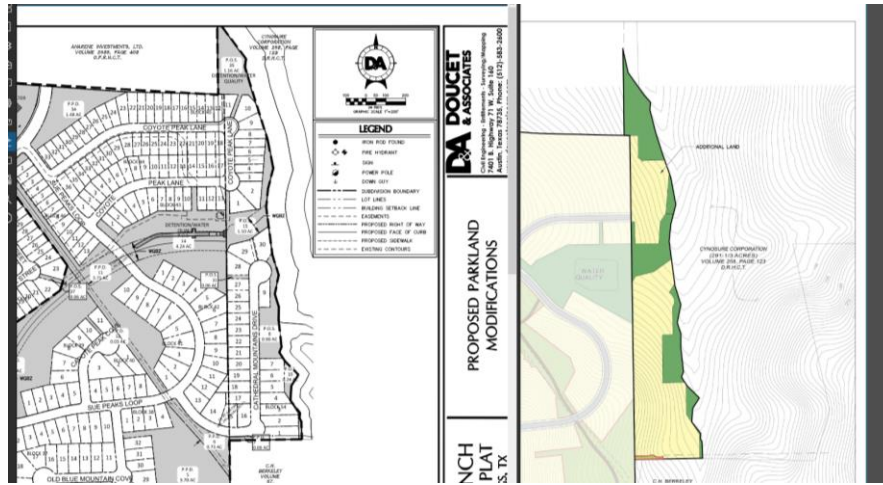
*** **

After review we have the following observations and recommendations:

1. Minor adjustments were made to the parkland dedication configurations to facilitate street, drainage, water and wastewater improvements that resulted from extending Coyote Peak Lane to the east for access to new residential lots and a future detention/water quality pond #6; adjustments also included adding the new Cathedral Mountains Drive for access to new residential lots and public open space.
2. As a result of these proposed modifications, the previously approved total of 49.57 acres of parkland and open space will increase to 52.6 acres.
3. The screen shot below shows a comparison of the Tract 1 revision (in grey) compared to the original Tract 1 approved parkland dedication from 2018 (in color). Very minor adjustments have been made.



4. This second screen shows a comparison of the Tract 2 revision (in grey) compared to the original Tract 2 approved parkland dedication from 2020 (in color). Again, very minor adjustments have been made between the two.



5. The following table compares the Tract 1, Tract 2 and the Revised Submittal requirements and parkland provided:

Date Submitted	Submittal Name	Lots	Parkland Req. (acres)	Parkland Credit Provided (acres)
9/21/2018	Tract 1	780	31.20	39.80
4/28/2020	Tract 2	38	1.52	9.77
Total Big Sky		818	32.72	49.57
2/24/21	Revision of 1 and 2	804	32.16	52.64

The revisions of the Tract 1 and Tract 2 parkland dedication plans do not significantly change the overall parkland distribution of public and private parks that were established in 2018 and 2020. The revisions connect to the blocks of parkland proposed and accepted as part of the original parkland dedications for Tract 1 and Tract 2.

We recommend approval of the Parkland Dedication Plan Revision as submitted.

Prepared By: Brent Luck



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Kelly Schmidt, Parks & Community Services Director

PRC Meeting Date: March 1, 2021

Agenda Item Wording: Discuss and consider approval of Dripping Springs Park System wayfinding signage project contractor

Agenda Item Requestor: Robbie Zamora

Summary/Background: The Parks and Recreation Commission along with the City of Dripping Springs City council approved the funding for the creation of a Park System – Wide Signage plan in the FY2021 budget. City Park branding, system cohesion and awareness, welcoming and informational kiosks as well as posted policy in each park are a critical component to the parks delivering a full-service experience for guests to the parks and for the Dripping Springs community.

Currently, Dripping Springs parks are fragmented as a system and do not provide the same standard of information or cohesive and organized experience to residents from park to park and/or in each park upon arrival.

Five proposals were received by firms that are interested in working with the City of Dripping Springs in achieving the objective of creating a park system signage plan. The project is budgeted at a total cost of \$50,000. It was estimated that \$10,000 of that would be for creating the standards plan, creating bid documents and \$40,000 would go toward the first phase of implementation. Upon receiving the bids and assessing the various firms' proposals, it is clear to staff what the true costs of developing a comprehensive park system signage standard plan entail.

The budget does cover creation of the plan, phased signage budget creation and bid preparation documents but it will not cover any kind of fabrication and installation. We will have to use the plan to budget and plan for signage fabrication and installation in our various parks over time.

Staff Recommendation: There are several firm submittals that excel at wayfinding signage and have worked with many municipalities throughout the State of Texas and across the US. Staff has narrowed down a recommendation of three firms to assist the

Commission in their selection process - Corbin Design, Merje Environments & Experiences, and Studio Balcones as the top three (3) submissions. Staff will defer to supporting the Parks and Recreation Commission's vision and selection.

Attachments:

1. Bid Package
2. Submitted Proposals
3. Proposal Summary & Score Sheet

Next Steps/Schedule: Award, finalize and execute contract, and begin project.

Date Submitted	Firm Name & Website	Firm Location	Project Contact(s)	Hard & Electronic Copy received	Required CIQ	Overview of Firm Listed	(3) References Given	Education & Experience of Key Personnel	Rank Comprehensive Portfolio of Wayfinding & Park Signage Projects 1 = Extensive Relevant Project Experience 2 = Some Relevant Project Experience 3 = Minimal Relevant Project Experience	Ability to meet Deadlines	Ability & Willingness to follow state & Fed Regs	Compensation for Base Services	Compensation for Optional Services	Ranking 1 = Top 5 = Last	Staff/Commissioner Reviewer Comments
2.18.2021	Corbin Design Group corbindesign.com	415 S. Union, Second Floor, Traverse City, MI 49684	Shelley Steele shelley@corbindesign.com President Jeff Frank - Lead Designer Moira O'Polka - Project Manager	Yes	Yes	Yes	Yes	Yes		Yes	Yes	\$49,860.00	n/a		
2.22.2021	Luck Design Team luckdesignteam.com	9600 Escarpment Blvd, Suite 745-4 Austin, TX 78749	Brent Luck bluck@luckdesignteam.com Owner - Project Manager Keenan Smith - Sign MP/Architect	Yes	Yes	Yes	Yes	Yes		Yes	Yes	\$14,300.00	n/a		
2.17.2021	Merje Environments & Experiences merjedesign.com	Found Design, LLC 120 N. Church St., Suite 208 Westchester, PA 19380	John F. Bosio jbosio@merjedesign.com Partner - Project Manager Glen Swantak - Design Principal Lauren Harrison - Project Designer	Yes	Yes	Yes	Yes	Yes		Yes	Yes	\$29,950.00	\$19,820.00		
1.25.2021	Studio 16:19 studio1619.com	305 W Liberty, Suite 100 Round Rock, TX 78864	Brent A. Baker brent@studio1619.com Managing Principal Jonathan Wagner - Project Manager	Yes	Yes	Yes	Yes	Yes		Yes	Yes	\$37,810.00	n/a		
2.19.2021	Studio Balcones studiobalcones.com	3908 Avenue B Austin, TX 78751	Jennifer Orr Jennifer@studiobalcones.com Principal in Charge Michael Meihaus - Project Manager Lindsay Burnette - Project Designer	Yes	Yes	Yes	Yes	Yes		Yes	Yes	\$47,510.00	\$16,730.00		



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Kelly Schmidt, Parks & Community Services Director

PRC Meeting Date: March 1, 2021

Agenda Item Wording: Discuss and consider approval of Eagle Scout Project to donate the Design, Funding, Construction/Installation of Veterans Memorial Park arches replacement.

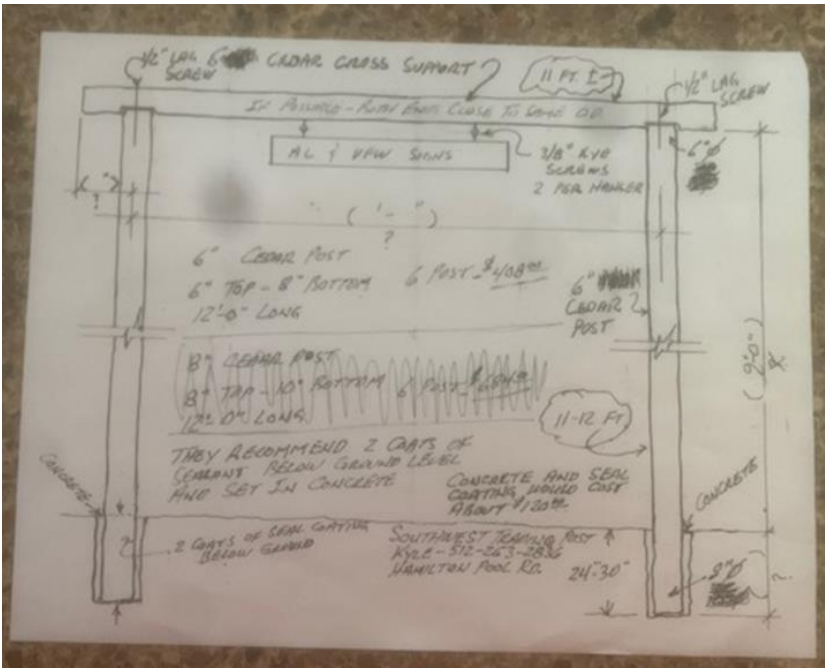
Agenda Item Requestor: JJ Guerrero

Summary/Background: The Parks and Community Services department works with many scouts to provide projects that assist them with achieving distinguishing honors throughout their scouting careers.

JJ Guerrero has approached the city with a request to have the Parks and Community Services department and more specifically Veterans Memorial Park to be the beneficiary of his Eagle Scout Project. Details and specifics of his project are attached as supplemental information to this report.

JJ has been working with the various constituents of Veterans Memorial Park to guide him in his design.





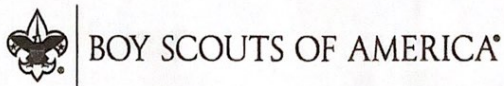
Staff Recommendation: Staff recommends approval as presented however it is important to note that other improvements at the park have not been encouraged due to ongoing discussion about flood mitigation and other future engineering warranted at the site. The park is in a state of flux at the moment and its future use is uncertain.

Attachments: 1. Eagle Scout Service Project Proposal

Next Steps/Schedule: Place on City Council consent agenda for March 9, 2021



Eagle Scout Service Project Proposal



Eagle Scout candidate's name JJ Guemard

Eagle Scout Requirement 5
While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Eagle Scout Service Project Proposal

Project Description and Benefit

Eagle Scout candidate:

Briefly describe the project. Attach sketches or "before" photographs if these will help others visualize it.

Building 2 archways and fixing a stone wall for the VFW

Tell how your project will be helpful to the beneficiary. Why is it needed?

many veterans want it to be done before they die.

When do you plan to begin work on the project? Jan 2nd

How long do you think it will take to complete? Jan 2nd

Giving Leadership

Approximately how many people will be needed to help on your project? 4

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

Talking at scout meetings

What do you think will be most difficult about leading them?

Teaching them how to properly lay stone

Materials

(Materials are things that become part of the finished project, such as lumber, nails, and paint.)

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required.

concrete lag screw cedar post I hooks sea'

Supplies

(Supplies are things you use up, such as masking tape, tarps, and garbage bags.)

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

shovels post hole digger paint brush rock bar
drill battery water

Eagle Scout Service Project Proposal

Tools

What kinds of tools, if any, will you need?
 Cement mixer rock bar Shovels postholedigger drill

Permits and Permissions

(Note that property owners normally secure permits.)

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them?
 How much will they cost? How long will it take to secure them?
 Building permit from city help from VFW

Preliminary Cost Estimate

(You do not need exact costs. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses.)

(Enter your estimated expenses) **Fundraising** Explain where you will get the money for total costs indicated below, left.

Items	Cost
Materials	430
Supplies	0
Tools	
Other*	food - 30\$
Total costs:	0

*Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.

Project Phases

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

1. Pull out old arch way
2. Clean out holes
3. Put arch way together
4. put arch way w/ concrete in holes
5. screw on banner
6. Fix rock wall
7. done
- 8.

Logistics

(A Tour Plan has also been called a "Tour Permit." Check with your council service center to determine if one is required.)

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour Plan?
 Meet at the triangle parking is supplied, I own all the tools

Eagle Scout Service Project Proposal, continued

Safety Issues

(The Guide to Safe Scouting is an important resource in considering safety issues.)

Describe the hazards and safety concerns you and your helpers should be aware of as this project is conducted.

Drills are scary concrete mixer is spinning

Further Planning


(You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.)

List some action steps you will take to complete a final plan. For example, "Complete a more detailed set of drawings."

Candidate's Promise

(Signed before approvals below are granted)

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 21. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed  Date 1-10-20

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed _____ Date _____

Unit Committee Approval*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed _____ Date _____

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.

Signed _____ Date _____

Council or District Approval

I have read sections 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach.

Signed _____ Date _____

**While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (*). However, council or district approval must come after the others.*

Contact Information

Eagle Scout Candidate

Full legal name: <i>Jefferson James</i> <i>(Guerrero)</i>		Birth date: <i>03-16-03</i>		BSA PID No.*:	
Email address: <i>JJrockstar45@gmail.com</i>					
Address: <i>501 Gidden Eagle Lane</i>		City: <i>Dripping Springs</i>		State: <i>TX</i>	Zip: <i>78620</i>
Preferred phone Nos.: <i>512 906 9352</i>			Life board of review date:		

*Personal ID No., found on the BSA membership card

Current Unit Information

Check one: <input checked="" type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship				Unit No. <i>280</i>	
District name: <i>Orange</i>			Council name: <i>Occonechee</i>		

Unit Leader

 Check one: Scoutmaster Varsity Coach Crew Advisor Skipper

Name:		Preferred phone Nos.:			
Address:		City:	State:	Zip:	
Email address:			BSA PID No.:		

Unit Committee Chair

Name:		Preferred phone Nos.:			
Address:		City:	State:	Zip:	
Email address:			BSA PID No.:		

Unit Advancement Coordinator

Name:		Preferred phone Nos.:			
Address:		City:	State:	Zip:	
Email address:					

Project Beneficiary

 (Name of religious institution, school, or community)

Name:		Preferred phone Nos.:			
Address:		City:	State:	Zip:	
Email address:					

Project Beneficiary Representative

 (Name of contact for the project beneficiary)

Name:		Preferred phone Nos.:			
Address:		City:	State:	Zip:	
Email address:					

Your Council Service Center

Council name: <i>Occonechee</i>			Phone No.: <i>919-872-4884</i>		
Address: <i>P.O. Box 41229</i>		City: <i>Raleigh</i>	State: <i>NC</i>	Zip: <i>27629</i>	
Email address: <i>(Eagle Service Desk) tiffany.adams@scouting.org</i>					

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name: <i>Alfred Reid</i>		Preferred phone Nos.: <i>919-929-1271 (after 6:00 pm)</i>			
Address: <i>307 Bolin Creek Drive</i>		City: <i>Carrboro</i>	State: <i>NC</i>	Zip: <i>27510</i>	
Email address: <i>areid@med.unc.edu</i>					

Project Coach

(Your council or district project approval representative may help you learn who this will be.)

Name:		Preferred phone Nos.:			
Address:		City:	State:	Zip:	
Email address:					



Checking the Bird Boxes

Project 702 RM Bluebird
Nestbox Monitoring

Hays MN Project 702

Bluebirds

Scientific Name for Eastern Bluebirds: *Sialia sialis*, Family: Turdidae (Thrushes)

Why: Charming birds, both in appearance and behavior, found to be in decline in the 1950s due to introduction of the English House Sparrow in the 1850s and the loss of old wooden fence posts with their accompanying cavities.

Solution: Form Bluebird trails across the country with nest boxes in appropriate habitat at least 100 yds apart.

Project involves any or all of building, maintaining, monitoring, and reporting data (to Cornell NestWatch) on nest boxes. It encompasses Field Research, Research Management, and Direct Outreach. It can be independent or shared. Any reported data goes to the Cornell Nestwatch online site.

Monitoring equipment needed: small telescoping mirror, bar soap, small brush or scraper, small notebook, index cards or the NestWatch field app for smart devices.

Nest Box Requirements: proper sized entrance hole, minimum floor area, minimum distance from floor to entrance opening, well shaded and ventilated for Texas, easily opened for monitoring and cleaning, baffled against predators.

Attractions: Open land, water, food is primarily ground dwelling insects and berries. They will come to meal worms and suet.

Season: Nesting in Texas occurs from February thru July.

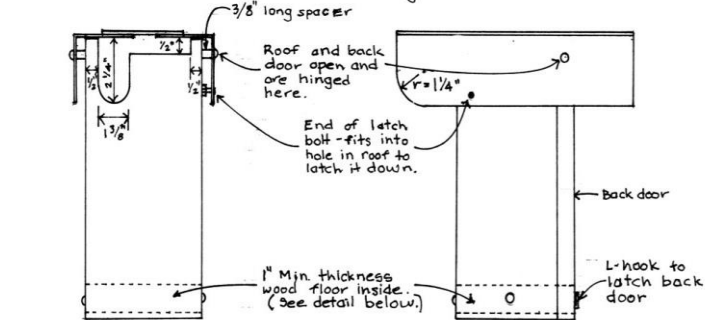
Helpful Web Sites: <https://texasbluebirdsociety.com/>; <https://nestwatch.org/>; <http://www.nabluebirdsociety.org/>; <http://sialis.org/>



Nest Boxes Designed, Built, and Monitored by Hays County Master Naturalist Volunteers

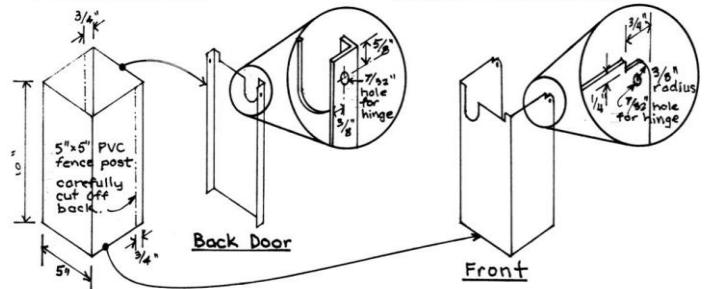
Item 5.

EASTERN BLUEBIRD PVC NESTBOX - Bonnie Tull Modified version of a N.A.B.S.-approved design. Feb 2015

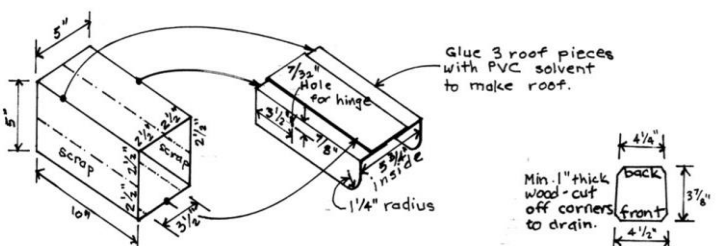


Front View

Right Side View



Body of Nestbox



Roof

Floor

SEE ASSEMBLY NOTES



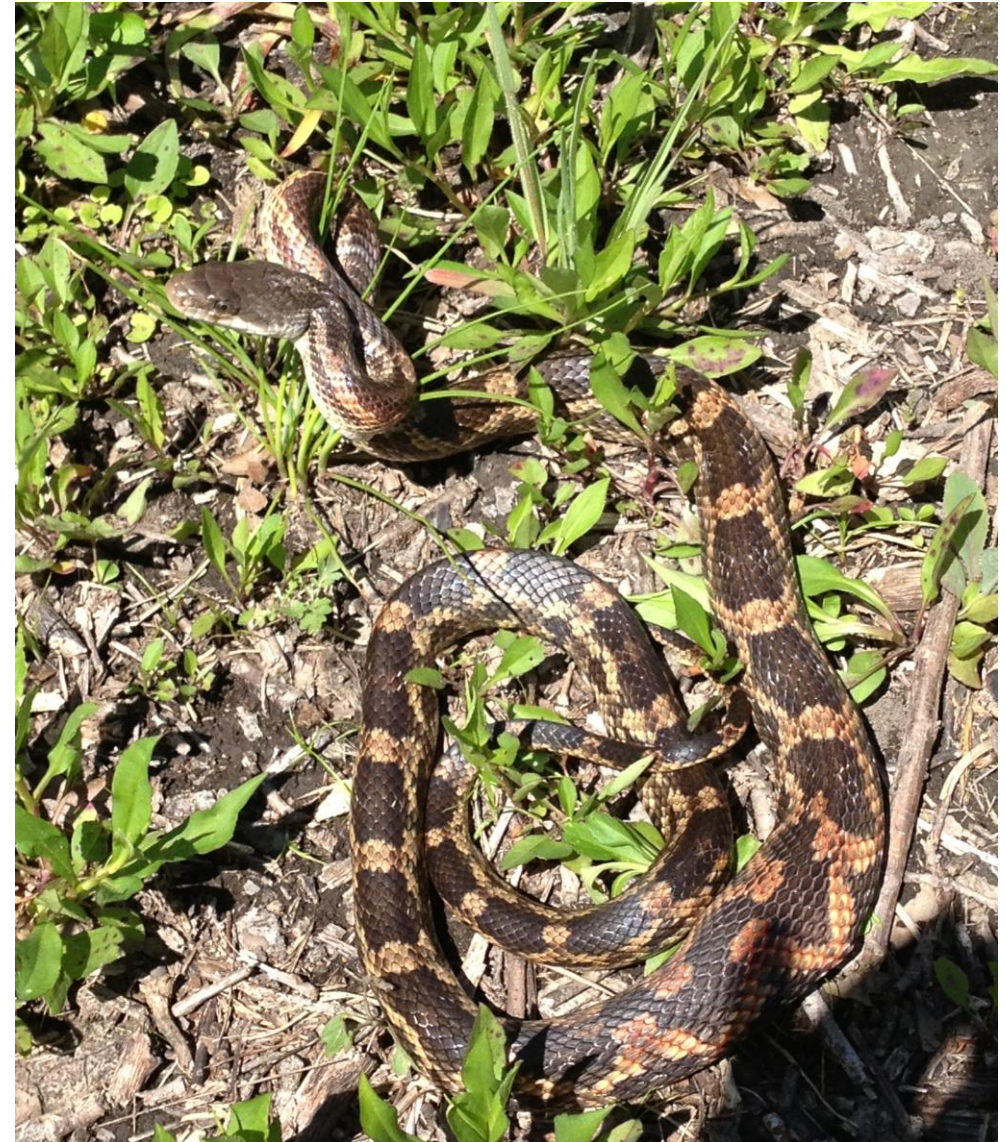
Bonnie Tull

Nest Box Design
by
Bonnie Tull
Hays County Master Naturalist
Project Coordinator

Nest Box Construction
John Moore and Doray Lendacky

The Importance of Predator Baffles

Item 5.





Checking the Boxes

Dripping Springs Ranch Park



Bob Adkins



Tina Adkins

Nest Box 1 - Bewick's Wrens



April 12
Partial Nest



April 16
Adult on Nest



April 23
6 Hatchlings



April 30
6 Chicks



May 3
6 Fledglings



DS1

Item 5.



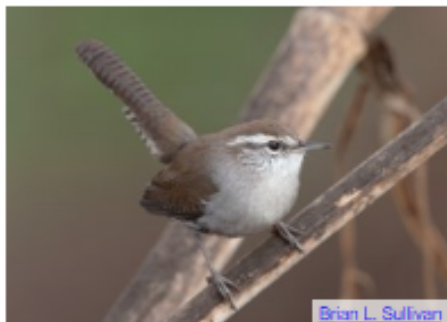
SITE DETAILS

Type:	on post / pole or platform
Immediate Habitat within 1m	public park/green space
Immediate Habitat within 100m	public park/green space
Elevation Above Sea Level	1,300 ft
Nest Height Above Ground	5 ft
Group Membership	<input checked="" type="checkbox"/> DSRP

Note: to delete a site, you must remove it from any Nest Groups and it must not contain any attempt data.

Date	Visits			Host Species			Status Codes				Cowbird Activity			More Information	
	Date	Eggs	Live	Dead	Nest Status	Adult Status	Young Status	Management Activity	Eggs	Live	Dead	Observer	Comments		
2019-03-25	0	0	0	cn	aa	no	no					B&TA			
2019-03-29	0	0	0	cn	no	no	no					B&TA			
2019-04-02	3	0	0	cn	va	no	no					B&TA			
2019-04-05	6	0	0	cn	aa	no	no					B&TA			
2019-04-09	u	0	0	cn	ra	no	no					B&TA			
2019-04-12	u	u	u	cn	ra	no	no					T&BA			
2019-04-16	u	u	u	cn	ra	ny	no					T&BA			
2019-04-19	u	u	u	cn	ra		no	0	0			B&TA			
2019-04-23	0	6	0	cn	no	ny	no	0	0			B&TA			
2019-04-26	0	6	0	cn	no	py	no	0	0			BA			
2019-04-30	0	6	0	cn	no	py	no	0	0			BA			
2019-05-03	0	6	0	cn	no	fy	no	0	0			B&TA			
2019-05-07	0	0	0	cn	no	no	no	0	0			B&TA			
2019-05-10	0	0	0	cn	no	no	no	0	0			B&TA			
2019-05-10	0	0	0	cn	no	no	no	0	0			B&TA			

ATTEMPT #1



Brian L. Sullivan

Bewick's Wren

Mar 25, 2019 — May 10,

Outcome: At least one ho

Attempt Summary

Visits	Clutch Size
15	6

First Egg Date

Apr 2, 2019

Box 6 - Bluebirds at last!



April 30
Grass Nest



May 3
3 Eggs



May 7
5 Eggs



May 13
5 Eggs



May 20
3-4 Hatchlings



May 28
3-4 Nestlings



May 31
3 Nestlings



June 4
3 Fledglings

Nest Box 6 - May 20



Proud Parents Protecting Hatchlings



Male Eastern Bluebird

Female Eastern Bluebird



SITE DETAILS

Type:	on post / pole or platform
Immediate Habitat within 1m	public park/green space
Immediate Habitat within 100m	public park/green space
Elevation Above Sea Level	1,300 ft
Nest Height Above Ground	5 ft
Group Membership	<input checked="" type="checkbox"/> DSRP

Note: to delete a site, you must remove it from any Nest Groups and it must not contain any attempt data.



ATTEMPT #1



Eastern Bluebird

Apr 30, 2019 — Jun 7,

Outcome: At least one

Attempt Summary

Visits	Clutch
14	5

First Egg Date
May 3, 2019

Visits	Host Species			Status Codes				Cowbird Activity			More Information		
	Date	Eggs	Live	Dead	Nest Status	Adult Status	Young Status	Management Activity	Eggs	Live	Dead	Observer	Comments
	2019-04-30	0	0	0	cn	no	no	no	0	0		BA	
	2019-05-03	3	0	0	cn	aa	no	no	0	0		B&TA	
	2019-05-07	5	0	0	cn	va	no	no	0	0		B&TA	
	2019-05-13	5	0	0	cn	aa	no	no	0	0		B&TA	
	2019-05-20	0	5	0	cn	va	ny	no	0	0		B&TA	
	2019-05-24	0	5	0	cn	va	fy	no	0	0		B&TA	
	2019-05-31	0	5	0	cn	fa	fy	no	0	0		B&TA	
	2019-06-04	0	3	u	cn	no	fy	no	0	0		B&TA	
	2019-06-07	0	0	0	cn	va	no	no	0	0		B&TA	

Bluebird Parents Remaining at Box 5 Nest Site – July 30 After Brood 2 Fledged

Female Eastern Bluebird



Male Eastern Bluebird





Breeding Summary Dripping Springs Ranch Park

The Cornell Lab of Ornithology
 Item 5.
NestWatch
Where Birds Come to Life

2020 QUICK SUMMARY

6

Total Nest Sites

15

Total Nesting Attempts

68

Total Eggs

55

Total Young

49

Total Fledglings

Year 2020

Site Name	Species	Outcome	1st Egg Date	1st Hatch Date	1st Fledge Date	No. of fledged	Max clutch size	Total live young	Unhatched eggs	Hatch Rate	Fledge Rate
DS1	Tufted x Black-crested Titmouse (hybrid)	At least one host young fledged	2020-03-29	2020-04-14	2020-04-26	6	6	6	0	100.00%	100.00%
DS1	Eastern Bluebird	At least one host young fledged	2020-05-02	2020-05-21	2020-06-01	3	5	3	2	60.00%	100.00%
DS2	Eastern Bluebird	At least one host young fledged	2020-06-15	2020-07-03	2020-07-18	2	4	2	1	50.00%	100.00%
DS2	Eastern Bluebird	At least one host young fledged	2020-04-28	2020-05-12	2020-06-01	4	5	4	1	80.00%	100.00%
DS2	Eastern Bluebird	At least one host young fledged	2020-02-28	2020-03-19	2020-04-05	5	5	5	0	100.00%	100.00%
DS3	Eastern Bluebird	At least one host young fledged	2020-02-29	2020-03-20	2020-04-06	5	5	5	0	100.00%	100.00%
DS3	Bewick's Wren	At least one host young fledged	2020-06-02	2020-06-18	2020-07-02	5	5	5	0	100.00%	100.00%
DS3	Eastern Bluebird	All young disappeared from nest before fledge date; reason unknown	2020-05-07				5				
DS4		No breeding behavior observed									
DS4	Bewick's Wren	At least one host young fledged	2020-04-04	2020-04-28	2020-05-08	6	6	6	0	100.00%	100.00%
DS4	Bewick's Wren	At least one host young fledged	2020-05-19	2020-06-05	2020-06-19	5	6	5		83.33%	100.00%
DS5	Eastern Bluebird	All young found dead in or nearby nest	2020-03-02	2020-03-20		0	5	5	0	100.00%	0.00%
DS5	Eastern Bluebird	At least one host young fledged	2020-05-13	2020-05-28	2020-06-15	5	5	5	0	100.00%	100.00%
DS6	Eastern Bluebird	At least one host young fledged	2020-06-02	2020-06-16	2020-07-01	3	6	4	2	66.67%	75.00%
DS6	Eastern Bluebird	No breeding behavior observed				0	0	0	0		

Year 2019

Site Name	Species	Outcome	1st Egg Date	1st Hatch Date	1st Fledge Date	No. of fledged	Max clutch size	Total live young	Unhatched eggs	Hatch Rate	Fledge Rate
DS1	Bewick's Wren	At least one host young fledged	2019-04-02	2019-04-17	2019-05-04	6	6	6	0	100.00%	100.00%
DS2		No breeding behavior observed									
DS3		No breeding behavior observed									
DS4	Bewick's Wren	No breeding behavior observed									
DS5		No breeding behavior observed									
DS5	Eastern Bluebird	At least one host young fledged	2019-06-18	2019-07-04	2019-07-22	3	3	3	0	100.00%	100.00%
DS6	Eastern Bluebird	At least one host young fledged	2019-05-03	2019-05-17	2019-06-06	3	5	5	0	100.00%	60.00%

Jacob's Well December 14, 2019

Item 5.



Eastern Bluebird



Female Bluebird – March 3



March 3



March 9



March 15



March 24

Feeding the Chicks



Male Bluebird – April 6

March 31



April 6



April 13



Six-Week Summary - Box 1 Bluebird Nest Cycle

Item 5.



Mar 3 – partial nest

+ 6 days



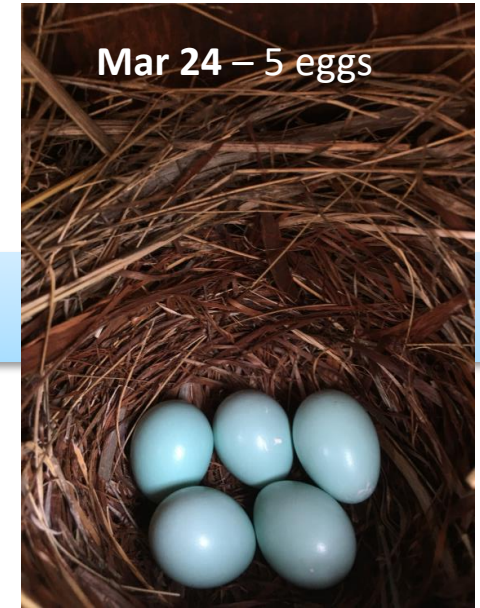
Mar 9 – no eggs

+ 6 days



Mar 15 – 3 eggs

+ 9 days



Mar 24 – 5 eggs

+ 7 days



Mar 31 – 5 new hatchlings

+ 7 days



Apr 6 – 5 growing chicks

+ 7 days



Apr 13 – 5 fledglings

= 42 days



Juvenile Bluebirds
Vicinity of Box 1
May 4



Item 5.

Juvenile Bluebirds

May 12



April 22 - Building the nest

Black-crested Titmouse

Item 5.





Item 5.

Black-crested Titmouse Nest Cycle

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Apr 27 – 5 eggs



May 5 – 6 eggs, adult in box



May 12 – 5 newborn chicks,
adult in box



May 20 – 5 chicks, 1 egg
unhatched



May 25 – Both parents feeding fledglings



May 25 – 5 fledglings



June 2 – removed nest and 1
unhatched egg



Fledge Day – First Flight

Ash-throated Flycatcher

Item 5.



Apr 13 – no eggs

Apr 22 – 6 eggs

Ash-throated Flycatcher Nest Cycle



Apr 27 – Adult in nest box with 6 eggs



May 5 – 5-6 chicks



May 12 – 4-6 fledglings

Bewick's Wrens

Item 5.



Mar 16 – partial nest



Mar 23 – partial nest



Carolina Chickadee Nest Cycle



Apr 6 – adult on nest with 7 eggs

Apr 20 – 5-7 hatchlings



Mar 30 – moss nest with feathers, no eggs



Apr 27 – 4+ nestlings



May 4 – 6-7 fledglings



Nestbox Observation Worksheet for 20 ____

Use a separate sheet for each nestbox.
At the end of the season, compile your results on the **Season Summary** form.

To use this worksheet in a simplified way that will solely record the data for the season summary form, record only data for the columns in **bold font**.

Eastern Bluebird: EABL
Ladder-Backed Woodpecker: LBWO
Downy Woodpecker: DOWO
Ash-Throated Flycatcher: ATFL
Great Crested Flycatcher: GCFL
Carolina Chickadee: CACH
Tufted Titmouse: TUTI
Black-Crested Titmouse: BCTI
Brown-Headed Nuthatch: BHNU
Carolina Wren: CAWR
Bewick's Wren: BEWR
Western Bluebird: WEBL
Prothonotary Warbler: PRWA
House Finch: HOFI
Other: ***Please write in name of species***
Unidentified: **UNID**

Habitat type:
 Forest: large trees with crowns touching, forming an overhead canopy of branches
 Woodland: small trees and shrubs, frequently dense, without overhead canopy
 Parkland: large trees widely spaced
 Open: smaller trees and shrubs, or none
 Commercial: little or no green space

Habitat site
 Urban Yard Rural Yard
 Cemetery City/State Park
 Farmland Golf Course
 Ranchland Mesquite Grassland
 Rural Roadside Urban Roadside
 Ashe Juniper (cedar) Acreage

Date	Empty Box	Partial Nest	Complete Nest	***** # Eggs *****	Date 1st egg laid	Projected Hatch Date	***** # Young *****	Actual Hatch Date	Projected Earliest Fledge Date	***** # Fledged *****	Actual / Probable Fledge Date	House Sparrow Nest Attempt	# Eggs Destroyed or Missing *	# Dead*	Species (codes below)

Location: _____

Box No. or Name: _____



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Nestbox Summary:
Approximate Date & Species of First Fledge: _____
Last Fledge: _____
1st Nesting:
Species: _____ # eggs: _____
nestlings: _____ # fledged: _____
Other: _____
2nd Nesting:
Species: _____ # eggs: _____
nestlings: _____ # fledged: _____
Other: _____
3rd Nesting:
Species: _____ # eggs: _____
nestlings: _____ # fledged: _____
Other: _____
4th Nesting:
Species: _____ # eggs: _____
nestlings: _____ # fledged: _____
Other: _____
5th Nesting:
Species: _____ # eggs: _____
nestlings: _____ # fledged: _____
Other: _____

Predator control:
 None Smooth Metal Pole
 Greased Pipe PVC Baffle
 Cone Baffle Stovepipe Baffle
Other: _____

Heat protection:
 HeatShield Shade
 Partial HeatShield (i.e., extra roof)
 Solarscreen Other: _____

Nestbox style: _____

Jacob's Well – 2019 Data



Bluebird Boxes and Natural Nest Cavities	March				April				May			
	8-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr	4-May	12-May	19-May	26-May
Box 1 - Bluebird Across dry creek, natural grassy area								Partial Bluebird nest material	Full Bluebird nest, 3 eggs 2 Juvenile Bluebirds in tree at Box 1	5 Bluebird eggs, adult in the box	1 Bluebird hatchling, 4 eggs, adult in the box	2 Bluebird chicks, Adult flew in and hovered, landed in adjacent tree
Box 2 - Bluebird, Black-crested Titmouse Across dry creek, natural grassy area	Full Bluebird nest, no eggs, adults in/out of box	3 Bluebird eggs	5 Bluebird eggs, Male Bluebird in box	5 Bluebird eggs, adult not in sight	4 Bluebird babies visible, adult in the box	4-5 Bluebird fledglings	4 Bluebirds fledged, 1 egg unhatched, removed nest	Partial moss nest	Full moss nest with hair, 6 eggs, probably Titmouse	6 Titmouse eggs	6 Titmouse nestlings	6 Titmouse chicks
Box 3 - Black-crested Titmouse Path from Nature Center to JW, natural grass	Moss nest with hair and paper, no eggs	3 Titmouse eggs?	7 Titmouse eggs, Adult Titmouse in box	Adult Titmouse stayed on nest, did not disturb	6 Newborn Titmice visible, adult in the box	5-7 Titmouse fledglings	5-7 Titmouse fledglings ready to fledge	5-7 Titmice fledged, removed nest	Full moss nest with hair, no eggs	Adult Titmouse on nest, remained in box	5 Titmouse hatchlings	5 Titmouse chicks
Box 4 - Chickadee, Ash-throated Flycatchers Adjacent to Nature Center, open grassy area		Partial Bewick's Wren nest	Partial Bewick's Wren nest	Wren nest now has moss, hair, and feathers - no eggs	Chickadee adult sitting on nest, 6 eggs	Chickadee adult in box, 6 eggs	Chickadee adult in Box, 4-6 nestlings	4-6 Chickadee nestlings	6 Chickadee Fledglings, ready to fledge	6 Chickadees fledged, removed nest		2 Ash-throated Flycatchers building a new nest, no eggs
Box 5 - Black-crested Titmouse Path from parking lot to JW, open grassland		Some moss in the box	Additional moss nest, 2 Chickadees protecting the box	7 eggs, Adult Titmouse in the box	7 eggs, Adult Titmouse in the box	3 Newborn Titmice, 4 unhatched eggs, adult Titmouse in box	Adult Titmouse in the box, 4+ nestlings	Nest appeared to be empty, started to remove nest, but 5 fledglings in the nest	5 Titmice fledged, removed nest			
Box 6 - Bewick's Wren Adjacent to Parking, some juniper		Bewick's Wren nest, no eggs	Bewick's Wren nest, no eggs	Bewick's Wren nest, 3 eggs	Bewick's Wren nest, 6 eggs	6 eggs	5+ Nestlings	4-6 Fledglings	4-6 Bewick's Wrens fledged, removed nest		Note: removed 2 scorpions from box	
Box 7 - Ash-throated Flycatcher, Wren North 40, mix of juniper and oak		A small amount of moss	A small amount of moss	Wren nest with cedar on top and feathers, no eggs	Wren nest with cedar on top and feathers, no eggs	Wren nest, lots of hair on top that is new, no eggs	6 eggs, look like Ash-throated Flycatcher	Adult Ash-throated Flycatcher in box, 6 eggs	2 Newborn nestlings just out of eggs, 4 eggs	Noel guard torn off by predator, Flycatcher nestlings predated, Wren nest started	1 Wren egg	Bewick's Wren adult in box with 6 eggs
Box 8 - Wren North 40, mostly juniper			Partial Wren nest	Wren nest, no eggs	Wren nest, adult in box, no eggs	Wren nest, 1 egg	Wren nest, 1 egg	Wren nest, 1 egg	Wren nest, 1 egg, removed nest	Partial Wren nest	Partial Wren nest, unchanged	Partial Wren nest, unchanged
Box 9 - Black-crested Titmouse Near guard shack, natural grass		Partial nest mostly moss, some hair, no eggs	6 Titmouse eggs, with snake skin	6 Titmouse eggs	4-5 Newborn Titmice, 1 egg, Adult in the box	4-6 Titmouse fledglings, adult Titmouse in box	4-6 Titmouse fledglings, ready to fledge	4-6 Titmice fledged, removed nest	Partial moss nest	Moss nest, some additional material, 6 Titmouse eggs	6 Titmouse eggs, nest seems incomplete	6 Titmouse hatchlings
Dead Tree Woodpecker Hole - Path across from Box 5								Possible Titmouse in and out of hole		Ash-throated Flycatcher pair feeding nestlings	Ash-throated Flycatcher pair feeding nestlings	



2021 Volunteer Opportunities

Item 5.

Charro Ranch Park – 2 nest boxes

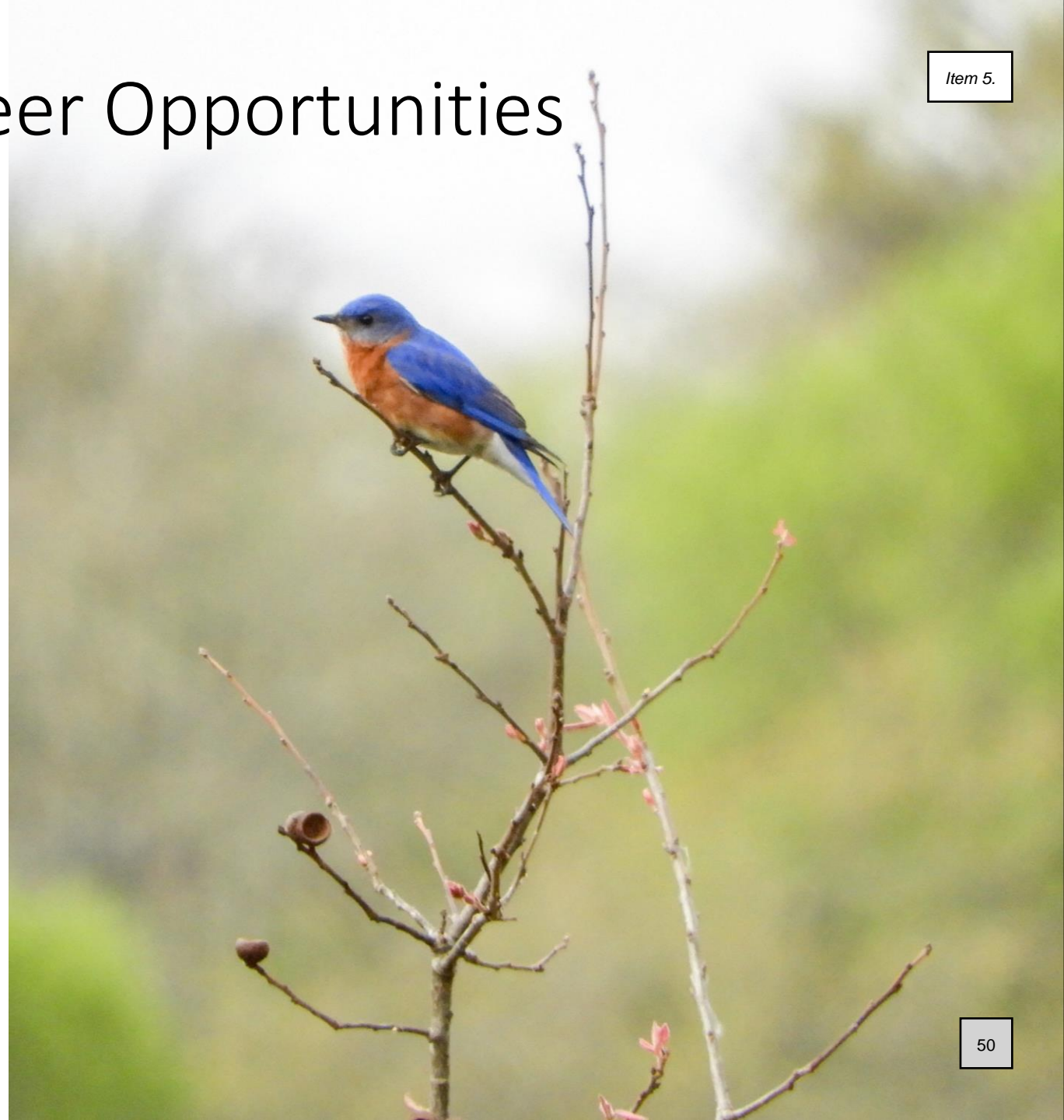
- Bonnie Tull is the contact
 - Phone number = 512.663.2092
 - Email = bonehead.tull@gmail.com

Blue Hole - 8 nest boxes

- Easily walkable – takes a little more than an hour

Patsy Glenn – 2 nest boxes

- A bit more walking because one of the boxes is on the far edge and not accessible by vehicle (maybe 1/8 mile)
- Christine Byrne is the contact for Blue Hole and Patsy Glenn
 - Phone number = 512.924.7866
 - Email = texasbyrnes@yahoo.com





If you are interested in volunteering for Project 702, reach out to any of us

Bonnie Tull – Charro Ranch

Betsy Cross – Jacob’s Well

Tina Adkins – Dripping Springs Ranch Park

Christine Byrne – Blue Hole & Patsy Glenn

Thank You!

Bluebird Trails

- Eastern Bluebirds are a species of Thrush found only in the eastern half of North America.



Central Texas is on their western habitat border. When English House Sparrows were introduced to America Item 5. the 1850s, Bluebirds across North America began to suffer decline due to competition for increasingly rare nest cavities. This coincided with the removal of old fence posts where cavities had provided abundant nesting sites. People mobilized by establishing Bluebird trails across the Continent. The trails consist of mounted Bluebird nest boxes spaced at least 100 yds apart over an open area. With these trails, Bluebirds have made a dramatic comeback.

The Hays County Master Naturalists have a project to install nest boxes on available habitat. We currently have boxes at Jacob's Well, Dripping Springs Ranch, the Driftwood Fire Station, Charro Ranch and in some neighborhoods. People visiting these parks inevitably find the Bluebird activity to be charming. Often, when they see us monitoring the boxes, they will comment about how excited they were to have seen Bluebirds.

The PVC nest boxes we maintain are virtually indestructible. They provide the Master Naturalists an opportunity to spread the interest and joy in Bluebirds to a wider audience. They will never become rotting eyesores as are seen in some areas. Wood peckers and animals cannot harm them.

Charro Ranch currently has two nest boxes but could support as many as 4 more. They would be installed in open areas at least 100 yds apart. During the nesting season which typically lasts from February through July they are monitored about once a week. As the leader of Bluebird Project 702, I am requesting permission to install up to 4 additional nest boxes at Charro Ranch.

These are recently completed nest PVC nest boxes looking for homes.



Sample nest box at Driftwood Fire Station



This illustrates how the boxes are mounted using t-posts driven into the ground with stovepipe baffles against predators. The t-posts can be easily moved. There are two of these at the Driftwood Fire Station currently.

Interior of nest box with
Eastern Bluebirds hatching





STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Kelly Schmidt, Parks & Community Services Director

PRC Meeting Date: March 1, 2021

Agenda Item Wording: Discuss and consider approval of a recommendation for the creation of forming a Friends of Dripping Springs Parks Foundation

Agenda Item Requestor: Robbie Zamora + Matt Zarbaugh

Summary/Background: A parks foundation is a non-profit organization that supports a specific park or more likely parks across a wider geographical area such as a city, with time, expertise and privately raised funds.

A parks foundation is not restricted to one form, but they are likely to have charitable status and a board incorporating involvement from the local community, parks managers and local businesses. They may also vary in size and functions, but ultimately the goal is to bring together fundraising, sponsorship, other income, and volunteering to support the parks in remaining free, open and accessible to the wider public.

The National Association of Parks Foundations states that: "An optimally functioning park foundation can counteract public budgeting trends by invoking the power of philanthropy and volunteerism to replace unfunded budgetary items, which reduce the need for higher revenue-producing user fees and the pay-to-play trends happening across public recreation."

Park Foundations have access to funding resources and grants that municipalities do not. With the addition of Rathgeber Natural Resource Park it is even more imperative that Dripping Springs secures additional funding resources to support and maintain its park system and grow its quality of life programs.

Staff Recommendation: Approve the formation of the Friends of Dripping Springs Parks Foundation.

Attachments:

1. Example board selection notes from Friends of Bee Cave Parks Foundation
2. Example Bylaws from Friends of Bee Cave Parks Foundation
3. Example tax form from Friends of Bee Cave Parks Foundation
4. Example Strategic Plan of Friends of Bee Cave Parks Foundation
5. Example MOU from FOBCP

Next Steps/Schedule:

More discussion, research, survey the community for interest and involvement. Possibly host open house for Inaugural Board Member recruitment. Author draft bylaws. Research current costs associated with Foundation formation. Confer with City attorney. Draft MOU that clearly defines role of Foundation and mission so that it does not compete with mission of the Parks and Community Services department but rather enables it. Return to Commission in April with progress report.

MEMBERS

4.1 Classes of Members. The membership shall consist of three classes of members, as follows: (a) board members; (b) ex-officio board members; (c) general members.

a. **Board Members.** Except for founding board members, ***board members shall be those persons elected from the General Membership and serving on the Board of Directors pursuant to the provisions set forth herein.*** If the Board of Directors votes to set up a dues structure, their membership dues must be kept current.

6.1 Annual Meetings. The Annual Meeting of the Membership shall be held in first Wednesday in February of each year at a specific time and place to be determined by the Board. ***The purpose of the Annual Meeting shall be to elect the Board of Directors of the corporation, fill all vacancies on the Board and transact such other business as may properly come before it.*** The Secretary shall prepare a complete list of members entitled to vote for the use of the corporation at the Annual Meeting.

BOARD

5.3 Number of Directors and Term of Office. The corporation shall be governed by a Board of Directors of ***not less than five (5), or more than fifteen (15) persons.*** The Board except for the first Board meeting elects the Executive Officers. Directors are active members of the corporation.

The term of office for each director shall be three (3) years, except that the term of office for the members of the first Board as chosen by the incorporators of the corporation shall be staggered so that no more than one-third (1/3) of such Director shall ***be elected for a one (1) year term, one-third (1/3) for a two (2) year term, and the remaining Directors for a three (3) year term.*** Thereafter, annually, Directors shall be elected at each Annual Meeting of the corporation to serve for a full three (3) year term upon expiration of their term as above provided. ***Nominations to the Board shall be made by a nominations committee appointed by the Board and shall be set forth in the Notice of the Annual Meeting.*** Each Director shall hold office for the term for which he or she is elected and until his or her successor shall have been elected and qualified. ***Directors in office may be re-elected for a maximum of two consecutive terms, excluding the initial terms of the first Board of Directors.***

OFFICERS

8.2 Election and Term of Office. The Board shall elect the officers at the February meeting. If the election of officers shall not be held at such meeting, ***such election shall be held as soon thereafter as convenient***. The ***term of office for each officer shall begin in March and be two years*** or until such time as their successors are chosen and qualified.



**BEE CAVE FRIENDS OF THE
PARKS FOUNDATION
STRATEGIC PLAN**

Bee Cave
Friends of the Parks

Event Plans for 2019- Futures Years

Bicycle, Brews & Blues – September 7, 2019

Meeting Notes – We need to explore opportunities to promote both the Primitive Park and our BCFOP membership drive with a booth to market our park goals, increase membership and raise dues income.

Consideration for 2020-1) Consider including a Trail Bicycle Run at Primitive Park in the morning prior to Galleria event. 2) Approach bicycle business to sponsor the run

Event Requirements and Opportunities:

- Need a Event Leader & Team – Terri Mitchell
- Set Membership application booth
- Need to consider a August planning meeting
- Create a marketing plan

Halloween Dog Parade & Costume Contest – October 27 2019

Meeting Notes – Several BCFOP members are interested in creating a Dog (pets) Parade and Costume Contest to help promote the Dog Parks at Bee Cave Central Park. The Bee Cave Park Recreation Department desires to improve the Dog Parks.

Event Requirements and Opportunities:

- Need Bee Cave Park & Facilities input and approval
- Need an Event Leader – Lou Anthony
- Promote needs for additional water stations, dog park activity equipment and other products
- Donation Box for improvements to Dog Parks
- Pet Sponsors for Dog or Pet Walk

Park and Trail Clean Up Schedules - 2020

Meeting Notes: BCFOP want to set up a method and program for the promotion the Bee Cave Parks and Recreation Department Clean Ups.

- October 12– Brown Tract/Homestead 7:00 AM
- November 9 – Brown Tract/Homestead 7:00 AM
- December 14 – Primitive Park 7:30 AM
- January 11 – Primitive Park 7:30 AM

Event Requirements and Opportunities:

- Bee Cave Parks and Recreation Department's park or trail locations

- Need Clean Up Leaders

50th Earth Day Anniversary - April 18th. 2020

Meeting Notes – Everyone at the meeting is very supportive of developing and expanding next year's 5 K RUN with the Lake Travis students for Community service credits. The general comments have been to make this event much larger with bigger activities.

Event Requirements and Opportunities

- Need an Events Leader and Team
- Membership application table
- Marketing program to increase participators and Income

Quarterly “Know Our Parks” – 2020

Meeting Notes: BCFOP has agreed to set up monthly or Quarterly Bee Cave Parks visits. These visits are to evaluate quality of each park and determine the needs for improve and opportunities to enhance the public enjoyment of each park.

Project Requirements and goals:

- Need Project Leader – Paul Vickey
- Central Park
 - Dog Parks
 - All Abilities
 - Parking Issues
 - Wildlife Viewing Center
- Primitive Park
 - Hiking and Biking Trail
 - Bird Blinds
- Sculpture Park
 - Support the Bee Cave Arts Foundation
 - Water Pond
- Brown Tract
 - Clean Up Area – October 12 & November 9
 - BCFOP has no plans other than Clean ups until City of Bee Cave develop a Brown Tract Plan
- Walking, Hiking & Biking Trails

All Abilities Park – 2020 - 2021

Meeting Notes: BCFOP needs to support and assist Bee Cave Parks & Recreation Department in developing All Abilities Park. Clint Garza, Bee Cave City Manager, is committed to developing this project in Central Park. Park Notes

Project Requirements:

- 2020 Bee Cave Master Plan
 - City Council Approval
 - Parking Issues
- Need Project Leader
- Support Bee Cave Parks & Facilities Development Plan
- Attend Economic Development Board Meeting
- Attend Bee Cave Council Meeting

Wildlife Viewing Center (Bird Blinds & Butterfly Garden) – 2020 - 2021

Meeting Notes: BCFOP is interested in investigating the cost, development and location of a Bird Blinds and Butterfly Garden. These two programs complement each other enjoyment and really work hand-in-hand. It's recommended that we visit the bird blind/butterfly garden at Pedernales Falls, which has been done in August. It was mentioned to investigate the possibilities of the "Old Dog Park" as a suitable site. Both Primitive Park and Brown Tract are potential locations. We have several board members are both knowledgeable and supporters of this project.

Event Requirements and Opportunities:

- Need a Events Leader
- Bee Cave Parks & Facilities Plan
- Council Approvals
- Old Dog Park Property Survey/Layout
- Support Educational Area
- Study Bee Cave Bats situation

Bee Cave Parks and Facilities Activities

Meeting Notes –Determine how we can assist and participate in Bee Cave Parks & Recreation Department celebrations of the opening our new Parks and Trails.

Planned Activities

- Grand Opening & Ribbon Cutting of RR 620/ Gateway segment
- Clean Up events
- New City Activities

Bee Cave Parks & Trails Opportunities and Needs through 2025

Central Park

Meeting Notes: BCFOP member's discussion was mostly focused on events to be conducted next year in Central Park. We recognized that there are many new opportunities to provide our community with expanded activity or usage of new sections or events in this park.

Park Requirements and opportunities:

- Dog Park Improvements
 - Need permanent water system
 - Improve ground and field with grass or other material
 - Possible dog washing station
 - Dog activity stations
- Bee Cave Art Foundation Plans
- All Abilities Section – Contact “Play For All Foundation” for their direction and advise on this park

Primitive Park

Meeting Notes: The BCFOP member's opinion is that the Primitive Park has more opportunities for immediate improvements and to open greater marketing opportunities and community awareness of this park.

Park Requirements and opportunities:

- Need ATV for trail access and trash removal (Council approved) which will be acquired October 1
- Hiking Trails
- Improve mountain Biking Trails
- Trail Markers
- Develop a Primitive Bike and Hiking App

Sculpture Park – 2020 - 2021

Meeting Notes: The BCFOP group needs wait until we can determine how the new Police Department Building and West Village development affects the land usage and draining issues in this area.

Park Requirements and opportunities:

- Improvement of Sculpture Pond
- Possible Bird Blind
- New Art
- Kiosks
 - Donation Box
 - Marketing Opportunities
- Trail Paths

Hike & Bike Trails

Meeting Notes: BCFOP members discussed our needs to support new trails programs and the possible methods in crossing highway 71.

Park Requirements and opportunities:

- 620 Trails
- Lake Travis High School Trail
- New Trails
- West Village Trails
- Future Trail Access to Trail and Park Southside of Highway 71

Brown Tract

Meeting Notes: BCFOP members questioning what are the plans for the Brown Tract and when we might have input into the development of this new park.

Park Requirements and opportunities:

- Bee Cave Parks & Facilities Develop Plan
 - Hiking Trails
 - Picnic Opportunities
 - Bird Blinds Butterfly Gardens
- Scheduled Clean Up

Publicity & Communication

Website – bcfop.org

Meeting Notes: The BCFOP Members were extremely excited about the progress on our website and the opportunities that provide us to market our group.

Project Requirements and Opportunities:

- Post Bee Cave Parks and Recreation Department's Schedules
- Donations
- Membership growth
- Communication to members and Bee Cave and Regional Area

Media

Meeting Notes: No Discussion

Project Requirements and Opportunities:

- Impact
- Bee Cave Messenger

- FaceBook
- Google
- Event Brite

Business Income & Expense Plan for 2020

Membership Dues Income:

30 Members
New Members

Event Income:

5K Family Fun Run
Other Fund Raising Events
Partner with Falcon Head for possible Golf Tournament Fund Raiser

Donation Fund raising campaign:

Individual
Corporate
Park Donation Boxes

Investigate Possible Grants

All Abilities
Other Grant Opportunities

Notes for additional suggestion, ideas and events



Instructions for Form 1023-EZ

(Rev. January 2018)

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

Section references are to the Internal Revenue Code unless otherwise noted.

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Future Developments

For the latest information about developments related to Form 1023-EZ and its instructions, such as legislation enacted after they were published, go to [IRS.gov/Form 1023-EZ](https://www.irs.gov/Form1023-EZ).

Reminder

Don't include social security numbers on publicly disclosed forms. Because the IRS is required to disclose approved exemption applications and information returns, exempt organizations should not include social security numbers on these forms. Documents subject to disclosure include correspondence with the IRS about the filing.

Photographs of Missing Children

The Internal Revenue Service is a proud partner with the [National Center for Missing & Exploited Children® \(NCMEC\)](https://www.nccmec.org/). Photographs of missing children selected by the Center may appear in instructions on pages that would otherwise be blank. You can help bring these children home by looking at the photographs and calling 1-800-THE-LOST (1-800-843-5678) if you recognize a child.

Email Subscription

The IRS has established a subscription-based email service for tax professionals and representatives of tax-exempt organizations. Subscribers will receive periodic updates from the IRS regarding exempt organization tax law and regulations, available services, and other information. To subscribe, visit [IRS.gov/Charities](https://www.irs.gov/Charities).

General Instructions

“You” and “Us”. Throughout these instructions and Form 1023-EZ, the terms “you” and “your” refer to the organization that is applying for tax-exempt status. The terms “us” and “we” refer to the Internal Revenue Service.

Purpose of Form

Form 1023-EZ is the streamlined version of Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code. Any organization may file Form 1023 to apply for recognition of exemption from federal income tax under section 501(c)(3). Only certain organizations are eligible to file Form 1023-EZ (see *Who Can File This Form*, below).

Note. Most organizations seeking exemption from federal income tax under section 501(c)(3) are required to complete and submit an application. However, the following types of organizations may be considered tax exempt under section 501(c)(3) even if they do not file Form 1023 or Form 1023-EZ.

- Churches, including synagogues, temples, and mosques.
- Integrated auxiliaries of churches and conventions or associations of churches.
- Any organization that has gross receipts in each taxable year of normally not more than \$5,000.

Who Can File This Form

Only certain organizations are eligible to apply for exemption under section 501(c)(3) using Form 1023-EZ. To determine if you are eligible to file Form 1023-EZ, you must complete the [Form 1023-EZ Eligibility Worksheet](#).



*If you answer “Yes” to **any** of the worksheet questions, you are not eligible to apply for exemption under section 501(c)(3) using Form 1023-EZ. You must apply on Form 1023. If you answer “No” to **all** of the worksheet questions, you may apply using Form 1023-EZ.*



Before completing either Form 1023 or Form 1023-EZ, we recommend reading “Life Cycle of an Exempt Organization” at [IRS.gov/Charities](https://www.irs.gov/Charities).

How To File

Form 1023-EZ can only be filed electronically by going to [IRS.gov/Form1023-EZ](https://www.irs.gov/Form1023-EZ) or [Pay.gov](https://www.pay.gov) (enter the term “Form 1023-EZ” in the search box). We will not accept printed copy submissions of the application.



We recommend you preview and print a copy of your application for your records before submitting it electronically.

User Fee

A user fee is required to process your application. This fee must be paid through [Pay.gov](https://www.pay.gov) when you file your application. Payments can be made directly from your bank account or by credit/debit card. For the current exempt organization user fee amounts, go to [IRS.gov/charities-non-profits/user-fess-for-tax-exempt-and-government-entities-division](https://www.irs.gov/charities-non-profits/user-fess-for-tax-exempt-and-government-entities-division). You can also call 877-829-5500.

When To File (Effective Date of Exemption)

Generally, if you file **Form 1023-EZ within 27 months after the end of the month in which you were legally formed**, and we approve the application, the legal date of formation will be the effective date of your exempt status.

If you do not file Form 1023-EZ within 27 months of formation, the effective date of your exempt status will be the date you filed Form 1023-EZ (submission date).

If you do not file Form 1023-EZ within 27 months of formation, and you believe you qualify for an earlier effective date than the submission date, you can request the earlier date by sending correspondence to the address below. The correspondence should include your name, employer identification number (EIN), the effective date you are requesting, an explanation of why the earlier date is warranted, and any supporting documents. This correspondence should be sent after you receive your Determination Letter. Alternatively, you may complete Form 1023 in its entirety instead of completing Form 1023-EZ.

Note. If you have been automatically revoked and are seeking retroactive reinstatement, see [Part V. Reinstatement After Automatic Revocation](#) of these instructions.

Send effective date correspondence to:

Internal Revenue Service
Exempt Organizations Determinations
Room 4024
P.O. Box 2508
Cincinnati, OH 45201

Application Process

Submitting this application does not guarantee exemption will be recognized. If your application is incomplete or not completed correctly, it may be rejected. In addition, you may be contacted for additional information. Also, the IRS will select a statistically valid random sample of applications for pre-determination reviews, which may also result in requests for additional information.

Filing Assistance

For help in completing this form or general questions relating to an exempt organization, call Exempt Organization Customer Account Services toll free at 877-829-5500. You may also access information on our website at [IRS.gov/Charities](https://www.irs.gov/Charities).

The following publications are available to you for further information.

- [Publication 517, Social Security and Other Information for Members of the Clergy and Religious Workers](#)
- [Publication 526, Charitable Contributions](#)
- [Publication 557, Tax-Exempt Status for Your Organization](#)
- [Publication 598, Tax on Unrelated Business Income of Exempt Organizations](#)

- [Publication 1771, Charitable Contributions—Substantia and Disclosure Requirements](#)
- [Publication 1828, Tax Guide for Churches and Religious Organizations](#)
- [Publication 3079, Tax-Exempt Organizations and Gaming](#)
- [Publication 3833, Disaster Relief: Providing Assistance Through Charitable Organizations](#)
- [Publication 4220, Applying for 501\(c\)\(3\) Tax-Exempt Status](#)
- [Publication 4221, Compliance Guide for 501\(c\)\(3\) Tax-Exempt Organizations](#)

Signature Requirements

An officer, director, or trustee listed in Part I, line 8, who is authorized to sign for the organization must sign Form 1023-EZ. The signature must be accompanied by the title or authority of the signer and the date.

Annual Filing Requirements

Generally, an organization that qualifies for exemption under section 501(c)(3) is required to file an annual return in accordance with section 6033(a). However, an eligible organization, other than a private foundation, that normally has gross receipts of less than \$50,000 is not required to file an annual return, but must furnish an annual electronic notice on Form 990-N (e-Postcard) providing the information required by section 6033(i). See Rev. Proc. 2011-15, 2011-3 I.R.B. 322. Failure to file a required return or notice for three consecutive years will result in auto-revocation of your tax-exempt status.

An organization that is required to file a Form 990-series annual information return or submit Form 990-N must do so even if its application for recognition of exemption has not been filed or has been filed but not yet approved.

If an annual information return or tax return is due while Form 1023-EZ is pending, complete the return, check the “Application pending” box in the heading, and send the return to the address indicated in the instructions.

If Form 990-N is due while Form 1023-EZ is pending, the organization may need to contact the IRS at 877-829-5500 and ask for an account to be established for the organization so that it may file the notice.

Information on annual information return and electronic notice filing requirements and exceptions to the filing requirements may be found in Pub. 557 and at [IRS.gov/Charities](https://www.irs.gov/Charities).

Form 1023-EZ does not allow you to request an exception to filing Form 990, Return of Organization Exempt From Income Tax; Form 990-EZ, Short Form Return of Organization Exempt From Income Tax; or Form 990-N. If your request for recognition of tax-exempt status is granted on Form 1023-EZ, you will be required to submit Form 990, 990-EZ, or 990-N depending on your gross receipts and assets. If you believe that you meet an exception to filing Form 990, 990-EZ, or 990-N, and wish to obtain that exception at the time of filing your application, then you should submit Form 1023 instead of Form 1023-EZ. Otherwise, you may request IRS recognition of this exception by filing Form 8940, Request for Miscellaneous Determination. A user fee must accompany Form 8940.

Note. You do not need to notify the IRS that you are excepted from the annual filing requirement under section 6033(a) if your basis for the exception is that you are not a private foundation, your gross receipts are normally less than \$50,000, and you are filing Form 990-N.

Public Inspection

Information available for public inspection. If we approve exempt status under section 501(c)(3), both you and the IRS

must make your application and related documents available for public inspection. For more information, please go to [IRS.gov/Charities-&-Non-Profits/Exempt-Organization-Public-Disclosure-and-Availability-Requirements](https://www.irs.gov/Charities-&-Non-Profits/Exempt-Organization-Public-Disclosure-and-Availability-Requirements).

State Registration Requirements

Tax exemption under section 501(c)(3) is a matter of federal law. After receiving federal tax exemption, you may also be required to register with one or more states to solicit contributions or to obtain exemption from state taxes. The National Association of State Charity Officials (NASCO) maintains a website that provides informational links to the various states for these purposes. It can be accessed at nasconet.org.

Donor Reliance on a Favorable Determination

Generally, donors and contributors may rely on an organization's favorable Determination Letter under section 501(c)(3) until the IRS publishes notice of a change in status, unless the donor or contributor was responsible for or aware of the act or failure to act that results in the revocation of the organization's Determination Letter. See Rev. Proc. 2011-33, 2011-25 I.R.B. 887.

Specific Instructions

Before completing the Form 1023-EZ, you must complete the [Form 1023-EZ Eligibility Worksheet](#). If you meet the eligibility requirements, you must check the box at the top of Form 1023-EZ to attest that you are eligible to file the form. By checking the box, you are also attesting that you have read and understand the requirements to be exempt under section 501(c)(3). You are not required to submit the eligibility worksheet with your form. However, you should retain the worksheet for your records.

You must also check the boxes regarding your gross receipts and total assets. If you check "Yes" to those questions, you do not meet the requirements to submit Form 1023-EZ; instead, Form 1023. For additional information regarding the gross receipts and assets requirements, see questions 1 through 3 on the Form 1023-EZ Eligibility Worksheet.

Part I. Identification of Applicant

Line 1a. Full name of organization. Enter your complete name exactly as it appears in your organizing document, including amendments.

Line 1b–1e. Mailing address. Enter your complete address where all correspondence will be sent. If mail is not delivered to the street address and you have a P.O. box, enter your box number instead of the street address.

Line 2. Employer identification number (EIN). Enter the nine-digit EIN assigned to you.



You will not be able to submit this application until you have obtained an EIN.

All organizations must have an EIN. An EIN is required regardless of whether you have employees.

If the organization doesn't have an EIN, it must apply for one. An EIN can be applied for by visiting the IRS website at [IRS.gov/EIN](https://www.irs.gov/EIN).

The organization may also apply for an EIN by faxing or mailing Form SS-4 to the IRS. Organizations outside the United States or U.S. possessions may also apply for an EIN by calling 267-941-1099 (toll call). Don't apply for an EIN more than once.

Line 3. Month tax year ends (01-12). Enter the month that your tax year (annual accounting period) ends, using a two-digit number format. For example, if your annual accounting period ends in December, enter "12." Your annual accounting period is the 12-month period on which your annual financial records are based. Your first tax year could be less than 12 months. Check your bylaws or other rules of operation for consistency with the annual accounting period entered on line 3.

Item 6.

Line 4. Person to contact if more information is needed. Enter the name and title of the person to contact if more information is needed. The person to contact may be an officer, director, trustee, or other individual who is permitted to speak with us according to your bylaws or other rules of operation. Your person to contact may also be an "authorized representative," such as an attorney, certified public accountant (CPA), or enrolled agent (EA).

Note. We will request a Form 2848, Power of Attorney and Declaration of Representative, if we need to contact an authorized representative for additional information.

Line 5. Contact telephone number. Provide a daytime telephone number for the contact listed on line 4.

Line 6. Fax number. Provide a fax number for the contact listed on line 4.

Line 7. User fee submitted. Enter the user fee amount paid.

Line 8. List the names, titles, and mailing addresses of your officers, directors, and/or trustees. Enter the full names, titles, and mailing addresses of your officers, directors, and/or trustees. You may use the organization's address for mailing. If you have more than five, list only five in the order below.

1. President or chief executive officer or chief operating officer.
2. Treasurer or chief financial officer.
3. Chairperson of the governing body.
4. Any officers, directors, and trustees who are substantial contributors (not already listed above).
5. Any other officers, directors, and trustees who are related to a substantial contributor (not already listed above).
6. Voting members of the governing body (not already listed above).
7. Officers (not already listed above).

If an individual serves in more than one office (for example, as both an officer and director), list this individual on only one line and list all offices held.

An officer is a person elected or appointed to manage the organization's daily operations, such as president, vice president, secretary, treasurer, and, in some cases, board chair. The officers of an organization are determined by reference to its organizing document, bylaws, or resolutions of its governing body, or otherwise designated consistent with state law.

A director or trustee is a member of the organization's governing body, but only if the member has voting rights.

Line 9a. Organization's website. Enter your current website address, as of the date of filing this application. If you do not maintain a website, enter "N/A" (not applicable).

Line 9b. Organization's email. Enter your email address to receive educational information from us in the future. Because of security concerns, we cannot send or respond to confidential information via email.

Part II. Organizational Structure

Line 1. Entity type. Only certain corporations, unincorporated associations, and trusts are eligible for tax-exempt status under section 501(c)(3). Sole proprietorships, partnerships, and loosely affiliated groups of individuals are not eligible. Check the appropriate box to indicate whether you are a corporation, an association, or a trust.

Note. Even though limited liability companies (LLCs) are eligible to receive exemption under section 501(c)(3), they are not eligible to apply for exemption using this form.

Corporation. A “corporation” is an entity organized under a federal or state statute, or a statute of a federally recognized Indian tribal or Alaskan native government. A corporation’s organizing document is generally referred to as its “articles of incorporation.” A corporation must be incorporated under the non-profit or non-stock laws of the jurisdiction in which it incorporates.

Unincorporated association. An “unincorporated association” formed under state law must have at least two members who have signed a written document for a specifically defined purpose.

Trust. A trust may be formed by a trust agreement or a declaration of trust. A trust may also be formed through a will.

Line 2. Necessary organizing document. See below for your organization type.

Corporation. If incorporated under a federal, state, or federally recognized Indian tribal or Alaskan native government statute, you have a “necessary organizing document” if your organizing document shows certification of filing. This means your organizing document shows evidence that on a specific date it was filed with and approved by an appropriate state authority.

Unincorporated association. In order to be a “necessary organizing document,” your articles of organization must include your name, your purpose(s), the date the document was adopted, and the signatures of at least two individuals.

Bylaws may be considered an organizing document only if they are properly structured to include your name, purpose(s), signatures, and intent to form an organization.

Trust. In order for your trust agreement or declaration of trust to be a “necessary organizing document,” it must contain appropriate signature(s) and show the exact date it was formed.

Line 3. Formation date. See below for your organization type.

Corporation. If you are a corporation, you should enter the date that the appropriate authority filed your articles of incorporation or other organizing document.

Unincorporated association. If you are an unincorporated association, you should enter the date that your organizing document was adopted by the signatures of at least two individuals.

Trust. If your trust was formed by a trust agreement or a declaration of trust and does not provide for distributions to non-charitable interests, enter the date the trust was funded. Generally, a trust must be funded with property, such as money, real estate, or personal property, to be legally created.

If your trust document provides for distributions for non-charitable interests, enter the date on which these interests expired. If your trust agreement continues to provide for non-charitable interests, you will not qualify for tax-exempt status.

If you were formed by a will, enter the date of death of the testator or the date any non-charitable interests expired, whichever is later.

Note. If you amended your organizational documents to conform with the requirements of section 501(c)(3), enter the date of amendment, unless the amendment was nonsubstantive within the meaning of Rev. Proc. 2017-5, 2017-1 I.R.B. 230 (or its successor).

Item 6.

Line 4. State of formation. Enter the jurisdiction (for instance, the state or the federally recognized tribal government) under the laws of which you were incorporated or otherwise formed. If you are a corporation, this may not be the place in which you are physically located. For example, if you are physically located in New York, but incorporated under Massachusetts law, enter Massachusetts.

Line 5. Purpose(s) clause. Your organizing document must limit your purposes to those described in section 501(c)(3). Those purposes are: charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, and preventing cruelty to children or animals. See discussion of these purposes under Part III, line 3 of these instructions.

If your purposes are limited by referring to section 501(c)(3), your organizing document also properly limits your purposes. For example, the phrase “relief of the elderly within the meaning of section 501(c)(3)” in your organizing document also properly limits your purposes.

However, if the purposes listed in your organizing document are broader than those listed in section 501(c)(3), you should amend your organizing document before applying for recognition of exemption. A reference to section 501(c)(3) will not ensure that your purposes are limited to those described in section 501(c)(3). All of the language in your organizing document must be considered. The following is an example of an acceptable purpose clause:

The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

See Pub. 557 for further information and examples of how to limit your purposes.

Line 6. Activities not in furtherance of tax-exempt purposes. Your organizing document must not expressly empower you to engage, otherwise than as an insubstantial part of your activities, in activities that in themselves are not in furtherance of one or more exempt purposes described in section 501(c)(3). In other words, you are not organized exclusively for one or more exempt purposes if your organizing documents expressly empower you to carry on activities that further purposes outside the scope of section 501(c)(3), such as “to engage in the operation of a social club” or “to engage in a manufacturing business,” regardless of the fact that your organizing document may state that you are created for “charitable purposes within the meaning of section 501(c)(3) of the Code.”

Further, your net earnings must not inure to the benefit of private shareholders or individuals. You must establish that you will not be organized or operated for the benefit of private interests, such as the founder or the founder’s family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. Also, you must not, as a substantial part of your activities, attempt to influence legislation (however, eligible organizations may elect an expenditure limit instead of the “no substantial part” limit), and you are prohibited from participating to any extent in a political campaign for or against any candidate for public office.

The following is an example of an acceptable clause:

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees,

officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

See Pub. 557 for further information and examples of acceptable language that expressly limits you to engage in activities in furtherance of one or more exempt purposes described in section 501(c)(3).



See the instructions for Part III, later, for more information on activities that exclusively further one or more exempt purposes, and certain activities that are prohibited or restricted for organizations exempt from federal income tax under section 501(c)(3).

Line 7. Dissolution clause. Your organizing document must permanently dedicate your assets for a section 501(c)(3) purpose. This means that if you dissolve your organization in the future, your assets must be distributed for an exempt purpose described in section 501(c)(3), or to the federal government, or to a state or local government, for a public purpose.

If your organizing document states that your assets would be distributed to members or private individuals or for any purpose other than those provided in section 501(c)(3), you must amend your organizing document to remove such statements before you apply for recognition of exemption.

The following is an example of an acceptable dissolution clause:

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Naming a specific organization or organizations to receive your assets upon dissolution will be acceptable only if your articles state that the specific organization(s) must be exempt under section 501(c)(3) at the time your dissolution takes place and your organizing document provides for distribution for one or more exempt purposes within the meaning of section 501(c)(3) if the specific organization(s) are not exempt.

See Pub. 557 for further information and examples of acceptable language for dedication of assets upon dissolution in your organizing document.

Operation of state law. The laws of certain states provide for the distribution of assets upon dissolution. Therefore, specific written language regarding distribution of assets upon dissolution may not be needed in the organizing documents of exempt organizations organized in those states. Organizations that are organized in these *cy pres* states should be aware of their specific state requirements. Operation of state law is based on Rev. Proc. 82-2, 1982-1 C.B. 367.



State law does not override an inappropriate dissolution clause. If you are organized in a *cy pres* state and do not have a dissolution clause, state law is sufficient to meet the dissolution clause. However, if you have an inappropriate dissolution clause (for example, a clause specifying that assets will or may be distributed to officers and/or directors upon dissolution), state law will not override this inappropriate clause, and you will need to amend your organizing document to remove the inappropriate clause before you apply for recognition of exemption.

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Part III. Your Specific Activities

Consider your past, present, and planned activities when responding to these questions.

Line 1. Briefly describe your mission or most significant activities (limit 255 characters). Provide a brief summary of your tax-exempt 501(c)(3) purposes and the activities you engage in to further those purposes (see below for examples and a description of various 501(c)(3) purposes). Don't refer to or repeat purposes in your organizing document or speculate about potential future programs. You should describe either actual or planned mission or activities. For example, an organization that plans to further educational purposes by operating an afterschool homework club would describe that activity. If the organization was also contemplating offering scholarships in the future but currently had no definitive plans to do so, then the scholarship activity would be speculative and should not be described.

Examples of activities or missions that were determined to further tax-exempt 501(c)(3) purposes:

Example 1. In Rev. Rul. 69-161, 1969-1 C.B. 149, a nonprofit legal aid society that was organized and operated for the purpose of providing free legal services to indigent persons who were otherwise financially incapable of obtaining such services, qualified for exemption under section 501(c)(3) as a charitable organization providing relief to the poor and distressed.

Example 2. In Rev. Rul. 67-148, 1967-1 C.B. 132, an organization formed to increase the knowledge of its members and the public about historic events by researching, studying, and involving its members in historically accurate reenactments to which the public was invited, qualified for exemption under section 501(c)(3) as an educational organization.

Example 3. In Rev. Rul. 74-194, 1974-1 C.B. 129, an organization formed to prevent cruelty to animals by subsidizing spaying and neutering for pet owners who otherwise couldn't afford the services, qualified for the exemption under section 501(c)(3) as an organization formed and operated exclusively for the prevention of cruelty to animals.

Examples of activities or missions that were determined to not further tax-exempt 501(c)(3) purposes:

Example 1. In *Wendy L. Parker Rehabilitation Foundation Inc. v. Commissioner*, T.C. Memo. 1986-348, an organization created to aid an open-ended class of persons suffering from a disease or illness wasn't described in section 501(c)(3) because it anticipated spending a portion of its income for the benefit of one specifically named individual. The specifically named individual's family controlled the organization and made significant contributions to it. The distributions for her support relieved them of the economic burden of providing for her care and thus constituted prohibited inurement of the organization's fund. The benefit didn't flow primarily to the general public as required under Regulations section 1.501(c)(3)-1(d)(1)(ii) and instead provided an impermissible private benefit.

Example 2. In Rev. Rul. 71-395, 1971-2 C.B. 228, an organization created as a cooperative art gallery formed by

artists to exhibit and sell their works, didn't qualify for exemption under section 501(c)(3) because the gallery was a vehicle for advancing the careers of the artists and for promoting the sale of their works. The Revenue Ruling explains that "the gallery serves the private purposes of its members, even though the exhibition and sale of paintings may be an educational activity in other respects." The organization failed to qualify for exemption because it was operated for the benefit of private individuals within the prohibition of Regulations section 1.501(c)(3)-1(d)(ii).

Example 3. In Rev. Rul. 67-367, 1967-2 C.B. 188, an organization was created to operate a scholarship fund plan for making payments to preselected, specifically named individuals. The subscribers deposited a certain amount of money with a designated bank. The subscribers also named a specific child to be the recipient of the scholarship money. The organization failed to qualify for exemption under section 501(c)(3) because it was operated for the benefit of private interests, the designated recipients, rather than to serve a public interest.

Line 2. National Taxonomy of Exempt Entities (NTEE) code. An NTEE code is a three-character series of letters and numbers that generally summarize an organization's purpose. Enter the code that best describes your organization from the [list of NTEE codes](#), later. For more information and more detailed definitions of these codes developed by the National Center for Charitable Statistics (NCCS), visit the Urban Institute, NCCS website at nccs.urban.org.

Note. NTEE codes are also used for purposes other than identification of organizations described in section 501(c)(3). Therefore, all codes in the list do not necessarily describe a 501(c)(3) purpose. Selecting the appropriate NTEE code is important as some donors use the codes to identify potential recipients of grants.

Line 3. Exempt purposes. In order to qualify for exemption as an organization described in section 501(c)(3), you must be organized and operated exclusively for one or more of the following purposes: charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, or preventing cruelty to children or animals. An organization is not regarded as being organized and operated exclusively for exempt purposes if more than an insubstantial part of its activities is not in furtherance of an exempt purpose. For more information, see Pub. 557.

Note. An organization does not qualify for exemption as an organization described in section 501(c)(3) if its purposes are illegal or contrary to public policy. See Rev. Rul. 71-447, 1971-2 C.B. 230 (a private school that does not have a racially nondiscriminatory policy as to students does not qualify for exemption). Furthermore, an organization operated for the primary purpose of carrying on a trade or business for profit shall not be exempt from taxation under section 501(c)(3), even if all of its profits are payable to one or more organizations exempt from taxation under section 501.

Charitable. The generally accepted legal definition of "charitable" includes relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; erecting or maintaining public buildings, monuments, or works; lessening the burdens of government; lessening neighborhood tensions; eliminating prejudice and discrimination; defending human and civil rights secured by law; and combating community deterioration and juvenile delinquency.

Religious. To determine whether an organization meets the religious purposes test of section 501(c)(3), the IRS maintains two basic guidelines.

1. That the particular religious beliefs of the organization are truly and sincerely held. If there is a clear showing that the

beliefs (or doctrines) are sincerely held by those professing them, the IRS will not question the religious nature of their beliefs.

2. That the practices and rituals associated with the organization's religious belief or creed are not illegal or contrary to clearly defined public policy. Therefore, an organization may not qualify for treatment as an exempt religious organization for tax purposes if its actions are contrary to well established and clearly defined public policy.

Educational. The term "educational," as used in section 501(c)(3), relates to:

- The instruction or training of the individual for the purpose of improving or developing his or her capabilities, or
- The instruction of the public on subjects useful to the individual and beneficial to the community.

An organization may be educational even though it advocates a particular position or viewpoint so long as it presents a sufficiently full and fair exposition of the pertinent facts as to permit an individual or the public to form an independent opinion or conclusion. An organization is not educational if its principal function is the mere presentation of unsupported opinion.

The term "educational" includes the provision of childcare away from the home if:

1. Substantially all of the care provided by the organization is to enable individuals (parents) to be gainfully employed, and
2. The services provided by the organization are available to the general public.

The following are examples of organizations which, if they otherwise meet the requirements of this section, are educational.

Example 1. An organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or other similar programs. Such programs may be on radio or television.

Example 2. An organization which presents a course of instruction by means of correspondence or through the utilization of television or radio.

Example 3. Museums, zoos, planetariums, symphony orchestras, and other similar organizations.

Scientific. To be a scientific organization described in section 501(c)(3), an organization must be organized and operated in the public interest. Therefore, the term "scientific," as used in section 501(c)(3), includes the carrying on of scientific research in the public interest. Scientific research does not include activities of a type ordinarily carried on as an incident to commercial or industrial operations, as, for example, the ordinary testing or inspection of materials or products, or the designing or construction of equipment or buildings.

Scientific research will be regarded as carried on in the public interest if:

1. The results of such research (including any patents, copyrights, processes, or formulas resulting from such research) are made available to the public on a nondiscriminatory basis;
2. Such research is performed for the United States, or any of its agencies or instrumentalities, or for a State or political subdivision thereof; or
3. Such research is directed toward benefiting the public.

Testing for public safety. The term "testing for public safety," as used in section 501(c)(3), includes the testing of

consumer products, such as electrical products, to determine whether they are safe for use by the general public.

To foster national or international amateur sports competition. There are two types of amateur athletic organizations that can qualify for tax-exempt status. The first type is an organization that fosters national or international amateur sports competition, but only if none of its activities involve providing athletic facilities or equipment. The second type is a qualified amateur sports organization under section 501(j) (discussed below). The primary difference between the two is that a qualified amateur sports organization can provide athletic facilities and equipment.

An organization will be a qualified amateur sports organization under section 501(j) if it is organized and operated:

1. Exclusively to foster national or international amateur sports competition, and
2. Primarily to conduct national or international competition in sports or to support and develop amateur athletes for that competition.

The organization's membership can be local or regional in nature.

Prevention of cruelty to children or animals. Examples of activities that may qualify this type of organization for exempt status are:

1. Preventing children from working in hazardous trades or occupations,
2. Promoting high standards of care for laboratory animals, and
3. Providing funds to pet owners to have their pets spayed or neutered to prevent over-breeding.

Line 4. Prohibited or restricted activities. Certain activities are prohibited or restricted for organizations exempt from federal income tax under section 501(c)(3). Along with conducting activities that exclusively further one or more of the purposes listed in Part III, line 3, earlier, organizations exempt under section 501(c)(3) must:

a) Refrain from supporting or opposing candidates in political campaigns in any way.

An organization exempt under section 501(c)(3) is prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. The prohibition applies to all campaigns, including campaigns at the federal, state, and local level.

Political campaign intervention includes any and all activities that favor or oppose one or more candidates for public office. The prohibition extends beyond candidate endorsements. Contributions to political campaign funds or public statements of position (verbal or written) made by or on behalf of an organization in favor of or in opposition to any candidate for public office clearly violate the prohibition on political campaign intervention. Distributing statements prepared by others that favor or oppose any candidate for public office will also violate the prohibition. Allowing a candidate to use an organization's assets or facilities will also violate the prohibition if other candidates are not given an equivalent opportunity.

Certain activities will require an evaluation of all the facts and circumstances to determine whether they result in political campaign intervention. For example, section 501(c)(3) organizations are permitted to conduct certain voter education activities (including the presentation of public forums and the publication of voter education guides) if they are carried out in a non-partisan manner. In addition, section 501(c)(3) organizations may encourage people to participate in the

electoral process through voter registration and get-out-the-drives conducted in a non-partisan manner. However, vote education or registration activities conducted in a biased manner that favors (or opposes) one or more candidates is prohibited. For examples of relevant facts and circumstances, see Rev. Rul. 2007-41, 2007-1 C.B. 1421.

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b) Ensure that net earnings do not inure in whole or in part to the benefit of private shareholders or individuals (that is, board members, officers, key management employees, or other insiders).

An organization is not operated exclusively for one or more exempt purposes if its net earnings inure in whole or in part to the benefit of private shareholders or individuals. The term "private shareholder or individual" refers to persons who have a personal and private interest in the organization, such as an officer, director, or a key employee. Any amount of inurement may be grounds for loss of tax-exempt status.

Note. Examples of inurement include the payment of dividends and the payment of unreasonable compensation to private shareholders or individuals.

c) Not further non-exempt purposes (such as purposes that benefit private interests) more than insubstantially.

An organization cannot conduct activities that further any purposes other than those described in Part III, line 3 of these instructions more than insubstantially, including benefitting private interests rather than the public as a whole. For example, an organization whose sole activity is the operation of a scholarship program for making payments to pre-selected, specifically named individuals is serving private interests rather than public interests. See Rev. Rul. 67-367, 1967-2 C.B. 188.

d) Not be organized or operated for the primary purpose of conducting a trade or business that is unrelated to exempt purpose(s).

An activity is an unrelated trade or business (and subject to unrelated business income tax) if it meets three requirements.

1. It is a trade or business.
2. It is regularly carried on.
3. It is not substantially related to furthering the exempt purpose(s) of the organization.

Trade or business. The term "trade or business" generally includes any activity conducted for the production of income from selling goods or performing services. An activity does not lose its identity as a trade or business merely because it is conducted within a larger group of similar activities that may or may not be related to the exempt purposes of the organization.

Regularly carried on. Business activities of an exempt organization ordinarily are considered regularly conducted if they show a frequency and continuity similar to, and are pursued in a manner similar to, comparable commercial activities of nonexempt organizations.

Not substantially related. A business activity is not substantially related to an organization's exempt purpose if it does not contribute importantly to accomplishing that purpose (other than through the production of funds). Whether an activity contributes importantly depends in each case on the facts involved.

For more information, see Pub. 598.

e) Not devote more than an insubstantial part of activities to attempting to influence legislation.

In general, if a substantial part of an organization's activities consists of carrying on propaganda or otherwise attempting to influence legislation, it does not qualify for exemption under section 501(c)(3).

Legislation includes action by Congress, any state legislature, any local council, or similar governing body, with respect to acts, bills, resolutions, or similar items (such as legislative confirmation of appointive office), or by the public in referendum, ballot initiative, constitutional amendment, or similar procedure. It does not include actions by executive, judicial, or administrative bodies.

An organization will be regarded as attempting to influence legislation if it contacts, or urges the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation, or if the organization advocates the adoption or rejection of legislation.

TIP Most public charities are eligible to elect under section 501(h) to have their legislative activities measured solely by an expenditure limit rather than by the “no substantial amount” limit. An election is made by filing Form 5768, *Election/Revocation of Election by an Eligible Section 501(c)(3) Organization To Make Expenditures To Influence Legislation*. If you are eligible and would like to make the election, file Form 5768. Private foundations cannot make this election.

For additional information on the expenditure limit or the no substantial amount limit, see [IRS.gov/Charities-&-Non-Profits/Lobbying](https://www.irs.gov/Charities-&-Non-Profits/Lobbying).

f) Not provide commercial-type insurance as a substantial part of activities

An organization described in section 501(c)(3) shall be exempt from tax only if no substantial part of its activities consists of providing commercial-type insurance. The term “commercial-type insurance” does not include:

- Insurance provided at substantially below cost to a class of charitable recipients,
- Incidental health insurance provided by a health maintenance organization of a kind customarily provided by such organizations,
- Property or casualty insurance provided (directly or through an organization described in section 414(e)(3)(B)(ii)) by a church or convention or association of churches for such church or convention or association of churches,
- Providing retirement or welfare benefits (or both) by a church or a convention or association of churches (directly or through an organization described in section 414(e)(3)(A) or 414(e)(3)(B)(ii)) for the employees (including employees described in section 414(e)(3)(B)) of such church or convention or association of churches or the beneficiaries of such employees, and
- Charitable gift annuities.

Line 5. Attempting to influence legislation. Check “Yes” if you have attempted, or plan to attempt, to influence legislation. See the instructions for Part III, line 4, earlier, for a description of “attempting to influence legislation.”

Line 6. Compensation to officers, directors, or trustees. Check “Yes” if you pay or plan to pay compensation to any of your officers, directors, or trustees.

Compensation includes salary or wages, deferred compensation, retirement benefits whether in the form of a qualified or non-qualified employee plan (pensions or annuities), fringe benefits (personal vehicle, meals, lodging, personal and family educational benefits, low interest loans, payment of personal travel, entertainment, or other expenses, athletic or country club membership, and personal use of your property), and bonuses.

Line 7. Donation of funds or payment of expenses to individuals. Check “Yes” if you have donated funds to or paid expenses for individual(s), or plan to donate funds to or pay expenses for individual(s) (other than paying for or reimbursing employees’ business expenses).



An organization is not organized or operated exclusively for one or more exempt purposes unless it serves a public rather than a private interest. You do not qualify as tax exempt if you are organized or operated for the benefit of private interests such as designated individuals, the creator or his or her family, or shareholders of the organization. For example, you may not set up a scholarship program to pay for the education expenses of a designated individual, such as a contributor’s family member. See Rev. Rul. 67-367, 1967-2 C.B. 188.

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Line 8. Conducting activities or providing grants outside the United States. Check “Yes” if you have conducted or plan to conduct activities outside the United States, or have provided or plan to provide grants or other assistance to individual(s) or organization(s) outside the United States. For purposes of this question, “outside the United States” means those locations other than the United States, its territories, and possessions.

Line 9. Financial transactions with officers, directors, or trustees. Check “Yes” if you have engaged in or plan to engage in financial transactions (for example, loans, grants, or other assistance, payments for goods or services, rents, etc.) with any of your officers, directors, or trustees, or any entities they own or control. See the glossary in the Form 990 instructions for a definition of “control.”

Line 10. Unrelated business gross income. Check “Yes” if you have received or plan to receive unrelated business gross income of \$1,000 or more during a tax year. Exempt organizations that receive unrelated business gross income of \$1,000 or more during a tax year must file Form 990-T, Exempt Organization Business Income Tax Return. For more information, see Pub. 598.

Line 11. Gaming activities. Check “Yes” if you have conducted or plan to conduct bingo or other gaming activities. For more information, see Pub. 3079, Tax-Exempt Organizations and Gaming.

Line 12. Disaster relief assistance. Check “Yes” if you have provided or plan to provide disaster relief. For more information, see Pub. 3833, Disaster Relief: Providing Assistance Through Charitable Organizations.



Because of the requirement that exempt organizations must serve a charitable class, you do not qualify as a tax-exempt disaster relief or emergency hardship organization if you provide assistance only to specific individuals, such as a few persons injured in a particular natural disaster. Similarly, donors cannot earmark contributions to a charitable organization for a particular individual or family.

Part IV. Foundation Classification

Every organization described in section 501(c)(3) has a foundation classification. The two main classifications are public charity and private foundation. A public charity generally has a broad base of support, while a private foundation generally receives its support from a small number of donors. Your foundation classification is important because it determines which tax rules govern your operations and which limitations apply to your donors’ contributions. For example, deductibility of contributions to a private foundation is more limited than contributions to a public charity. In addition, private foundations are subject to excise taxes that are not imposed on public charities, discussed later.

Section 509(a) provides that every section 501(c)(3) organization is a private foundation unless it qualifies for one of the public charity exceptions under section 509(a)(1), 509(a)(2), 509(a)(3), or 509(a)(4). Section 509(a)(1) public charities have nine sub-classifications; however, only three of those

subclasses (described in the first three bullets below) can apply for exemption on Form 1023-EZ. Private foundations have two main sub-classifications.

Note. Private operating foundations can't apply for exemption on Form 1023-EZ (see question 28 on the Form 1023-EZ Eligibility Worksheet).



You are solely responsible to check the line on Part IV of Form 1023-EZ that corresponds to your correct foundation classification. We will process your application with the classification you indicate based upon your representations.

Foundation classifications available to a Form 1023-EZ filer. An organization eligible to apply for exemption using Form 1023-EZ will have one of the following foundation classifications.

- A section 509(a)(1) public charity described in section 170(b)(1)(A)(vi) that receives substantial support in the form of grants and contributions from governmental units, the general public, and other public charities. See the instructions for **Line 2a**, later
- A section 509(a)(2) public charity that receives substantial revenues from a combination of contributions, membership fees, and gross receipts from activities that further its exempt purpose. See the instructions for **Line 2b**, later.
- A section 509(a)(1) public charity described in section 170(b)(1)(A)(iv) that operates for the benefit of a college or university that is owned or operated by a governmental unit. See the instructions for **Line 2c**, later.
- A private foundation (other than a private operating foundation). See the instructions for **Line 3**, later.

You can find a detailed description of the tax treatment of public charities and private foundations in chapter 3 of Pub. 557. Also see Pub. 526, which explains the limitations on deductibility of contributions for gifts to public charities and private foundations.

Note. Your foundation classification can change if the types, sources, and amounts of your revenues change.

Determining your correct foundation classification. In order to determine your correct foundation classification, you need to know the types, sources, and amounts of your revenues for the most recent 5-year period. If you are a new organization, base your determination on the types, sources, and amounts of revenue you actually received since your formation, together with the types, sources, and amounts of revenue you anticipate you will receive over the first 5 years of your existence.

Because of the low asset and revenue thresholds for Form 1023-EZ, the instructions later simplify the applicable tests for the types of public charity described in the instructions for Line 2a and Line 2b. You can obtain more detailed information about the public support tests for Line 2a and Line 2b in the Instructions for Schedule A (Form 990 or 990-EZ), Public Charity Status and Public Support. In addition, you can complete Schedule A (Form 990 or 990-EZ), Parts II and III as an alternative to the simplified calculation steps described later.

Types of Revenue.

Gifts, grants, and contributions. Gifts, grants, and contributions are transfers of money or property you receive without providing goods or services in exchange. Include bequests and donations in this revenue type. Membership fees may also be treated as contributions when the member receives nothing of value in exchange for the membership fee. In addition, you can treat the value of services or facilities furnished by a governmental unit without charge, provided that the governmental unit would ordinarily charge for the use of its facilities. Treat contributions from members of a family as made by one person. Treat contributions by an individual and a

business entity the individual controls as being made by the individual.

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Exempt-activity revenues. Exempt-activity revenues include admissions fees, revenues from merchandise sold or services performed, or facilities furnished in any activity related to your tax-exempt purpose.

Revenues from unrelated activities. Revenues from activities unrelated to your exempt purpose don't count as public support for section 509(a)(1) or 509(a)(2). Therefore, you need to identify these revenues and account for them separately from gifts, grants, contributions, exempt-activity revenues, and unusual grants. Revenues from activities unrelated to your exempt purpose include admissions fees, revenues from merchandise sold or services performed, or facilities furnished in any activity that is unrelated to your tax-exempt purpose. For the purposes of the Form 1023-EZ, we do not distinguish between revenues in this category that are taxable as unrelated business taxable income (UBTI) and revenues that are not UBTI because of an exception, nor do we factor in the deduction allowed on Schedule A (Form 990 and 990-EZ) for the tax on UBTI. See the Instructions for Schedule A (Form 990 and 990-EZ) and Pub. 598 for more information.

Investment income. Investment income includes interest, dividends, and similar items.

Unusual grants. "Unusual grants" are contributions from disinterested persons (that is, not your founder or members of your governing body) that are unusual (in terms of their size), that you do not anticipate will be recurring. For example, a one-time promise of "seed funding" to help you start operations and develop broad-based public support (whether received in a lump sum or over a period of years) could potentially be characterized as an unusual grant. Before you decide that a contribution is an "unusual grant," see chapter 3 of Pub. 557 for more information.

Sources of Revenue.

Disqualified persons. The term "disqualified person" has a specific meaning depending upon the circumstances. For the purposes of Form 1023-EZ and your foundation classification, the term "disqualified persons" includes any individual or organization that is any of the following.

1. A "substantial contributor" to you (defined below).
2. An officer, director, trustee, or any other individual who has similar powers or responsibilities.
3. An individual who owns more than 20% of the total combined voting power of a corporation that is a substantial contributor.
4. An individual who owns more than 20% of the profits interest of a partnership that is a substantial contributor.
5. An individual who owns more than 20% of the beneficial interest of a trust or estate that is a substantial contributor.
6. A member of the family of any individual described in 1, 2, 3, 4, or 5 above.
7. A corporation in which any individuals described in 1, 2, 3, 4, 5, or 6 above, hold more than 35% of the total combined voting power.
8. A trust or estate in which any individuals described in 1, 2, 3, 4, 5, or 6 above, hold more than 35% of the beneficial interests.
9. A partnership in which any individuals described in 1, 2, 3, 4, 5, or 6 above, hold more than 35% of the profits interest.

Substantial contributor. A "substantial contributor" is any individual or organization that gave more than \$5,000 to you from the date you were formed or other date that your exemption would be effective, to the end of the year in which the

contributions were received. This total amount contributed must also be more than 2% of all the contributions you received. A creator of a trust is treated as a substantial contributor regardless of the amount contributed.

For more information regarding substantial contributors, go to [IRS.gov/SubstantialContributor](https://www.irs.gov/SubstantialContributor).

Family members. A “member of the family” includes the spouse, ancestors, children, grandchildren, great-grandchildren, and their spouses.

For additional information concerning members of the family, go to [IRS.gov/FamilyMembers](https://www.irs.gov/FamilyMembers).

Further information about disqualified persons can be obtained at [IRS.gov/DisqualifiedPerson](https://www.irs.gov/DisqualifiedPerson).

General public. For the purposes of determining your foundation classification, the term “general public” includes any person who is not a disqualified person.

Governmental unit. Governmental unit means a state, a possession of the United States, or a political subdivision of a state or U.S. possession, the United States, or the District of Columbia. Treat taxes levied on your behalf that are paid to or spent on your behalf as being from a governmental unit. In addition, if a governmental unit provides services or facilities to you without charge, and it does not provide those services or facilities to the public without charge, you should treat the value of those services and facilities as being from a governmental unit.

Public charity. An organization described in section 501(c)(3) that makes a gift, grant or contribution to you, or pays exempt-service revenues to you, should inform you of its foundation classification.

Foundation classification tests. Lines 2a, 2b, 2c, and 3 each uses a different test. The specific test for each line is explained below.

You may only check one box in Line 2.

As an alternative to the tests described below, you can use the more detailed support calculations in Schedule A (Form 990 or 990-EZ), Part II (for Line 2a, or Line 2c), or Part III (for Line 2b).

TIP *If the IRS approves your application and you are classified as a public charity, then any year that you must file Form 990 or Form 990-EZ, you will use Schedule A (Form 990 or 990-EZ), to confirm that you continue to satisfy the section 509(a)(1) or 509(a)(2) public support test. See Annual Filing Requirements, earlier.*

Line 1. Check “Yes” if you are applying for recognition as a church, school, or hospital (as described in section 170(b)(1)(A)(i), (ii), or (iii)). Also see questions 12 through 14 on the [Form 1023-EZ Eligibility Worksheet](#). If you are seeking recognition as a church, school, or hospital, you are not eligible to use Form 1023-EZ and should instead submit Form 1023 if you wish to obtain a determination letter from the IRS. However, churches (including synagogues, temples, and mosques) and integrated auxiliaries of churches and conventions or associations of churches may be considered tax exempt under section 501(c)(3) even if they do not file Form 1023.

Check “No” if you are not applying for recognition as a church, school, or hospital (as described in section 170(b)(1)(A)(i), (ii), or (iii)).

Line 2a. Check this box if after completing Steps 1–7 below, you meet the requirements for the 509(a)(1) public support test.

Use the calculation below to determine whether you can check Line 2a. For the calculations below, combine revenues for the most recent 5-year period. If you are a new organization, base your calculation on revenues you have actually received since your formation as well as revenues you anticipate you will

receive over the first 5 years of your existence. You can also use this support calculation for Line 2c.

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Step 1. Total all gifts, grants, and contributions (including those from governmental units and public charities). Don't include exempt-activity revenues and unusual grants.

Step 2. Multiply the amount from Step 1 by 2% (0.02). This is your 2% threshold amount. Gifts, grants, or contributions from persons other than governmental units and public charities can be treated as public support only up to the 2% threshold.

Step 3. Excluding gifts, grants, and contributions from governmental units and public charities, add together contributions of any person that exceed the 2% threshold amount calculated in Step 2.

Example. If the amount in Step 1 is \$150,000, the 2% threshold is \$3,000. If, over the 5-year period, one individual donor gave \$4,000, another individual donor gave \$3,250, and the rest of the donors gave \$3,000 or less, the amount calculated for Step 3 will be \$1,250, which is (\$4,000 minus \$3,000) plus (\$3,250 minus \$3,000).

Step 4. Subtract the amount calculated in Step 3 from the amount calculated in Step 1. This is your 509(a)(1) **public support amount**.

Step 5. Calculate the total of your unrelated trade or business revenues, and investment income. Don't include exempt-activity revenues and unusual grants.

Step 6. Add the amount from Step 1 to the amount from Step 5. This is your 509(a)(1) **total support amount**.

Step 7. Divide your 509(a)(1) public support amount (calculated in Step 4) by your 509(a)(1) total support amount (calculated in Step 6).

- If the result is at least 33 $\frac{1}{3}$ %, you satisfy the 509(a)(1) public support test and should check the box on Line 2a.
- If the result is less than 33 $\frac{1}{3}$ %, but is at least 10%, you might satisfy the public support test for Line 2a (or Line 2c) based upon a “facts and circumstances” test. An organization with public support between 10% and 33 $\frac{1}{3}$ % must be organized and operated in a way that will attract new and additional public or governmental support on a continuous basis. The following factors are taken into account in determining whether an organization that meets the 10% public support requirement and is organized and operated to attract new and additional public support may qualify as publicly supported for the purposes of section 509(a)(1).
 - a. The percentage of financial support the organization receives from the general public, governmental units, or public charities (the higher the percentage, the lower the burden of meeting the other factors).
 - b. Whether the organization receives support from a representative number of persons.
 - c. All other facts and circumstances, including the public nature of the organization's governing body, the extent to which its facilities or programs are publicly available, the extent to which its dues encourage membership, and whether its activities are likely to appeal to persons having a broad common interest or purpose.

For additional information about the “facts and circumstances” test, see Pub. 557 and Regulations section 1.170A-9(f)(3).

Note. If you do not satisfy the section 509(a)(1) public support test, but you receive most of your support in the form of exempt-activity receipts, continue to the section 509(a)(2) public support test for Line 2b.

Line 2b. Use the following public-support calculation if you did not satisfy the section 509(a)(1) public support test and you wish to determine whether you satisfy the section 509(a)(2) public support test.

Step 1. Add together amounts you received in the form of taxes levied on your behalf that are paid to or spent on your behalf and the value of services and facilities provided to you by a governmental unit without charge (see the description of this revenue source earlier). Do not include amounts a governmental unit pays to in the form of a grant, contribution, or exempt-activity revenues.

Step 2. Add together all gifts, grants, contributions, and exempt-activity revenues from all sources not included in the calculation for Step 1, excluding unusual grants.

Step 3. To the amount you calculated in Steps 1 and 2, add investment income and all revenues from unrelated activities. For the purposes of this simplified calculation, do not distinguish between unrelated activity revenues that generate UBTI and those that qualify for an exception from UBTI. This is your 509(a)(2) **total** support amount.

Step 4. Treating family members as one contributor, and any business entity and an individual who controls it as one contributor, identify the contributors who are disqualified persons. Then, calculate the total of contributions received from disqualified persons, regardless of amount.

Step 5. Identify any disqualified persons from whom you received exempt-activity revenues of any amount. Then, calculate the total of exempt-activity revenues received from disqualified persons.

Step 6. Identify the payers other than disqualified persons from whom you received exempt-activity revenues in any year that exceed the greater of 1% of your 509(a)(2) total support amount or \$5,000 for that year. Total the amounts that exceed the greater of 1% or \$5,000 threshold for each year. Make this calculation on a year-by-year basis, rather than on a 5-year aggregated basis.

Step 7. Subtract the total of the amounts calculated in Step 4, Step 5, and Step 6 from the amount you calculated in Step 2. Then, add that to the amount calculated in Step 1. This is your 509(a)(2) **public** support amount.

Step 8. Divide your 509(a)(2) public support amount (calculated in Step 7) by your 509(a)(2) total support amount (calculated in Step 3). If the result is less than 33 $\frac{1}{3}$ %, this calculation indicates that you don't satisfy the 509(a)(2) public support test. If the result is at least 33 $\frac{1}{3}$ %, proceed to Step 9.

Step 9. In addition to the 509(a)(2) public support amount of at least 33 $\frac{1}{3}$ %, you may not derive more than 33 $\frac{1}{3}$ % of your total support from a combination of investment income and revenues from activities unrelated to your exempt purpose. Add together your investment income and revenues from unrelated activities. Then, divide that amount by the 509(a)(2) total support amount. If that amount is less than 33 $\frac{1}{3}$ %, you satisfy the second part of the 509(a)(2) public support test.

If the result in Step 8 is at least 33 $\frac{1}{3}$ % and the result in Step 9 is less than 33 $\frac{1}{3}$ %, you satisfy the 509(a)(2) public support test. Check the box on Line 2b.

Line 2c. In order to be able to check the box for Line 2c, you must satisfy the same public support test for Line 2a, earlier. See Rev. Rul. 82-132, 1982-2 C.B. 107. Check this box if, in addition to satisfying the support test described in Line 2a, earlier, you are organized and operated exclusively to receive, hold, invest, and administer property for and make expenditures to or for the benefit of a state or municipal college or university (see below).

The college or university you benefit must be:

- An agency or instrumentality of a state or political subdivision,
- Owned and operated by a state or political subdivision, or
- Owned and operated by an agency or instrumentality of one or more states or political subdivisions.

For this purpose, "support" doesn't include income received in the exercise or performance by the organization of its

charitable, educational, or other purpose or function constituting the basis for exemption. See Pub. 557 for additional information.

Line 3. If you are eligible to apply for exemption using Form 1023-EZ, but you don't satisfy one of the public charity tests listed in Lines 2a-2c, you are a private foundation and must confirm that you satisfy the organizing document requirements discussed below.

Special organizing document requirement. Before you check Line 3, you need to ensure that your organizing document satisfies the special rule under section 508(e) applicable to private foundations.



As a private foundation you are not tax exempt unless your organizing document contains specific provisions required by section 508(e). These specific provisions require that you operate to avoid liability for excise taxes under sections 4941(d) (acts of self-dealing), 4942 (undistributed income), 4943(c) (excess business holdings), 4944 (jeopardizing investments), and 4945(d) (taxable expenditures).

You can find sample provisions that satisfy the section 508(e) requirements in chapter 3 of Pub. 557.



You can include provisions that satisfy the requirement under section 508(e) even if you are not a private foundation, and even if state law provisions satisfy section 508(e) requirements.

Operation of state law. Some states have enacted statutory provisions that satisfy the requirements of section 508(e). See Appendix B in the Instructions for Form 1023. If you are organized in a state that has statutory provisions addressing the requirements of section 508(e), and if you wish to rely on your state law provisions instead of including the provisions in your organizing document, you should be certain that you know what the specific provisions are and where to find them. Reliance on state law to satisfy the rules under section 508(e) is explained in Rev. Rul. 75-38, 1975-1 C.B. 161.

Note. By checking **Line 3**, you are attesting that either your organizing document contains the appropriate provisions or that the requirement is satisfied by operation of state law.

As a private foundation you are subject to all of the private foundation rules, not just the specific provisions listed in section 508(e). You can find information about the private foundation rules and the excise taxes that may be imposed for violations of the rules in Pub. 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, and at [IRS.gov/Charities-&-Non-Profits/Private-Foundations/Private-Foundation-Excise-Taxes](https://www.irs.gov/Charities-&-Non-Profits/Private-Foundations/Private-Foundation-Excise-Taxes).

Special foundations-rule procedure for grants to individuals for travel or study. Private foundations are required to obtain advance approval from the IRS before making grants to individuals for travel, study, or similar purposes. Failure to do so will result in excise taxes under section 4945. Under section 4945, the excise tax does not apply to an individual grant awarded on an objective and nondiscriminatory basis pursuant to a procedure approved by the IRS in advance. Additional information regarding these rules is available at [IRS.gov/Charities-&-Non-Profits/Private-Foundations/Grants-to-Individuals](https://www.irs.gov/Charities-&-Non-Profits/Private-Foundations/Grants-to-Individuals).

To request advance approval of grantmaking procedures under section 4945(g), you must complete and submit Form 8940. A user fee must accompany the form. The advance approval request should be sent to the address indicated on Form 8940. It cannot be submitted with Form 1023-EZ. Additional information about advance approval of individual grant procedures is available at [IRS.gov/Charities-&-Non-Profits/Private-Foundations/Advance-Approval-of-Grant-Making-Procedures](https://www.irs.gov/Charities-&-Non-Profits/Private-Foundations/Advance-Approval-of-Grant-Making-Procedures). Alternatively, if you do not wish to submit a Form

1023-EZ and a Form 8940, private foundations required to obtain advance approval may complete Form 1023 instead.

Part V. Reinstatement After Automatic Revocation

You should complete this section only if you have had your exempt status automatically revoked under section 6033(j)(1) for failure to file required annual returns or notices for three consecutive years, and you are applying for reinstatement under section 4 or 7 of Rev. Proc. 2014-11, 2014-3 I.R.B. 411.

Rev. Proc. 2014-11 establishes several different procedures for reinstating organizations depending upon their size, number of times they have been automatically revoked, and the timeliness of filing for reinstatement. Therefore, you should review the revenue procedure and determine which section applies to you.

Note. You can apply using this form only if you are requesting reinstatement under section 4 or 7 of the revenue procedure. If you are applying for retroactive reinstatement under section 5 or 6 of Rev. Proc. 2014-11, you must submit the full Form 1023 along with the appropriate reasonable cause statement and a statement confirming you have filed the required annual returns as described in the revenue procedure.

Line 1. Section 4 of Rev. Proc. 2014-11. Check this box if:

- You were eligible to file either Form 990-EZ or Form 990-N for each of the three consecutive years that you failed to file,
- This is the first time you have been automatically revoked pursuant to section 6033(j), and
- You are submitting this application not later than 15 months after the later of the date of your Revocation Letter or the date on which the IRS posted your name on the Revocation List at IRS.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check.

By checking this box, you are also attesting that your failure to file was not intentional and you have put in place procedures to file required returns or notices in the future.



If you are requesting reinstatement under section 4 of Rev. Proc. 2014-11, the foundation classification that you request on Part IV. Foundation Classification of this form must match the foundation classification you had at the time of your revocation. Otherwise, you must use Form 1023.

Line 2. Section 7 of Rev. Proc. 2014-11. Check this box Item 6. are seeking reinstatement under section 7 of Rev. Proc. 2014-11. By checking this box, you are agreeing to accept an effective date of reinstatement as of the date of filing this application.

Part VI. Signature

An officer, director, or trustee listed in Part I, line 8, who is authorized to sign for the organization must electronically sign Form 1023-EZ. To electronically sign Form 1023-EZ, the signer must check the "penalties of perjury" box in Part VI and type his or her name on the line provided. The signature must be accompanied by the title or authority of the signer and the date.

Paperwork Reduction Act Notice. The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

Recordkeeping	10 hr., 02 min.
Learning about the law or the form	2 hr., 30 min.
Preparing the form	5 hr., 33 min.
Copying, assembling, and sending the form to the IRS	48 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 1023-EZ simpler, we would be happy to hear from you. You can send us comments from IRS.gov/FormComments. Or you can write to the Internal Revenue Service, Tax Forms and Publications Division, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Don't send Form 1023-EZ to this address. Instead, see [How To File](#), earlier.

Form 1023-EZ Eligibility Worksheet
(Must be completed prior to completing Form 1023-EZ)

If you answer “Yes” to any of the worksheet questions, you are not eligible to apply for exemption under section 501(c)(3) using Form 1023-EZ. You must apply on Form 1023. If you answer “No” to all of the worksheet questions, you may apply using Form 1023-EZ.

1.	<p>Do you project that your annual gross receipts will exceed \$50,000 in any of the next 3 years?</p> <p>Gross receipts are the total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses. You should consider this year and the next two years.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	<p>Have your annual gross receipts exceeded \$50,000 in any of the past 3 years?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	<p>Do you have total assets the fair market value of which is in excess of \$250,000?</p> <p>Total assets includes cash, accounts receivable, inventories, bonds and notes receivable, corporate stocks, loans receivable, other investments, depreciable and depletable assets, land, buildings, equipment, and any other assets.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	<p>Were you formed under the laws of a foreign country (United States territories and possessions are not considered foreign countries)?</p> <p>You are formed under the laws of a foreign country if you are not formed under the laws of (1) the United States, its states, territories, or possessions; (2) federally recognized Indian tribal or Alaskan native governments; or (3) the District of Columbia.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	<p>Is your mailing address in a foreign country (United States territories and possessions are not considered foreign countries)?</p> <p>Your mailing address is the address where all correspondence will be sent.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	<p>Are you a successor to, or controlled by, an entity suspended under section 501(p) (suspension of tax-exempt status of terrorist organizations)?</p> <p>Section 501(p)(1) suspends the exemption from tax under section 501(a) of any organization described in section 501(p)(2). An organization is described in section 501(p)(2) if the organization is designated or otherwise individually identified (1) under certain provisions of the Immigration and Nationality Act as a terrorist organization or foreign terrorist organization; (2) in or pursuant to an Executive Order which is related to terrorism and issued under the authority of the International Emergency Economic Powers Act or section 5 of the United Nations Participation Act of 1945 for the purpose of imposing on such organization an economic or other sanction; or (3) in or pursuant to an Executive Order issued under the authority of any federal law, if the organization is designated or otherwise individually identified in or pursuant to the Executive Order as supporting or engaging in terrorist activity (as defined in the Immigration and Nationality Act) or supporting terrorism (as defined in the Foreign Relations Authorization Act) and the Executive Order refers to section 501(p)(2).</p> <p>Under section 501(p)(3) of the Code, suspension of an organization’s tax exemption begins on the date of the first publication of a designation or identification with respect to the organization, as described above, or the date on which section 501(p) was enacted, whichever is later. This suspension continues until all designations and identifications of the organization are rescinded under the law or Executive Order under which such designation or identification was made.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

7.	<p>Are you organized as an entity other than a corporation, unincorporated association, or trust?</p> <p>Answer "Yes" if you are organized as an LLC under the laws of the state in which you were formed.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Item 6.
8.	<p>Are you formed as a for-profit entity?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9.	<p>Are you a successor to a for-profit entity?</p> <p>You are a successor if you have:</p> <ol style="list-style-type: none"> 1. Substantially taken over all of the assets or activities of a for-profit entity; 2. Been converted or merged from a for-profit entity; or 3. Installed the same officers, directors, or trustees as a for-profit entity that no longer exists. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10.	<p>Were you previously revoked or are you a successor to a previously revoked organization (other than an organization the tax-exempt status of which was automatically revoked for failure to file a Form 990-series return for three consecutive years)?</p> <p>Do not check "Yes" if your previous revocation, or your predecessor's revocation, was an automatic revocation (pursuant to section 6033(j)) for failing to satisfy Form 990-series filing requirements for three consecutive years.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
11.	<p>Are you currently recognized as tax exempt under another section of IRC 501(a) or were you previously exempt under another section of IRC 501(a)?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<p>12.</p>	<p>Are you a church or a convention or association of churches described in section 170(b)(1)(A)(i)?</p> <p>There is no single definition of the word “church” for tax purposes; however, the characteristics generally attributed to churches include:</p> <ul style="list-style-type: none"> • A distinct legal existence, • A recognized creed and form of worship, • A definite and distinct ecclesiastical government, • A formal code of doctrine and discipline, • A distinct religious history, • A membership not associated with any other church or denomination, • Ordained ministers ministering to the congregation, • Ordained ministers selected after completing prescribed courses of study, • A literature of its own, • Established places of worship, • Regular congregations, • Regular religious services, • Sunday schools for the religious instruction of the young, and • Schools for the preparation of ministers. <p>Although it is not necessary that each of the above characteristics be present, a congregation or other religious membership group that meets regularly for religious worship is generally required. A church includes mosques, temples, synagogues, and other forms of religious organizations. For more information, see Pub. 1828.</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>
<p>13.</p>	<p>Are you a school, college, or university described in section 170(b)(1)(A)(ii)?</p> <p>An organization is a school if it:</p> <ol style="list-style-type: none"> 1. Presents formal instruction as its primary function, 2. Has a regularly scheduled curriculum, 3. Has a regular faculty of qualified teachers, 4. Has a regularly enrolled student body, and 5. Has a place where educational activities are regularly carried on. <p>The term “school” includes primary, secondary, preparatory, high schools, colleges, and universities. It does not include organizations engaged in both educational and non-educational activities, unless the latter are merely incidental to the educational activities.</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>

<p>14.</p>	<p>Are you a hospital or medical research organization described in section 170(b)(1)(A)(iii) or a hospital organization described in section 501(r)(2)(A)(i)?</p> <p>An organization is a hospital described in section 170(b)(1)(A)(iii) if its principal purpose or function is providing medical or hospital care, or medical education or research. Medical care includes treatment of any physical or mental disability or condition, on an inpatient or outpatient basis. Thus, if an organization is a rehabilitation institution, outpatient clinic, or community mental health or drug treatment center, it is a hospital if its principal function is providing treatment services as described above.</p> <p>A hospital does not include convalescent homes, homes for children or the aged, or institutions whose principal purpose or function is to train handicapped individuals to pursue a vocation.</p> <p>An organization is a medical research organization described in section 170(b)(1)(A)(iii) if its principal purpose or function is the direct, continuous, and active conduct of medical research in conjunction with a hospital. The hospital with which the organization is affiliated must be described in section 501(c)(3), a federal hospital, or an instrumentality of a governmental unit, such as a municipal hospital.</p> <p>An organization is a hospital organization described in section 501(r)(2)(A)(i) if the organization operates a facility which is required by a state to be licensed, registered, or similarly recognized as a hospital.</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>
<p>15.</p>	<p>Are you an agricultural research organization described in section 170(b)(1)(A)(ix)?</p> <p>An organization is an agricultural research organization described in section 170(b)(1)(A)(ix) if it is an agricultural research organization directly engaged in the continuous active conduct of agricultural research (as defined in section 1404 of the Agricultural Research, Extension, and Teaching Policy Act of 1977) in conjunction with a land grant college or university (as defined in such section) or a non-land grant college of agriculture (as defined in such section), and during the calendar year in which the contribution is made such organization is committed to spend such contribution for such research before January 1 of the fifth calendar year which begins after the date such contribution is made.</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>

<p>16.</p>	<p>Are you applying for exemption as a cooperative hospital service organization under section 501(e)?</p> <p>A cooperative hospital service organization described in section 501(e) is organized and operated on a cooperative basis to provide its section 501(c)(3) hospital members one or more of the following activities.</p> <ul style="list-style-type: none"> • Data processing. • Purchasing (including purchasing insurance on a group basis). • Warehousing. • Billing and collection (including purchasing patron accounts receivable on a recourse basis). • Food. • Clinical. • Industrial engineering. • Laboratory. • Printing. • Communications. • Record center. • Personnel (including selecting, testing, training, and educating personnel) services. <p>A cooperative hospital service organization must also meet certain other requirements specified in section 501(e).</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>
<p>17.</p>	<p>Are you applying for exemption as a cooperative service organization of operating educational organizations under section 501(f)?</p> <p>An organization is a cooperative service organization of operating educational organizations if it is organized and operated solely to provide investment services to its members. Those members must be organizations described in section 170(b)(1)(A)(ii) or (iv) that are tax exempt under section 501(a) or whose income is excluded from taxation under section 115.</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>

18. Are you applying for exemption as a qualified charitable risk pool under section 501(n)?

Yes

No

A qualified charitable risk pool is treated as organized and operated exclusively for charitable purposes. Check the appropriate box to indicate whether you are a charitable risk pool. A qualified charitable risk pool is an organization that:

- 1. Is organized and operated only to pool insurable risks of its members (not including risks related to medical malpractice) and to provide information to its members about loss control and risk management,
- 2. Consists only of members that are section 501(c)(3) organizations exempt from tax under section 501(a),
- 3. Is organized under state law authorizing this type of risk pooling,
- 4. Is exempt from state income tax (or will be after qualifying as a section 501(c)(3) organization),
- 5. Has obtained at least \$1,000,000 in startup capital from nonmember charitable organizations,
- 6. Is controlled by a board of directors elected by its members, and
- 7. Is organized under documents requiring that:
 - a. Each member be a section 501(c)(3) organization exempt from tax under section 501(a),
 - b. Each member that receives a final determination that it no longer qualifies under section 501(c)(3) notify the pool immediately, and
 - c. Each insurance policy issued by the pool provide that it will not cover events occurring after a final determination described in (b).

<p>19.</p>	<p>Are you requesting classification as a supporting organization under section 509(a)(3)?</p> <p>A supporting organization (as defined in section 509(a)(3)) differs from the other types of public charities described in section 509. Instead of describing an organization that conducts a particular kind of activity or that receives financial support from the general public, section 509(a)(3) describes organizations that have established certain relationships in support of public charities described in section 509(a)(1) or 509(a)(2). Thus, an organization can qualify as a supporting organization (and not be classified as a private foundation) even though it may be funded by a single donor, family, or corporation. This kind of funding ordinarily would indicate private foundation status, but a section 509(a)(3) organization has limited purposes and activities, and gives up a significant degree of independence. A supporting organization is an organization that:</p> <ol style="list-style-type: none"> 1. Is organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more specified organizations as described in section 509(a)(1) or 509(a)(2). These section 509(a)(1) and 509(a)(2) organizations are commonly called publicly supported organizations. 2. Has one of three types of relationships with one or more organizations described in section 509(a)(1) or 509(a)(2). It must be: <ol style="list-style-type: none"> a. Operated, supervised, or controlled by one or more section 509(a)(1) or 509(a)(2) organizations (Type I supporting organization); b. Supervised or controlled in connection with one or more section 509(a)(1) or 509(a)(2) organizations (Type II supporting organization); or c. Operated in connection with one or more section 509(a)(1) or 509(a)(2) organizations (Type III supporting organization). 3. Is not controlled directly or indirectly by disqualified persons (as defined in section 4946) other than foundation managers and other than one or more organizations described in section 509(a)(1) or 509(a)(2). <p>See Pub. 557 for more information.</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>
<p>20.</p>	<p>Is a substantial purpose of your activities to provide assistance to individuals through credit counseling activities such as budgeting, personal finance, financial literacy, mortgage foreclosure assistance, or other consumer credit areas?</p> <p>These activities involve the education of the consumer on budgeting, personal finance, financial literacy, mortgage foreclosure assistance, or other consumer credit areas. It may also involve assisting the consumer in consolidating debt and negotiating between debtors and creditors to lower interest rates and waive late and over-limit fees.</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>
<p>21.</p>	<p>Do you or will you invest 5% or more of your total assets in securities or funds that are not publicly traded?</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>
<p>22.</p>	<p>Do you participate, or intend to participate, in partnerships (including entities or arrangements treated as partnerships for federal tax purposes) in which you share losses with partners other than section 501(c)(3) organizations?</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>
<p>23.</p>	<p>Do you sell, or intend to sell carbon credits or carbon offsets?</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>
<p>24.</p>	<p>Are you a Health Maintenance Organization (HMO)?</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>

25.	<p>Are you an Accountable Care Organization (ACO), or an organization that engages in, or intends to engage in, ACO activities (such as participation in the Medicare Shared Savings Program (MSSP) or in activities unrelated to the MSSP described in Notice 2011–20, 2011–16 I.R.B. 652)?</p> <p>ACOs are entities formed by groups of physicians, hospitals, and other health care service providers and suppliers to manage and coordinate the care provided to patients. For a discussion of tax law issues relating to ACOs, see Notice 2011-20 and FS-2011-11, available at IRS.gov/uac/Tax-Exempt-Organizations-Participating-in-the-Medicare-Shared-Savings-Program-through-Accountable-Care-Organizations.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Item 6.
26.	<p>Do you maintain or intend to maintain one or more donor advised funds?</p> <p>In general, a donor advised fund is a fund or account that is owned and controlled by the organization but that is separately identified by reference to contributions of a donor or donors and with respect to which a donor (or any person appointed or designated by the donor) has or expects to have advisory privileges concerning the distribution or investment of amounts held in the fund or account by reason of the donor's status as a donor. For additional information, see Pub. 557.</p> <p>Check "No" if you are a governmental unit referred to in section 170(c)(1) or a private foundation referred to in section 509(a).</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
27.	<p>Are you organized and operated exclusively for testing for public safety and requesting a foundation classification under section 509(a)(4)?</p> <p>Generally, these organizations test consumer products to determine their acceptability for use by the general public.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
28.	<p>Are you requesting classification as a private operating foundation?</p> <p>Private foundations lack general public support. What distinguishes a private operating foundation from other private foundations is that it engages 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). Private operating foundations are subject to more favorable rules than other private foundations in terms of charitable contribution deductions and attracting grants from private foundations. However, to be classified as a private operating foundation, an organization must meet certain tests. Additional information about private operating foundations is available at IRS.gov/Charities-&-Non-Profits/Private-Foundations/Private-Operating-Foundations.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
29.	<p>Are you applying for reinstatement under section 4 of Rev. Proc. 2014-11, and seeking to change your foundation classification from the classification you had at the time of your revocation?</p> <p>Only organizations that are seeking the same foundation classification that they had at the time of revocation may use Form 1023-EZ to apply for reinstatement under section 4 of Rev. Proc. 2014-11. If you wish to change your foundation classification, you must use the full Form 1023.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
30.	<p>Are you applying for retroactive reinstatement of exemption under section 5 or 6 of Rev. Proc. 2014-11, after being automatically revoked?</p> <p>Only organizations applying for reinstatement under section 4 or 7 of Rev. Proc. 2014-11 may use Form 1023-EZ. If you are applying for retroactive reinstatement under section 5 or 6 of Rev. Proc. 2014-11, you must submit the full Form 1023 along with the appropriate reasonable cause statement and a statement confirming you have filed the required annual returns as described in the revenue procedure.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

National Taxonomy of Exempt Entities (NTEE) Codes.

Arts, Culture, and Humanities		B82 Scholarships, Student Financial Aid Services, Awards	E20 Hospitals and Related Primary Medical Care Facilities	G20 Birth Defects and Genetic Diseases
A01 Alliance/Advocacy Organizations	B83 Student Sororities, Fraternities	E21 Community Health Systems	G25 Down Syndrome	G30 Cancer
A02 Management & Technical Assistance	B84 Alumni Associations	E22 Hospital, General	G40 Diseases of Specific Organs	G41 Eye Diseases, Blindness and Vision Impairments
A03 Professional Societies, Associations	B90 Educational Services and Schools - Other	E24 Hospital, Specialty	G42 Ear and Throat Diseases	G43 Heart and Circulatory System Diseases, Disorders
A05 Research Institutes and/or Public Policy Analysis	B92 Remedial Reading, Reading Encouragement	E30 Health Treatment Facilities, Primarily Outpatient	G44 Kidney Disease	G45 Lung Disease
A11 Single Organization Support	B94 Parent/Teacher Group	E31 Group Health Practice (Health Maintenance Organizations)	G48 Brain Disorders	G50 Nerve, Muscle and Bone Diseases
A12 Fund Raising and/or Fund Distribution	B99 Education N.E.C.	E32 Ambulatory Health Center, Community Clinic	G51 Arthritis	G54 Epilepsy
A19 Nonmonetary Support N.E.C.*	Environmental Quality, Protection, and Beautification		E33 Reproductive Health Care Facilities and Allied Services	G60 Allergy Related Diseases G61 Asthma
A20 Arts, Cultural Organizations - Multipurpose	C01 Alliance/Advocacy Organizations	E40 Family Planning Centers	E42 Health Support Services	G70 Digestive Diseases, Disorders
A23 Cultural, Ethnic Awareness	C02 Management & Technical Assistance	E44 Rehabilitative Medical Services	E60 Blood Supply Related	G80 Specifically Named Diseases
A25 Arts Education	C03 Professional Societies, Associations	E60 Health Support Services	E61 Ambulance, Emergency Medical Transport Services	G81 AIDS
A26 Arts Council/Agency	C05 Research Institutes and/or Public Policy Analysis	E62 Organ and Tissue Banks	E65 Public Health Program (Includes General Health and Wellness Promotion Services)	G83 Alzheimer's Disease
A30 Media, Communications Organizations	C11 Single Organization Support	E70 Health, General and Financing	E80 Patient Services - Entertainment, Recreation	G84 Autism
A31 Film, Video	C12 Fund Raising and/or Fund Distribution	E86 Nursing Services (General)	E90 Nursing, Convalescent Facilities	G90 Medical Disciplines
A32 Television	C19 Nonmonetary Support N.E.C.	E91 Home Health Care	E92 Health - General and Rehabilitative N.E.C.	G92 Biomedicine, Bioengineering
A33 Printing, Publishing	C20 Pollution Abatement and Control Services	E99 Mental Health, Crisis Intervention	Medical Research	
A34 Radio	C27 Recycling Programs	F01 Alliance/Advocacy Organizations	H01 Alliance/Advocacy Organizations	H02 Management & Technical Assistance
A40 Visual Arts Organizations	C30 Natural Resources Conservation and Protection	F02 Management & Technical Assistance	H03 Professional Societies, Associations	H05 Research Institutes and/or Public Policy Analysis
A50 Museum, Museum Activities	C32 Water Resource, Wetlands Conservation and Management	F03 Professional Societies, Associations	H05 Single Organization Support	H11 Fund Raising and/or Fund Distribution
A51 Art Museums	C34 Land Resources Conservation	F05 Research Institutes and/or Public Policy Analysis	H12 Nonmonetary Support N.E.C.	H19 Birth Defects, Genetic Diseases Research
A52 Children's Museums	C35 Energy Resources Conservation and Development	F11 Single Organization Support	H20 Down Syndrome Research	H30 Cancer Research
A54 History Museums	C36 Forest Conservation	F12 Fund Raising and/or Fund Distribution	H40 Specific Organ Research	H41 Eye Research
A56 Natural History, Natural Science Museums	C40 Botanical, Horticultural, and Landscape Services	F19 Nonmonetary Support N.E.C.	H42 Ear and Throat Research	H43 Heart, Circulatory Research
A57 Science and Technology Museums	C41 Botanical Gardens, Arboreta and Botanical Organizations	F20 Alcohol, Drug and Substance Abuse, Dependency Prevention and Treatment	H44 Kidney Research	H45 Lung Research
A60 Performing Arts Organizations	C42 Garden Club, Horticultural Program	F21 Alcohol, Drug Abuse, Prevention Only	H48 Brain Disorders Research	H50 Nerve, Muscle, Bone Research
A61 Performing Arts Centers	C50 Environmental Beautification and Aesthetics	F22 Alcohol, Drug Abuse, Treatment Only	H51 Arthritis Research	H54 Epilepsy Research
A62 Dance	C60 Environmental Education and Outdoor Survival Programs	F30 Mental Health Treatment - Multipurpose and N.E.C.	H60 Allergy Related Disease Research	H61 Asthma Research
A63 Ballet	C99 Environmental Quality, Protection, and Beautification N.E.C.	F31 Psychiatric, Mental Health Hospital	H70 Digestive Disease, Disorder Research	H80 Specifically Named Diseases Research
A65 Theater	Animal-Related		H81 AIDS Research	H83 Alzheimer's Disease Research
A68 Music	D01 Alliance/Advocacy Organizations	F32 Community Mental Health Center	H84 Autism Research	H90 Medical Specialty Research
A69 Symphony Orchestras	D02 Management & Technical Assistance	F33 Group Home, Residential Treatment Facility - Mental Health Related	H92 Biomedicine, Bioengineering Research	H94 Geriatrics Research
A6A Opera	D03 Professional Societies, Associations	F40 Hot Line, Crisis Intervention Services	H96 Neurology, Neuroscience Research	H98 Pediatrics Research
A6B Singing, Choral	D05 Research Institutes and/or Public Policy Analysis	F42 Rape Victim Services	H99 Surgery Research	H99 Medical Research N.E.C.
A6C Music Groups, Bands, Ensembles	D11 Single Organization Support	F50 Addictive Disorders N.E.C.	Crime, Legal Related	
A6E Performing Arts Schools	D12 Fund Raising and/or Fund Distribution	F52 Smoking Addiction	I01 Alliance/Advocacy Organizations	I02 Management & Technical Assistance
A70 Humanities Organizations	D19 Nonmonetary Support N.E.C.	F53 Eating Disorder, Addiction	I03 Professional Societies, Associations	I05 Research Institutes and/or Public Policy Analysis
A80 Historical Societies, Related Historical Activities	D20 Animal Protection and Welfare	F54 Gambling Addiction		
A84 Commemorative Events	D30 Wildlife Preservation, Protection	F60 Counseling, Support Groups		
A90 Arts Service Organizations and Activities	D31 Protection of Endangered Species	F70 Mental Health Disorders		
A99 Arts, Culture, and Humanities N.E.C.	D32 Bird Sanctuary, Preserve	F80 Mental Health Association, Multipurpose		
Education		D33 Fisheries Resources		
B01 Alliance/Advocacy Organizations	D34 Wildlife Sanctuary, Refuge	F99 Mental Health, Crisis Intervention N.E.C.		
B02 Management & Technical Assistance	D40 Veterinary Services	Diseases, Disorders, Medical Disciplines		
B03 Professional Societies, Associations	D50 Zoo, Zoological Society	G01 Alliance/Advocacy Organizations	G02 Management & Technical Assistance	G03 Professional Societies, Associations
B05 Research Institutes and/or Public Policy Analysis	D60 Other Services - Specialty Animals	G05 Research Institutes and/or Public Policy Analysis	G11 Single Organization Support	G12 Fund Raising and/or Fund Distribution
B11 Single Organization Support	D61 Animal Training, Behavior	G19 Nonmonetary Support N.E.C.		
B12 Fund Raising and/or Fund Distribution	D99 Animal-Related N.E.C.			
B19 Nonmonetary Support N.E.C.	Health - General and Rehabilitative			
B20 Elementary, Secondary Education, K - 12	E01 Alliance/Advocacy Organizations	E01 Alliance/Advocacy Organizations	E02 Management & Technical Assistance	E03 Professional Societies, Associations
B21 Kindergarten, Preschool, Nursery School, Early Admissions	E02 Management & Technical Assistance	E05 Research Institutes and/or Public Policy Analysis	E11 Single Organization Support	E12 Fund Raising and/or Fund Distribution
B24 Primary, Elementary Schools	E03 Professional Societies, Associations	E11 Single Organization Support		
B25 Secondary, High School	E05 Research Institutes and/or Public Policy Analysis	E12 Fund Raising and/or Fund Distribution		
B28 Specialized Education Institutions	E11 Single Organization Support	E19 Nonmonetary Support N.E.C.		
B30 Vocational, Technical Schools	E12 Fund Raising and/or Fund Distribution			
B40 Higher Education Institutions	E19 Nonmonetary Support N.E.C.			
B41 Community or Junior Colleges				
B42 Undergraduate College (4-year)				
B43 University or Technological Institute				
B50 Graduate, Professional Schools (Separate Entities)				
B60 Adult, Continuing Education				
B70 Libraries				
B80 Student Services, Organizations of Students				

National Taxonomy of Exempt Entities (NTEE) Codes. (Continued)

I11	Single Organization Support	L12	Fund Raising and/or Fund Distribution	Youth Development	P80	Services to Promote the Independence of Specific Populations	Item 6.
I12	Fund Raising and/or Fund Distribution	L19	Nonmonetary Support N.E.C.	O01	Alliance/Advocacy Organizations	P81	
I19	Nonmonetary Support N.E.C.	L20	Housing Development, Construction, Management	O02	Management & Technical Assistance	P82	Developmentally Disabled Centers, Services
I20	Crime Prevention N.E.C.	L21	Public Housing Facilities	O03	Professional Societies, Associations	P84	Ethnic, Immigrant Centers, Services
I21	Delinquency Prevention	L22	Senior Citizens' Housing/ Retirement Communities	O05	Research Institutes and/or Public Policy Analysis	P85	Homeless Persons Centers, Services
I23	Drunk Driving Related	L25	Housing Rehabilitation	O11	Single Organization Support	P86	Blind/Visually Impaired Centers, Services
I30	Correctional Facilities N.E.C.	L30	Housing Search Assistance	O12	Fund Raising and/or Fund Distribution	P87	Deaf/Hearing Impaired Centers, Services
I31	Transitional Care, Half-Way House for Offenders, Ex-Offenders	L40	Low-Cost Temporary Housing	O19	Nonmonetary Support N.E.C.	P99	Human Services - Multipurpose and Other N.E.C.
I40	Rehabilitation Services for Offenders	L41	Homeless, Temporary Shelter For	O20	Youth Centers, Clubs, Multipurpose		
I43	Services to Prisoners and Families - Multipurpose	L50	Housing Owners, Renters Organizations	O21	Boys Clubs		
I44	Prison Alternatives	L80	Housing Support Services -- Other	O22	Girls Clubs O23 Boys and Girls Clubs (Combined)		
I50	Administration of Justice, Courts	L81	Home Improvement and Repairs	O30	Adult, Child Matching Programs		
I51	Dispute Resolution, Mediation Services	L82	Housing Expense Reduction Support	O31	Big Brothers, Big Sisters		
I60	Law Enforcement Agencies (Police Departments)	L99	Housing, Shelter N.E.C.	O40	Scouting Organizations		
I70	Protection Against, Prevention of Neglect, Abuse, Exploitation			O41	Boy Scouts of America		
I71	Spouse Abuse, Prevention of	Public Safety, Disaster Preparedness, and Relief		O42	Girl Scouts of the U.S.A.		
I72	Child Abuse, Prevention of	M01	Alliance/Advocacy Organizations	O43	Camp Fire		
I73	Sexual Abuse, Prevention of	M02	Management & Technical Assistance	O50	Youth Development Programs, Other		
I80	Legal Services	M03	Professional Societies, Associations	O51	Youth Community Service Clubs		
I83	Public Interest Law, Litigation	M05	Research Institutes and/or Public Policy Analysis	O52	Youth Development - Agricultural		
I99	Crime, Legal Related N.E.C.	M11	Single Organization Support	O53	Youth Development - Business		
	Employment, Job Related	M12	Fund Raising and/or Fund Distribution	O54	Youth Development - Citizenship Programs		
J01	Alliance/Advocacy Organizations	M19	Nonmonetary Support N.E.C.	O55	Youth Development - Religious Leadership		
J02	Management & Technical Assistance	M20	Disaster Preparedness and Relief Services	O99	Youth Development N.E.C.		
J03	Professional Societies, Associations	M23	Search and Rescue Squads, Services				
J05	Research Institutes and/or Public Policy Analysis	M24	Fire Prevention, Protection, Control	Human Services - Multipurpose and Other	P01	Alliance/Advocacy Organizations	
J11	Single Organization Support	M40	Safety Education	P02	Management & Technical Assistance	P03	Professional Societies, Associations
J12	Fund Raising and/or Fund Distribution	M41	First Aid Training, Services	P05	Research Institutes and/or Public Policy Analysis	P05	Research Institutes and/or Public Policy Analysis
J19	Nonmonetary Support N.E.C.	M42	Automotive Safety	P11	Single Organization Support	P11	Single Organization Support
J20	Employment Procurement Assistance, Job Training	M99	Public Safety, Disaster Preparedness, and Relief N.E.C.	P12	Fund Raising and/or Fund Distribution	P12	Fund Raising and/or Fund Distribution
J21	Vocational Counseling, Guidance and Testing			P19	Nonmonetary Support N.E.C.	P19	Nonmonetary Support N.E.C.
J22	Vocational Training	Recreation, Sports, Leisure, Athletics		P20	Human Service Organizations - Multipurpose	P20	Human Service Organizations - Multipurpose
J30	Vocational Rehabilitation	N01	Alliance/Advocacy Organizations	P21	American Red Cross	P21	American Red Cross
J32	Goodwill Industries	N02	Management & Technical Assistance	P22	Urban League	P22	Urban League
J33	Sheltered Remunerative Employment, Work Activity Center N.E.C.	N03	Professional Societies, Associations	P24	Salvation Army	P24	Salvation Army
J40	Labor Unions, Organizations	N05	Research Institutes and/or Public Policy Analysis	P26	Volunteers of America	P26	Volunteers of America
J99	Employment, Job Related N.E.C.	N11	Single Organization Support	P27	Young Men's or Women's Associations (YMCA, YWCA, YWHA, YMHA)	P27	Young Men's or Women's Associations (YMCA, YWCA, YWHA, YMHA)
	Food, Agriculture, and Nutrition	N12	Fund Raising and/or Fund Distribution	P28	Neighborhood Centers, Settlement Houses	P28	Neighborhood Centers, Settlement Houses
K01	Alliance/Advocacy Organizations	N19	Nonmonetary Support N.E.C.	P29	Thrift Shops	P29	Thrift Shops
K02	Management & Technical Assistance	N20	Recreational and Sporting Camps	P30	Children's, Youth Services	P30	Children's, Youth Services
K03	Professional Societies, Associations	N30	Physical Fitness and Community Recreational Facilities	P31	Adoption	P31	Adoption
K05	Research Institutes and/or Public Policy Analysis	N31	Community Recreational Centers	P32	Foster Care	P32	Foster Care
K11	Single Organization Support	N32	Parks and Playgrounds	P33	Child Day Care	P33	Child Day Care
K12	Fund Raising and/or Fund Distribution	N40	Sports Training Facilities, Agencies	P40	Family Services	P40	Family Services
K19	Nonmonetary Support N.E.C.	N50	Recreational, Pleasure, or Social Club	P42	Single Parent Agencies, Services	P42	Single Parent Agencies, Services
K20	Agricultural Programs	N52	Fairs, County and Other	P43	Family Violence Shelters, Services	P43	Family Violence Shelters, Services
K25	Farmland Preservation	N60	Amateur Sports Clubs, Leagues, N.E.C.	P44	Homemaker, Home Health Aide	P44	Homemaker, Home Health Aide
K26	Livestock Breeding, Development, Management	N61	Fishing, Hunting Clubs	P45	Family Services, Adolescent Parents	P45	Family Services, Adolescent Parents
K28	Farm Bureau, Grange	N62	Basketball	P46	Family Counseling	P46	Family Counseling
K30	Food Service, Free Food Distribution Programs	N63	Baseball, Softball	P50	Personal Social Services	P50	Personal Social Services
K31	Food Banks, Food Pantries	N64	Soccer Clubs, Leagues	P51	Financial Counseling, Money Management	P51	Financial Counseling, Money Management
K34	Congregate Meals	N65	Football Clubs, Leagues	P52	Transportation, Free or Subsidized	P52	Transportation, Free or Subsidized
K35	Eatery, Agency, Organization Sponsored	N66	Tennis, Racquet Sports Clubs, Leagues	P58	Gift Distribution	P58	Gift Distribution
K36	Meals on Wheels	N67	Swimming, Water Recreation	P60	Emergency Assistance (Food, Clothing, Cash)	P60	Emergency Assistance (Food, Clothing, Cash)
K40	Nutrition Programs	N68	Winter Sports (Snow and Ice)	P61	Travelers' Aid	P61	Travelers' Aid
K50	Home Economics	N69	Equestrian, Riding	P62	Victims' Services	P62	Victims' Services
K99	Food, Agriculture, and Nutrition N.E.C.	N70	Golf	P70	Residential, Custodial Care	P70	Residential, Custodial Care
	Housing, Shelter	N71	Amateur Sports Competitions	P72	Half-Way House (Short-Term Residential Care)	P72	Half-Way House (Short-Term Residential Care)
L01	Alliance/Advocacy Organizations	N72	Olympics Committees and Related International Competitions	P73	Group Home (Long Term)	P73	Group Home (Long Term)
L02	Management & Technical Assistance	N80	Special Olympics	P74	Hospice	P74	Hospice
L03	Professional Societies, Associations	N99	Recreation, Sports, Leisure, Athletics N.E.C.	P75	Senior Continuing Care Communities	P75	Senior Continuing Care Communities
L05	Research Institutes and/or Public Policy Analysis						
L11	Single Organization Support						
						International, Foreign Affairs, and National Security	
						Q01	Alliance/Advocacy Organizations
						Q02	Management & Technical Assistance
						Q03	Professional Societies, Associations
						Q05	Research Institutes and/or Public Policy Analysis
						Q11	Single Organization Support
						Q12	Fund Raising and/or Fund Distribution
						Q19	Nonmonetary Support N.E.C.
						Q20	Promotion of International Understanding
						Q21	International Cultural Exchange
						Q22	International Student Exchange and Aid
						Q23	International Exchanges, N.E.C.
						Q30	International Development, Relief Services
						Q31	International Agricultural Development
						Q32	International Economic Development
						Q33	International Relief
						Q40	International Peace and Security
						Q41	Arms Control, Peace Organizations
						Q42	United Nations Association
						Q43	National Security, Domestic
						Q70	International Human Rights
						Q71	International Migration, Refugee Issues
						Q99	International, Foreign Affairs, and National Security N.E.C.
							Civil Rights, Social Action, Advocacy
						R01	Alliance/Advocacy Organizations
						R02	Management & Technical Assistance
						R03	Professional Societies, Associations
						R05	Research Institutes and/or Public Policy Analysis
						R11	Single Organization Support
						R12	Fund Raising and/or Fund Distribution
						R19	Nonmonetary Support N.E.C.
						R20	Civil Rights, Advocacy for Specific Groups
						R22	Minority Rights
						R23	Disabled Persons' Rights
						R24	Women's Rights
						R25	Seniors' Rights
						R26	Lesbian, Gay Rights
						R30	Intergroup, Race Relations
						R40	Voter Education, Registration
						R60	Civil Liberties Advocacy
						R61	Reproductive Rights
						R62	Right to Life
						R63	Censorship, Freedom of Speech and Press Issues
						R67	Right to Die, Euthanasia Issues
						R99	Civil Rights, Social Action, Advocacy N.E.C.
							Community Improvement, Capacity Building
						S01	Alliance/Advocacy Organizations
						S02	Management & Technical Assistance
						S03	Professional Societies, Associations

National Taxonomy of Exempt Entities (NTEE) Codes. (Continued)

S05	Research Institutes and/or Public Policy Analysis	Science and Technology Research Institutes, Services	V31	Black Studies	X22	Roman Catholic	Item 6.			
S11	Single Organization Support		V32	Women's Studies	X30	Jewish				
S12	Fund Raising and/or Fund Distribution		V33	Ethnic Studies	X40	Islamic				
S19	Nonmonetary Support N.E.C.		U01	Alliance/Advocacy Organizations	V34	Urban Studies		X50	Buddhist	
S20	Community, Neighborhood Development, Improvement (General)		U02	Management & Technical Assistance	V35	International Studies		X70	Hindu	
S21	Community Coalitions		U03	Professional Societies, Associations	V36	Gerontology (as a social science)		X80	Religious Media, Communications Organizations	
S22	Neighborhood, Block Associations		U05	Research Institutes and/or Public Policy Analysis	V37	Labor Studies V99 Social Science Research Institutes, Services N.E.C.		X81	Religious Film, Video	
S30	Economic Development		U11	Single Organization Support	Public, Society Benefit - Multipurpose and Other			X82	Religious Television	
S31	Urban, Community Economic Development		U12	Fund Raising and/or Fund Distribution	W01	Alliance/Advocacy Organizations		X83	Religious Printing, Publishing	
S32	Rural Development		U19	Nonmonetary Support N.E.C.	W02	Management & Technical Assistance		X84	Religious Radio	
S40	Business and Industry		U20	Science, General	W03	Professional Societies, Associations		X90	Interfaith Issues	
S41	Promotion of Business		U21	Marine Science and Oceanography	W05	Research Institutes and/or Public Policy Analysis		X99	Religion Related, Spiritual Development N.E.C.	
S43	Management Services for Small Business, Entrepreneurs		U30	Physical Sciences, Earth Sciences Research and Promotion	W11	Single Organization Support		Mutual/Membership Benefit Organizations, Other		
S46	Boards of Trade		U31	Astronomy	W12	Fund Raising and/or Fund Distribution		Y01	Alliance/Advocacy Organizations	
S47	Real Estate Organizations		U33	Chemistry, Chemical Engineering	W19	Nonmonetary Support N.E.C.		Y02	Management & Technical Assistance	
S50	Nonprofit Management		U34	Mathematics	W20	Government and Public Administration		Y03	Professional Societies, Associations	
S80	Community Service Clubs		U36	Geology	W22	Public Finance, Taxation, Monetary Policy		Y05	Research Institutes and/or Public Policy Analysis	
S81	Women's Service Clubs		U40	Engineering and Technology Research, Services	W24	Citizen Participation		Y11	Single Organization Support	
S82	Men's Service Clubs		U41	Computer Science	W30	Military, Veterans' Organizations		Y12	Fund Raising and/or Fund Distribution	
S99	Community Improvement, Capacity Building N.E.C.		U42	Engineering	W40	Public Transportation Systems, Services		Y19	Nonmonetary Support N.E.C.	
Philanthropy, Voluntarism, and Grantmaking Foundations			U50	Biological, Life Science Research	W50	Telephone, Telegraph and Telecommunication Services		Y20	Insurance Providers, Services	
T01	Alliance/Advocacy Organizations		U99	Science and Technology Research Institutes, Services N.E.C.	W60	Financial Institutions, Services (Non-Government Related)		Y22	Local Benevolent Life Insurance Associations, Mutual Irrigation and Telephone Companies, and Like Organizations	
T02	Management & Technical Assistance		Social Science Research Institutes, Services		W61	Credit Unions		Y23	Mutual Insurance Company or Association	
T03	Professional Societies, Associations		V01	Alliance/Advocacy Organizations	W70	Leadership Development		Y24	Supplemental Unemployment Compensation	
T05	Research Institutes and/or Public Policy Analysis		V02	Management & Technical Assistance	W80	Public Utilities		Y25	State-Sponsored Worker's Compensation Reinsurance Organizations	
T11	Single Organization Support		V03	Professional Societies, Associations	W90	Consumer Protection, Safety		Y30	Pension and Retirement Funds	
T12	Fund Raising and/or Fund Distribution		V05	Research Institutes and/or Public Policy Analysis	W99	Public, Society Benefit - Multipurpose and Other N.E.C.		Y33	Teachers Retirement Fund Association	
T19	Nonmonetary Support N.E.C.		V11	Single Organization Support	Religion Related, Spiritual Development			Y34	Employee Funded Pension Trust	
T20	Private Grantmaking Foundations		V12	Fund Raising and/or Fund Distribution	X01	Alliance/Advocacy Organizations		Y35	Multi-Employer Pension Plans	
T21	Corporate Foundations		V19	Nonmonetary Support N.E.C.	X02	Management & Technical Assistance		Y40	Fraternal Beneficiary Societies	
T22	Private Independent Foundations	V20	Social Science Institutes, Services	X03	Professional Societies, Associations	Y42	Domestic Fraternal Societies			
T23	Private Operating Foundations	V21	Anthropology, Sociology	X05	Research Institutes and/or Public Policy Analysis	Y43	Voluntary Employees Beneficiary Associations (Non-Government)			
T30	Public Foundations	V22	Economics (as a social science)	X11	Single Organization Support	Y44	Voluntary Employees Beneficiary Associations (Government)			
T31	Community Foundations	V23	Behavioral Science	X12	Fund Raising and/or Fund Distribution	Y50	Cemeteries, Burial Services			
T40	Voluntarism Promotion	V24	Political Science	X19	Nonmonetary Support N.E.C.	Y99	Mutual/Membership Benefit Organizations, Other N.E.C.			
T50	Philanthropy, Charity, Voluntarism Promotion, General	V25	Population Studies	X20	Christian	Unknown				
T70	Fund Raising Organizations That Cross Categories	V26	Law, International Law, Jurisprudence	X21	Protestant	Z99	Unknown			
T90	Named Trusts/Foundation N.E.C.	V30	Interdisciplinary Research							
T99	Philanthropy, Voluntarism, and Grantmaking Foundations N.E.C.									

STATE OF TEXAS §
 § **MEMORANDUM OF UNDERSTANDING**
COUNTY OF TRAVIS §

THIS AGREEMENT, is made and entered into this day by and between the **CITY OF BEE CAVE, TEXAS**, organized and existing under the laws of the State of Texas, acting by and through its duly authorized representative, and hereinafter referred to as the “CITY”, and **FRIENDS OF BEE CAVE FRIENDS OF PARKS FOUNDATION**, Bee Cave, Texas, acting by and through its duly authorized representative as a 501(c)(3) corporation, hereinafter referred to as “FRIENDS”.

WHEREAS, Friends is a legally distinct entity, separate from the City, duly incorporated 501 (c)(3) non-profit corporation created under applicable federal and state laws for the purpose of charitable and community service work to promote public use of Bee Cave Parks and Trails systems, to foster an appreciation of its cultural and educational value to the community, and to encourage improvement of its resources and services; and,

WHEREAS, the City and Friends wish to enter into this agreement in order to set forth the parties respective expectations in assisting each other to promote, develop and enhance the City parks and trails.

NOW THEREFORE, in consideration of the provisions hereinafter set forth in this agreement, the City and Friends mutually agree as follows:

**Section I
Responsibilities**

- A. The City agrees to undertake the following actions to the extent allowed by law:
 - 1. include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the parks and trails; and,
 - 2. to share with the Friends the parks trails strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives; and,
 - 3. to supply the Friends with a “wishlist” each year that indicates the anticipated needs for Friends support; and,
 - 4. to provide the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials, to the extent it does not interfere with the primary functions of operating the parks;
 - 5. to provide public space for Friends membership brochures and promotional materials, the extent it does not interfere with the primary functions of operating the parks and trails; and,

- B. Friends agree to undertake the following actions to the extent allowed by law:

1. publicly support the City and its policies; and,
2. to include a member from the Bee Cave Parks, Recreation and Facilities Department as a non-voting presence at all Friends' meetings and to allow room on the agenda for a Parks report; and,
3. any and all monies raised will be spent exclusively for parks and trails programs, services, and other City defined needs unless otherwise agreed to by both the Friends and the City and as permitted by the articles of incorporation or bylaws of the Friends; and,
4. agree that the City has the final say in accepting or declining any and all gifts made to the parks; and,
5. to engage in advocacy efforts on behalf of the City under the guidance of the City and shall cease at any time at the request of the City; and,
6. that if they cease to actively fundraise and promote the City, they will dissolve and distribute all remaining funds to the City, and provide any and all material which is helpful and conducive to the formation of a new friends of the parks foundation to be established in the future; and,
7. will not discriminate against any person because of race, religion, color, gender, or national origin.

Section II

Effective Date & Termination

This Agreement shall be effective upon execution by both parties and shall remain in force until terminated as provided for herein. The parties shall have the right to terminate this Agreement for any reason at any time after ten (10) days written notice to the other party.

All property, materials or other items furnished by either party pursuant to this Agreement are considered property of the respective party and shall be returned to that party upon termination or upon request at any time during this Agreement.

Section III

Roles and Liability of the Parties

A. Agency. The parties expressly acknowledge and agree that the actions of Friends' members while in the performance of duties authorized by this Agreement shall not be deemed to be the actions of the City. Friends shall educate and inform their members of their role and shall not allow conduct prohibited under the terms of this Agreement. No member, volunteer or other personnel of Friends shall be considered an employee of the City for purposes of gaining any rights or benefits due an employee of the City pursuant to the City's personnel policies.

B. Compliance with all laws. The parties shall observe and comply with the Constitutions of the United States and the State of Texas, and all applicable Federal, State, County and City laws, rules, ordinances and regulations in any manner affecting the conduct and performance of all obligations undertaken pursuant to this Agreement.

C. No Joint Venture or Joint Enterprise. This Agreement shall not be construed to establish a joint venture or joint enterprise by the parties. Nor shall this Agreement be construed to create or grant rights, contractual or otherwise, to any other person, third party or entity not a party to this contract.

D. Assignment. Neither party may assign any of the rights or duties created by this Agreement without the prior written approval of the other party.

E. Liability. The City shall not be liable for any claims, damages or attorney's fees arising from any negligent or unlawful acts of Friends or its members arising from the performance of duties or responsibilities under this Agreement.

F. Fiscal Year Limitation. In no event shall any provision of this Agreement be interpreted to obligate the City to expend any funds, unless approved by the Bee Cave City Council for any fiscal budget year.

**Section IV
Miscellaneous**

A. Severability. If any word, phrase, clause, sentence or provision of the Agreement, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, invalid or unenforceable, such finding shall only effect such word, phrase, clause, sentence or provision, and such finding shall not effect the remaining portions of the Agreement, this being the intent of the parties in entering this Agreement; and all provisions of this instrument are declared to be severable for this purpose.

B. Construction of Agreement. Although the Agreement is substantially drafted by one party, it is the intent of the parties that all provisions be construed in a manner to be fair to both parties, reading no provisions more strictly against one party or the other.

C. Full and Final Agreement. This Agreement constitutes the entire agreement of the parties concerning the subject matter hereof, and may only be amended by a written document signed by both parties. All prior and contemporaneous understandings, whether written or oral, are merged herein.

D. Notice. Any notice required to be given under the terms of this Agreement shall be in writing. Notice shall be deemed delivered, whether or not actually received, three (3) days after it is deposited in the U.S. Mail, certified mail, return receipt requested, properly addressed as set forth below with correct postage, with a copy sent concurrently by facsimile. Notice given in any other way shall be effective when and if actually received. Changes may be made to the names and addresses noted herein through timely, written notice to the other party.

CITY: City of Bee Cave
4000 Galleria Parkway
Bee Cave, Texas 78738
Attn: City Administrator
Phone: 512-767-6610
Fax: 512-263-5576

FRIENDS: David D Ginger
5000 High Canyon Pass
Bee Cave, Texas 78738
Phone: 512-431-6154

Executed to be effective as of the ____ day of _____, 2018.

CITY OF BEE CAVE

Monty Parker, Mayor

ATTEST

Kaylynn Holloway, City Secretary

APPROVED AS TO FORM

Patty L. Akers, City Attorney

BEE CAVE FRIENDS OF PARKS FOUNDATION

By: David D Ginger

Title: President and Board of Director

**BEE CAVE
FRIENDS OF THE PARKS
FOUNDATION**

BYLAWS
October 24th, 2018

**BYLAWS
OF THE
BEE CAVE FRIENDS OF THE PARKS FOUNDATION**

**ARTICLE I
NAME, AUTHORITY AND LOCATION**

- 1.1 **Name.** The name of the Corporation shall be the Bee Cave Friends of the Parks Foundation, hereinafter referred to as the "Foundation".
- 1.2 **Authority.** These Bylaws establish the right of the Foundation to regulate and manage its affairs consistent with the Articles of Incorporation and the laws of the State of Texas in such manner as hereinafter prescribed.
- 1.3 **Principal Office.** The principal office of the corporation shall be located on Bee Cave, Texas. The mailing address shall be:
Bee Cave Friends of the Parks Foundation
12400 W. Hwy. 71
Suite 350-348
Austin, Texas 78738

**ARTICLE II
PURPOSE/MISSION
FOR WHICH THE FOUNDATION IS ORGANIZED**

On July 27, 2018, this non-profit charitable corporation was organized to aid in the creation of an exemplary park system in Bee Cave by being a pro-active Foundation seeking multiple avenues of revenue generation and other philanthropic means to improve, maintain, enhance and expand parks and recreation resources while working in harmony with the Bee Cave Parks, Recreation & Facilities Department and City of Bee Cave's adopted master/strategic plan.

The purposes of this corporation shall be limited to charitable, educational and other exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code exclusively for the benefit of supporting Bee Cave residents' improved quality of life through better Parks and Recreation programming, Park amenities, athletic fields, and community events. Always within the scope of the foregoing corporate purposes, this corporation may:

- A. Develop, maintain, improve, expand, erect, enhance, support, preserve, fund, encourage and sustain public parks operated and owned by the City of Bee Cave;
- B. Acquire, hold, improve, preserve, develop and restore park and recreation facilities and real estate for recreational purpose use by the public;
- C. Solicit and receive gifts, grants, subscriptions, devises or bequests of real or personal property, from public or private sources, in order to carry out the purposes of this corporation; and hold, sell, dispose of, invest or reinvest such funds or properties in any manner as the corporation may deem appropriate for achieving the purposes of the corporation; and maintain revolving funds for purposes of carrying out the activities set forth herein;

- D. Subject to the limitations set out in the Articles, those contained in Section 501(c)(3) of the Code and applicable Treasury Regulations, to engage in any other lawful activities and to do all other acts necessary or expedient for the successful prosecution of the purposes of the corporation in furtherance of its charitable, educational and other exempt purposes.

ARTICLE III GOVERNANCE

The Board of Directors shall develop operating policies and procedures to govern the activities of the Foundation consistent with the Articles of Incorporation and these Bylaws. The Board shall have an Agreement of Understanding with the City of Bee Cave consistent with the corporation's purpose, its Articles of Incorporation and these Bylaws.

ARTICLE IV MEMBERS

4.1 Classes of Members. The membership shall consist of three classes of members, as follows: (a) board members; (b) ex-officio board members; (c) general members.

a. **Board Members.** Except for founding board members, board members shall be those persons elected from the General Membership and serving on the Board of Directors pursuant to the provisions set forth herein. If the Board of Directors votes to set up a dues structure, their membership dues must be kept current.

b. **Ex-Officio Board Members.** The Board of Directors of the Foundation may duly elect ex-officio members by a majority vote of the directors.

c. **General Members.** The general members of the Foundation shall consist of those individual members of the public who shall pay annual dues in accordance with the dues structure as specified by the Board of Directors.

4.2 Member Voting Rights. As members of the Board of Directors, active board members shall be entitled to vote on matters involving the corporation.

a. At the Annual Meeting, each general member present in person or by proxy shall be entitled to one vote.

b. Upon demand of any member any vote shall be by ballot.

ARTICLE V BOARD OF DIRECTORS

5.1 Powers. The Board of Directors shall exercise all corporate powers and conduct, manage and control the affairs and property of the corporation consistent with applicable federal and state law including Section 501(c)(3) of the Internal Revenue Code of 1986, the corporation's purpose, the Articles of Incorporation and these Bylaws.

5.2 Eligibility. Potential Board Members must submit a letter of interest and resume to the current Board of Directors for consideration of appointment to the Board of Directors.

5.3 Number of Directors and Term of Office. The corporation shall be governed by a Board of Directors of not less than five (5), or more than fifteen (15) persons. The Board except for the first Board meeting elects the Executive Officers. Directors are active members of the corporation. The term of office for each director shall be three (3) years, except that the term of office for the members of the first Board as chosen by the incorporators of the corporation shall be staggered so that no more than one-third (1/3) of such Directors shall be elected for a one (1) year term, one-third (1/3) for a two (2) year term, and the remaining Directors for a three (3) year term. Thereafter, annually, Directors shall be elected at each Annual Meeting of the corporation to serve for a full three (3) year term upon expiration of their term as above provided. Nominations to the Board shall be made by a nominations committee appointed by the Board and shall be set forth in the Notice of the Annual Meeting. Each Director shall hold office for the term for which he or she is elected and until his or her successor shall have been elected and qualified. Directors in office may be re-elected for a maximum of two consecutive terms, excluding the initial terms of the first Board of Directors.

5.4 Vacancies. Any vacancy in the membership of the Board, occurring during the interim between Annual Meetings, may be filled for the unexpired portion of the term by the majority of remaining Directors. Any Director so elected by the Board shall hold office until the election and qualification of his or her successor. The successor is eligible to hold no more than two additional consecutive three (3) year terms.

5.5 Voting Rights. Each Director shall be entitled to one vote on each matter submitted to the Board for a vote.

5.6 Leave of Absence. Any Director who is unable to fulfill his or her duties for any period of time may request a leave of absence from the Board.

5.7 Resignation. Any Director may resign by filing a written resignation with the Secretary.

5.8 Conflict of Interest. Any possible conflict of interest or the appearance of a conflict of interest on the part of a Director shall be disclosed to the Board. When any such interest becomes a matter requiring action by the Board, such Director shall not vote or use personal influence or otherwise participate in the matter except to make a brief statement disclosing the existence and nature of the conflict requiring his or her abstention. The Director shall not be included as present in determining a quorum for a meeting at which action by the Board is to be taken on the matter. The minutes of all action taken on such matters should clearly reflect that these requirements have been met.

5.9 Board Member's Responsibilities. Each Director shall assume the responsibility to act solely for the good of this corporation in pursuance of the objects and purposes set forth in the organizational documents and exhibit the highest level of honesty and efficiency when serving as a member of said Board. Directors shall discharge the duties of the position in good faith, in a manner he or she reasonably believes to be in the best interests of the corporation and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.

5.10 Attendance. Each director shall plan to attend each meeting. If a director cannot attend a meeting, he or she should inform the President about the absence. If a Director fails to attend three meetings in a calendar year, the board may vote for removal.

ARTICLE VI BOARD OF DIRECTORS MEETINGS

6.1 Annual Meetings. The Annual Meeting of the Membership shall be held in first Wednesday in February of each year at a specific time and place to be determined by the Board. The purpose of the Annual Meeting shall be to elect the Board of Directors of the corporation, fill all vacancies on the Board and transact such other business as may properly come before it. The Secretary shall prepare a complete list of members entitled to vote for the use of the corporation at the Annual Meeting.

6.2 Regular Meeting. Regular meetings of the Board may be called by the President or in his or her absence the Vice President and upon the written request of three Directors to the Secretary of the corporation.

6.3 Special Meetings. Special meetings of the Board may be called at any time by the President, or two (2) directors, and shall be called by the President or Secretary upon a request in writing by a majority of the Board.

6.4 Place of Meetings. Meeting of the Board shall be held at a place designated by the Board.

6.5 Notice of Meetings. Written notice stating the place, day and hour of any meeting of the Board shall be delivered, personally, by e-mail or shared via an on-line website, to each Director including and Ex-Officio members of the Board, not less than 5 nor more than 30 days before the date of such meeting, by or at the direction of the President, or the Secretary, or the officers or persons calling the meeting. In case of a special meeting the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail addressed to the member at his/her address as it appears on the records of the corporation, with postage thereon prepaid. All other members of the corporation shall, upon written request, receive notice of regular and special meetings via e-mail or other electronic methods.

6.6 Quorum. A majority of the Board shall constitute a quorum for the transaction of business at any meeting; but if less than a majority of the members of the Board are present at said meeting, a majority of the members of the Board present may adjourn the meeting from time to time until a quorum is present.

6.7 Manner of Acting. Unless otherwise specifically provided for herein, a vote on any matter properly presented before the Board shall require for a passage a majority of the votes of those Directors present at such meeting where a quorum is present.

6.8 Action by Directors. Any action required by law to be taken at a meeting of the Board or any action which may be taken at a meeting of the Board, may be taken by written actions signed by all Directors. Any action may also be taken by written action signed by the number of Directors that would be required to take the same action at a meeting of the Board at which all Directors were present. In this event, all Directors shall be notified of its text and effective date immediately. Any written action shall be effective when signed by the required number of Directors, unless a different effective time is provided for in the written action.

6.9 Actions Without Meetings. Any action required or permitted to be taken by vote of the Board may be taken without meeting on written consent, setting forth action so taken, signed individually or collectively by all members entitled to vote on the issue. E-mail can be considered written consent from members entitled to vote on the issue. Such unanimous consent of the members shall be filed with the minutes of the next meeting of the Board.

6.10 Compensation. All members of the Board including the Executive Committee shall serve the Foundation

without compensation, salaries, or fees for their services.

ARTICLE VII INDEMNIFICATION AND LIABILITY

7.1 *Indemnification, Insurance.* The corporation shall indemnify such persons, for such expenses and liabilities, in such manner, under such circumstances, and to such extent, as permitted by (State) Statutes, as now enacted or hereafter amended. The corporation may obtain insurance coverage for such persons or for other persons working on behalf of the corporation.

7.2 *Limitation of Liability.* No person shall be liable to the Board or the Foundation for any loss or damage suffered by it on account of any action taken as a member or officer of the Board, if such person performs duties, including duties as a member of any committee of the Board upon which he or she may serve in good faith and in a manner, he or she reasonably believes to be in the best interest of the Board and with the care that an ordinary prudent person in a like position would use under similar circumstances. In performing such duties a member or an officer is entitled to rely on information, opinions, reports, or statements and other financial data, that are prepared or presented by:

- a. One or more members or officers of the Board whom the member reasonable believes are reliable and competent in the matters prepared or presented.
- b. Counsel, public accountants or other persons as to matters that the member officer reasonably believes are within the person's professional or expert competence.
- c. A committee of the Board upon which he or she does not serve, duly established in accordance with the provisions of these By-laws as to the matters within its designated authority, which committee the trustee or officer reasonably believes to merit confidence.

ARTICLE VIII EXECUTIVE COMMITTEE

8.1 *Composition of the Executive Committee.* The Executive Committee shall be comprised of all duly elected and incumbent officers. The President shall serve as Chair of the Executive Committee.

8.2 *Election and Term of Office.* The Board shall elect the officers at the February meeting. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as convenient. The term of office for each officer shall begin in March and be two years or until such time as their successors are chosen and qualified.

8.3 *Removal.* Any officer duly elected by the Board may be removed by a two-thirds vote of the Board with cause; provided, such removal shall be without prejudice to the contract rights, if any, of the officer so removed. If an officer fails to report an absence, it will be counted as an unexcused absence. The accumulation of two (3) absences in one calendar year, the Board may vote for removal.

8.4 *Vacancies.* Should a vacancy occur in any office due to death, resignation, removal, disqualification or otherwise, the Board may, at its next meeting, appoint/elect a person to serve the unexpired term of the officer.

8.5 Delegation of Duties. In case of the absence or disability of any officer of the corporation or for any other reason deemed sufficient, the Executive Committee may, upon a majority vote, delegate that officer's powers or duties to any other officer or to any Director until the Board meets to act on the matter.

8.6 President. The President shall preside at all meetings of the Board, serve as an ex officio member of all standing committees and perform all duties incident to the office of President and such other duties as may be prescribed by the Board from time to time. The President may sign any deeds, mortgages, bonds, contracts, or other instruments (including acceptances of donations, conveyances, or contributions), which the Board by a majority vote, have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or these By-laws to some other officer or agent of the Foundation or shall be required by law to be otherwise signed or executed and be properly bonded: and in general shall perform all administrative duties incident to the office of the President and such other duties as may be prescribed by the majority of the Board from time to time.

8.7 Vice President. In the absence of the President or in the event of his/her inability, disability or refusal to act, the Vice President shall perform the duties of the President and when so acting, shall possess all the powers of the office of President and be subject to all restrictions placed upon the President. The Vice President shall perform such other duties as from time to time may be assigned to him/her by the President or by the Board.

8.8 Secretary. It shall be the duty of the Secretary to keep a correct record of all proceedings, attendance records and keep the minutes of meetings of the Board and Executive Committee. The Secretary shall give proper notice of meetings. The Secretary shall conduct correspondence as directed by the President and to keep a record of the membership. The Secretary will serve a parliamentarian at all Board of Director meetings and perform such other duties as may from time to time be prescribed by the Board.

8.9 Treasurer. Unless provided otherwise by a resolution adopted by the Board, the Treasurer shall (a) keep accurate financial records for the corporation; (b) deposit all monies, drafts and checks in the name of and to the credit of the corporation in such banks and depositories as the Board shall designate from time to time; (c) endorse for deposit all notes, checks and drafts received by the corporation as ordered by the Board, making proper vouchers therefore; (d) disburse corporate funds and issue checks and drafts in the name of the corporation, as ordered by the Board; (e) render to the President and the Board, whenever requested, an account of all of his or her transactions as Treasurer and of the financial condition of the corporation; (f) insure the records are audited annually prior to the annual meeting; (g) become properly bonded and, (h) perform such other duties as may be prescribed by the Board or the President from time to time.

8.10 Assistant to the Treasurer. Performs duties assigned by the Board and is properly bonded.

8.11 Communications Director. Performs duties associated with all Public Relations components of the Foundation's service. Is responsible for all Social media messaging, website and other public message forums and interfaces. Creates marketing plans and endeavors around each fundraising campaign and is the board liaison to the Publicity Committee.

ARTICLE IX COMMITTEES

9.1 Establishment of Committees. The Board shall by resolution establish any committees it deems necessary to pursue the objects and purposes of this corporation. Each committee shall serve at the pleasure of the Board and shall be subject to the control and direction of the Board. Any such committee shall act by a majority of its members at a meeting.

9.2 Term of Office. The members of each committee shall serve until the next Annual Meeting or until a successor is appointed unless the member shall cease to qualify or the President removes the member for good

cause shown.

9.3 Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in Section 1 of this Article.

9.4 Quorum. Unless otherwise provided by resolution of the Board, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at the meeting at which a quorum is present shall be the act of the committee.

9.5 Duration of Committees. The Board may dissolve by resolution any committee established under Section 1 of this Article.

9.6 Standing Committees. Six committees shall exist within the corporation indefinitely. At least one member of the Board of Directors must serve on each committee and give a report at each monthly meeting. Members of the board of directors may choose to serve on more than one committee. Interested individuals outside the Foundation may serve on sub-committees. All standing committees shall possess the general mission and purpose stated in Article III of the By-laws.

a. Executive Committee - Executive Committee is detailed in Article IX of the By-laws.

b. Membership Committee - This committee maintains the general membership record and solicits new members to the Foundation.

c. Publicity Committee - This committee shall facilitate all marketing to keep the Bee Cave Friends of the Parks Foundation name, activities, promotions, advertisements, and events in front of the public and shall make recommendations to the Board with respect thereto. This committee will work with other committees for their respective publicity needs.

d. Park Projects Committee - This committee shall identify special park capital needs, special fund raising projects, works days, timelines, budgets, acquisition, legal needs, and other items thereto that relate to park projects.

e. Grants and Charities Committee - This committee's main responsibility is to search out grants that will be project related and serve as the main funding source to support the purpose of the Foundation. This subcommittee will work closely with all standing committees to determine the needs of each committee, and source, write, submit, acquire and manage grants applicable for each standing committee's needs. This committee will also be responsible for all associated tracking, record keeping and facilitation of awarded grants.

f. Special Events Committee - This committee will be responsible for special events to raise money and/or awareness for the Foundation.

ARTICLE X BUDGET AND EXPENDITURE PROCESS

10.1 Budget. The Board shall prepare and approve an operating budget for each fiscal year. The fiscal year of the Foundation shall be each calendar year with the exception of the Foundation's first year. This budget is to address anticipated income and expenses for the fiscal year and must be approved by a majority vote of the Directors of the Foundation at a regular or annual meeting. The treasurer is authorized to administer expenditures against the budget after approval by the Board. All expenditures must be countersigned by two of the officers of the Foundation. Unbudgeted expenditures may be approved by a majority vote of the Directors of the Foundation.

10.2 Restricted Funds. These are funds or properties contributed to and accepted by the Foundation and shall be held, administered, disbursed of or disposed of as the donor may direct, provided that any such direction is consistent with the purpose of the Foundation, as stated in Article II of the By-laws and comply with Article XI Section 4 of the by-laws.

10.3 Unrestricted Funds. These are funds or properties contributed and accepted by the Foundation and not designated for a specific purpose. These funds can be used for operating expenses.

ARTICLE XI FINANCIAL ADMINISTRATION & GIFTS

11.1 Contracts. The Board may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

11.2 Checks, Drafts, Etc. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by the officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer or an Assistant Treasurer and countersigned by the President of the Foundation.

11.3 Deposits. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board may direct. All deposit receipts are to be cataloged and retained for annual audit purposes and for perpetuity.

11.4 Donations and Gifts. The Board may accept on behalf of the corporation any donation, contribution, gift, bequest or devise for the general purposes or for any special purpose of the corporation. Any funds or property contributed to and accepted by the Foundation shall be held, administered, accounted for and disbursed or disposed of as the donor may direct, provided that any such direction is consistent with the purpose of the Foundation. In the absence of any such specific direction, such funds or property shall be held, administered, accounted for, disbursed or disposed of solely for the purposes of the Foundation as set forth in the Articles of Incorporation and consistent with the Parks and Recreation master plan.

11.5 Investment and Distribution. The Foundation shall have the right to retain all or any part of securities of property, real or personal, tangible or intangible, acquired by it or donated to it and to invest or reinvest any funds held by it according to the judgment of the Board of Directors without being restricted to any class of investments which a corporation is or may hereafter be permitted to make by law or similar restriction. However, no action shall be taken by or on behalf of the Foundation if such an action is a prohibited transaction or would result in the denial of a tax exemption under Section 501(c)(3) of the Internal Revenue Code and the regulations promulgated there under.

11.6 Sponsorships. Collaborations, partnerships and sponsorships will be an opportunity for the Foundation from time to time. These relationships may be entered in to with a majority approval of the Board of Directors and must be tied directly to a specific project or event.

11.7 Grants. Any member of the Board of Directors may apply for and accept a grant on behalf of the Foundation. Grant ideas must be approved by a majority of the Board prior to pursuing the grant. A majority approval may be obtained through email communications. Grants in process must be discussed and formally recorded under "New Business" &/or "Old Business" in the associated meeting minutes.

11.8 Audits. An independent audit shall be conducted annually by a certified public accountant. A copy of audit shall be given to the Treasurer and shall be made available to members of the Board.

11.9 Conflicts of Interest. The corporation shall not enter into contracts or transactions between the corporation or a related corporation and a Director of the corporation or between the corporation and an organization in which a Director of the corporation is a director, officer or legal representative or has a material financial interest, except in accord with the provisions of (State) Statutes, as now enacted or hereafter amended

**ARTICLE XII
RELATIONSHIP TO THE BEE CAVE PARKS, RECREATION & FACILITIES DEPARTMENT**

The Foundation is an independent Non-Profit 501(c)3 that is legally separate from the Bee Cave Parks, Recreation & Facilities Department.

**ARTICLE XIII
DISSOLUTION OF CORPORATION/FOUNDATION AND ASSETS**

In the event of a voluntary dissolution of the corporation the Bee Cave Friends of the Parks Foundation, assets of the corporation remaining after the discharge of all liabilities shall be distributed to City Bee Cave Parks, Recreation and Facilities Department for park expenditures.

**ARTICLE XIV
PARLIAMENTARY AUTHORITY**

The parliamentary authority for the conduct of all Board and committee meetings shall be the current edition of Robert’s Rules of Order.

**ARTICLE XV
SEAL**

The Board of Directors shall provide a corporate seal, which shall be in the form of a circle and shall inscribe thereon the name of the corporation or any other identifying name that the Board of Director may deem proper.

**ARTICLE XVI
AMENDMENTS**

These Bylaws may be supplemented, amended, or repealed by two-thirds (2/3) vote of the entire Board Members at any regular or annual meeting of the Directors or at any special meeting of the Directors called for that purpose. The Board of Directors shall receive notice of proposed amendments to the Bylaws no less than five (5) business days prior to the meeting.

**ARTICLE XVII
APPROVAL**

These Bylaws have been reviewed and approved by a two-thirds (2/3) majority of the Bee Cave Friends of the Parks Foundation founding Board members and are effective on August 23, 2018.

PRESIDENT BOARD MEMBER DAVE GINGER _____

VICE PRESIDENT/BOARD MEMBER _____

SECRETARY/BROAD MEMBER LOU ANTHONY _____

TREASURER/BROAD MEMBER _____

BOARD MEMBER JULIE JOHNSON _____

BOARD MEMBER TERRI MITCHELL _____

BOARD MEMBER LIESEL KRACH _____

BOARD MEMBER MARY SMITH _____

BOARD MEMBER WALTER STEWART _____

BOARD MEMBER NELL PENRIDGE _____

BOARD MEMBER PAUL VICKERY _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER

Item 6.

BOARD MEMBER

Community Name: Dripping Springs

Code	Abridged Description	Action	
		2020	2021
R1	Form a collaborative body that supports Bird City Texas application	2	2
R2	Enact a resolution and conducts event for World Migratory Bird Day	1	2
R3	At least 1 highly visible bird friendly demonstration landscape**	2	2
R4	Enhance tourism and/or Chamber of Commerce website with birding information	3	3
R5	Actively promote American Bird Conservancy's <i>Cats Indoors</i> program	1	1
R6	Education/outreach about dark sky lighting solutions and reducing bird collisions with buildings	2	2
R7	Education/outreach about reducing bird collisions with buildings	3	3
R8	Promote use of native plants and National Audubon Society's <i>Plants for Birds</i> program**	1	1
R9	Promote the importance of controlling invasive species (plant & animal)	1	1
		Action	Co
	Category 1: Community Engagement (5 required)	2020	2021
1a	Participates in at least one community science program annually**	2	2
1e	Create bird watching amenities in public parks	3	1
1f	Host at least one native plant sale with high emphasis on native plants (at least 75% native plants available).**	2	2
1j	Quarterly column/outreach/social media outreach centered on native birds	2	2
1n	Educate the public about the responsibilities and best practices of providing food and water for birds vs natural habitat	2	2
		Action	Co
	Category 2: Habitat Enhancement and Protection (8 required)	2020	2021
2b	Acquire and conserve land for birds, wildlife, and native plant communities†	1	1

2c	Modify and improve existing habitat for birds, wildlife, and native plant communities**	2	1
2e	Incentivize local habitat enhancement/restoration programs**	3	2
2f	Implement wetland habitat restorations or installations rather than stream channelization**†	2	0
2g	Preserve dead trees in parks/natural areas to provide foraging and nesting habitat	2	2
2j	Implement an active invasive plant species removal program on public lands	3	3
2p	Manage natural areas to encourage wildlife habitat, including “No Mow” areas for native plants	2	2
2s	Conduct inventory of city lands to document plant and animal species and assesses habitat quality	1	2
	Abridged Description	Action	Co
	Category 3: Creating Safer Spaces for Birds (4 required)	2020	2021
3c	Participate in National Lights Out Program	3	3
3d	Educational campaign on the impacts of pesticides and herbicides on birds	1	1
3e	Implement strategies to minimize use of pesticides and herbicides on city-managed property	1	1
3h	Reduce light pollution	3	2
	Meets requirements for certification in each of the 4 years?		
	Recommended for certification?		

mmitment		Comments
2022	2023	
2	2	Nice group with a variety of expertise. It would perhaps be helpful to add have a city adviser (ie TPWD advisor or biologist). Good that you are meeting monthly throughout the certification period.
2	2	Good plan with the Festival of Flight and good metrics.
2	2	One garden planted and another on the way.
3	3	Destination Dripping Springs has an awesome birding web page and you are keeping track of page views and updating the info.
1	1	National Cat week--good place to talk about Cats Indoors program. Good that you will be following up with more posts. This program has limited reach and could be followed up with more actions beyond just one week. This is definitely an area where you could add more programs and brainstorm more ideas.
2	2	Great work with your dark sky efforts! More emphasis should be placed on impact on birds.
3	3	Good combination of WBU and DDS efforts, harnessing social media and the metrics show the plan is working. Please keep up the good work and see if you can find other ways to bring this issue to the attention of your citizens.
1	1	We appreciate your work but we feel that this requirement was not met as well as it could have been. Would like to see more promotion in social media. What is an "intoxicating native plants area"? The plantings that are occurring look good and we would like to see specific plans for future years. Also, Ragweed is a native plant, great for caterpillars, and should not be seen as a weed to be removed.
1	1	Focusing on removing invasives but also need them to go through the process of promoting the importance of doing so. "Bio-blitz" to remove invasives in Ranch Park --we would like to hear HOW this is being done. Good that then work will be maintained. Signs will be added. This is a great start.
mmitment		
2022	2023	
2	2	Good that DS is participating in the October Big Day in eBird and with COVID restrictions, it's understandable that turnout was low. How can you expand the number of people who participate in this yearly event?
1	1	Good that bird feeders were installed and binoculars acquired for the first year. The description for the following years is vague--other than maintaining bird feeders--is too brief to judge. The avian observation looks great!
2	2	Good job selling all those trees and involving the Master Gardners. How they are advertising this event is unclear.
2	2	Birds & Blooms!
2	2	Nice series of videos! Maybe also make pdf brochures.
mmitment		
2022	2023	
1	1	Taking on the 300 acres and finding the resources to survey and maintain it are an important and arduous task. It's great that DS is doing this.

1	1	Great that the 33 trees were planted and will be maintained. We need more details about future years.
2	2	Working in conjunction with the NWF. Micro-gardens are very important and can be a huge help to birds and pollinators. Please also include names of plants being promoted for backyard use.
0	0	It's great that the wetlands were constructed and seeded with native plants. It would be good to address how this will be maintained over the course of the following years.
2	2	Excellent work and description. We would like to see more about the training aspect of this point.
3	3	Fantastic work and great description of the continuing efforts in the different parks.
2	2	Good description of current and future work.
2	2	Began with bio-blitz in Charro Park and will be expanding yearly to achieve a full assessment of the number of species. We would like to see more information on how they will use this information
mmmitment		
2022	2023	
3	3	City proclamation and pledge; engagement will be tracked during migration period. DS is a certified Dark Skies city.
1	1	Periodic information (disrupted by COVID) to educate public on treating invasives. Master Gardners in charge. We encourage DS to consider how else the public be educated to the problems of herbicides and pesticides for birds.
1	1	IPM tools to be used in parks. It would help to include more descriptions of how IPM will be implemented. This is where a science-oriented person on the committee would be helpful.
2	2	Lighting ordinance approved by City Council. Following standards set forth by the International Dark Sky community.
		No abstract, no budget, no letter from mayor or city advisers. Overall, application did not appear to be checked/edited before being sent in. We strongly recommend adding a person with scientific background, ie TPWD person, to give perspective and add expertise to the application. We do not advise certification.

For previo

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us accomplishments

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accomplishments

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~~Proposed work meets the requirements and intent of the criteria. Accomplishments are likely to have a conservation-based impact. Accomplishments are appropriate given the expected resources and size of the community. Accomplishments contribute meaningfully to conservation and significantly and positively impacts wild/native bird populations or community engagement. Proposal includes all application elements required by the BCT Program, including meaningful evaluative metrics that would allow the community to measure the success and impact of the activity.~~
~~Proposed work exceeds expectations and will have significant, meaningful impact on community engagement or native bird populations/habitat. The community has garnered appropriate resources and/or partners to ensure the success of the project. The proposed work goes "above and beyond" the minimum needed to satisfy the criteria. Proposal includes meaningful evaluative metrics that focus on producing highly beneficial conservation outcomes. Community may have employed adaptive management strategies to systematically review accomplishments and compare them to project goals.~~

Community Name: Dripping Springs

Code	Abridged Description	Action	Co
	Base level Actions (all required)	2019	2020
R1	Form a collaborative body that supports Bird City Texas application	2	2
R2	Enact a resolution and conducts event for World Migratory Bird Day	0	1
R3	At least 1 highly visible bird friendly demonstration landscape	2	2
R4	Enhance tourism and/or Chamber of Commerce website with birding information	1	2
R5	Actively promote American Bird Conservancy's <i>Cats Indoors</i> program	0	2
R6	Education/outreach about dark sky lighting solutions and reducing bird collisions with buildings	3	3
R7	Education/outreach about reducing bird collisions with buildings	0	2
R8	Promote use of native plants and National Audubon Society's <i>Plants for Birds</i> program	1	2
R9	Promote the importance of controlling invasive species (plant & animal)	0	2
	Category 1: Community Engagement (5 required)	2019	2020
1b	Engage in long-term local bird monitoring programs that incorporate eBird and/or iNaturalist	0	1
1c	Implement an annual communications campaign about Bird City Texas	0	0
1d	Displays about dark sky compliant lighting and window modifications that reduce bird strikes	2	2
1e	Create bird watching amenities in public parks	2	1
1j	Quarterly column/outreach/social media outreach centered on native birds	0	2
1l	Annual bird festival that promotes community stewardship and appreciation of native birds and their	0	1
1n	Educate the public about the responsibilities and best practices of providing food and water for birds vs natural habitat	0	1
		Action	Co
	Category 2: Habitat Enhancement and Protection (8 required)	2019	2020
2b	Acquire and conserve land for birds, wildlife, and native plant communities	2	1
2c	Modify and improve existing habitat for birds, wildlife, and native plant communities	0	0
2g	Preserve dead trees in parks/natural areas to provide foraging and nesting habitat	1	1
2k	Use prescribed fire to benefit birds and native ecosystems	0	2
2l	Adopt or designate a nearby Important Bird Area or other natural area	1	1
2o	Implement seasonal management practices that protect nesting birds	0	1
2p	Manage natural areas to encourage wildlife habitat, including "No Mow" areas for native plants	0	2
2s	Conduct inventory of city lands to document plant and animal species and assesses habitat quality	1	1
	Abridged Description	Action	Co
	Category 3: Creating Safer Spaces for Birds (4 required)	2019	2020
3a	Educate building owners/architecture community about Bird-Friendly Buildings	0	1
3d	Educational campaign on the impacts of pesticides and herbicides on birds	0	0
3h	Reduce light pollution	3	3
3i	Prohibit feeding of ducks on community-managed properties	0	1
	Meets requirements for certification in each of the 4 years?	no	no
	Recommended for certification?	NO	

Notes/Concerns:

Good Dark Skies criteria

Reviewers suggest application be reviewed by either biologists or someone with technical writing experience before being submitted

suggest diversifying the scope of activities; reviewers felt communities used the same activity to get credit in multiple places

There were specific suggestions given in the pilot year that did not appear to be instituted in this application. Reviewers encourage community to review these if they plan to reapply.

Should community reapply, reviewers suggest collaborative body take time to plan a review of application before submitting through the portal.

mmitment		
2021	2022	
2	2	
1	1	
2	2	
2	2	
2	2	
3	3	
2	2	
2	2	
2	2	
2021	2022	
1	1	Future plans are vague and don't mention the use of eBird and iNaturalist.
0	0	The proposed actions are not appropriate for meeting this requirement, but should be used to enhance 1j.
2	2	
1	1	We need further information to demonstrate that the blinds are being actively managed in future years.
2	2	
1	1	
1	1	
mmitment		
2021	2022	
1	1	Need more information about the type of parkland- how many acres are natural habitat vs recreational? Also need additional information about plans to acquire additional properties.
0	0	Bird blinds provide viewing opportunities for people, but do not improve bird habitat.
1	1	No mention of implementing a snag retention policy.
1	1	More research should be done regarding the benefits of prescribed fire.
1	1	
1	1	
2	2	
1	1	More details on the master plan need to be provided. How long ago was it done? How detailed is it? How often are parks inventoried?
mmitment		
2021	2022	
1	1	Does not appear to target the building/architecture community.
0	0	The actions described are more appropriate for 3e. However, if 3e is successfully implemented it can be used to create an education campaign for 3d.
3	3	
1	1	
no	no	

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City of Dripping Springs
PARKS
 Income Statement
 For the Four Months Ending January 31, 2021

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Revenues				
Transfer from Park Dedication	0.00	14,350.00	8,670.00	57,400.00
TXF from Landscaping Fund	0.00	541.67	0.00	2,166.68
City Sponsored Events	1,277.50	0.00	1,277.50	0.00
Community Service Fees	25.00	0.00	375.00	0.00
Park Rental Income	0.00	0.00	960.00	0.00
Park Donations & sponsors	0.00	0.00	13,509.08	0.00
Pavilion,& Pool Rental	0.00	0.00	235.00	0.00
Total Revenues	1,302.50	14,891.67	25,026.58	59,566.68
Expenses				
Founders Park/Pool Supplies	0.00	864.58	186.83	3,458.32
Sports & Rec Park Supplies	0.00	16.67	0.00	66.68
Charro Ranch Supplies	0.00	16.67	37.10	66.68
General Park Supplies	3.23	333.33	1,465.92	1,333.32
Parks Mileage	0.00	0.00	27.60	0.00
Park Dues, Fees, Subscriptions	192.50	226.59	824.43	906.36
Pool Phone & Network	157.29	100.00	587.76	400.00
Portable Toilets Parks	460.00	481.67	1,840.00	1,926.68
Founders Park/Pool Electricy	50.02	541.67	1,335.11	2,166.68
Sports & Rec Park Electricy	(126.74)	100.00	(169.84)	400.00
Triangle Electricity	38.25	54.17	153.00	216.68
DSRP House Network/Phone	0.00	0.00	175.84	0.00
DSRP Electricity	0.00	0.00	97.13	0.00
All Parks Improvements	0.00	4,166.67	0.00	16,666.68
Founders Park/Pool Improvmts	0.00	4,308.33	9,329.08	17,233.32
Sports & Rec Park Improvements	0.00	5,166.67	0.00	20,666.68
General Parks Maintenance	0.00	20.83	44.66	83.32
Charro Ranch Maintenance	0.00	912.08	39.56	3,648.32
Founders Pool/Park Maintenance	167.20	1,437.50	230.43	5,750.00
Sports & Rec Park Maintenance	57.89	1,168.33	5,808.34	4,673.32
Triangle Maintenance	0.00	66.67	24.85	266.68
Founders Park Lawn Maintenance	0.00	0.00	550.00	0.00
Sports & Rec Park Lawn Mainten	0.00	0.00	3,050.00	0.00
Charro Ranch Lawn Maintenance	0.00	0.00	3,550.00	0.00
S&R Trail Maintenance	0.00	41.67	0.00	166.68
Pool Maintenance	2,000.00	0.00	2,000.00	0.00
Founders Park/Pool Water	176.33	416.67	2,158.89	1,666.68
Sports & Rec Park Water	24,032.67	1,083.33	27,103.88	4,333.32
Triangle Water	35.18	39.58	148.26	158.32
Park Special Events	0.00	0.00	1,627.00	0.00
City Sponsored Events	0.00	416.67	1,580.00	1,666.68
Total Expenses	27,243.82	21,980.35	63,805.83	87,921.40
Net Income	(\$ 25,941.32)	(\$ 7,088.68)	(\$ 38,779.25)	(\$ 28,354.72)

City of Dripping Springs GENERAL FUND
General Ledger

Item 10.

For the Period From Oct 1, 2020 to Jan 31, 2021

Filter Criteria includes: 1) IDs from 30045P to 30045P. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
30045P	10/1/20			Beginning Balance			-133,535.25
Park Dedication Cash In Li	11/1/20			Beginning Balance			-133,535.25
	12/1/20			Beginning Balance			-133,535.25
	12/31/20		GENJ	Pool Improvements	8,670.00		
				Current Period Change	8,670.00		8,670.00
	1/1/21			Beginning Balance			-124,865.25
	1/31/21			Ending Balance			-124,865.25