

# Mālama na Honu

P.O. Box 1078

Haleiwa, HI

96712



[www.malamanahonu.org](http://www.malamanahonu.org)

*mālama na honu*



Subj: **For the record, I make six formal motions**  
 Date: 5/22/2007 9:53:49 PM Hawaiian Standard Time  
 From: [indyjimk@hawaii.rr.com](mailto:indyjimk@hawaii.rr.com)  
 To: [Laniakea1@aol.com](mailto:Laniakea1@aol.com), [joannetabor@hotmail.com](mailto:joannetabor@hotmail.com), [dmz@hawaii.rr.com](mailto:dmz@hawaii.rr.com), [johnn001@hawaii.rr.com](mailto:johnn001@hawaii.rr.com)  
 Sent from the Internet (Details)

Ladies, this is becoming very important and very urgent, so please forgive me if this seems a bit rushed.

For the record, may I please suggest that we call a "meeting" to order via this e-mail?

Given our opportunity to get a potential nice monetary gift that will be most helpful in getting us started, and given that Chris at NOAA said we can accept and solicit donations as long as we do so not under the name of NOAA, and given that the First Hawaiian Bank will allow us to open an account before we incorporate, and given that all of us are so sincerely trusting of each other, and since counsel advises us that we are now technically considered an unincorporated legal entity because of our actions and having a EIN number, I make the following six motions and ask that you make your vote on each one separately:

1. That the five of us, as the de facto "board" of the unincorporated Malama na Honu Foundation, agree that we can have this particular meeting via e-mail.
2. That we agree that the majority of us (that would be at least three of us) can approve these motions.
3. That we agree to open a checking account in our organization's name with First Hawaiian Bank.
4. That at least three of us must agree to be authorized signers on the account.
5. That we agree that we require two signatures on any check written on or for monies withdrawn from the account.
6. That our designated secretary, Debbie Zitkovich, will issue a notice to First Hawaiian Bank acknowledging these motions were approved, if indeed they are.

I am not an attorney, but I make these motions in good faith and I believe they say what needs to be said in order to get this moving forward. That said, if anyone wants to amend any one or more of these motions, or wishes to make a different motion, then may I please ask that you let us know as soon as is possible?

If these motions meet with your approval, please send an e-mail back to all of us saying so. The date of the agreement with these motions should be the date on which we last secure enough votes to approve the requested actions.

For your information, I will be out of contact most all of tomorrow and most of Thursday morning. I will get back to all of you regarding any feedback you may have by late Thursday.

Mahalo nui loa, Honu Ladies!

Good night folks!

Jim

**Malama na Honu Foundation  
Meeting Minutes  
May 23, 2007**

**Members Present:**

Joanne Pettigrew  
Jim Kennedy  
Joanne Tabor  
Deborah Zitkovich  
Nancy John

**The following motions were presented and agreed on:**

- (1) We agree to open a checking account in our organization's name with First Hawaiian Bank.
- (2) At least three of us must agree to be authorized signers on the account.
- (3) We agree that we require two signatures on any check written on, or for monies withdrawn from the account.
- (4) Our designated secretary, Deborah Zitkovich, will issue a notice to First Hawaiian Bank acknowledging these motions were approved.

*Deborah Zitkovich*

Deborah Zitkovich  
Secretary, Malama na Honu Foundation  
P.O.Box 1078  
Haleiwa, Hawaii 96712

Malama Na Honu Foundation  
Unincorporated Organizational Meeting Minutes  
July 16, 2007

Board Members Present:

Jim Kennedy: Chair/Acting Treasurer  
Joanne Pettigrew: President  
Joanne Tabor: Vice President  
Debbie Zitkovich: Secretary

The following issues were discussed:

1) Jim volunteered to fill the position of Treasurer until a new board member is selected to possibly fill the position.

\*\* Reported Bank Balance: \$404.20 (includes <sup>300</sup>~~350~~.00 donation from Amy D. Patrick for her deceased daughter, Amy A. Patrick)

2) Discussed logo design for business cards and T-shirts. Joanne T. and Joanne P. will create mock up sample shirts for us to wear at the 2<sup>nd</sup> annual BBQ (\$20 received from Debbie to purchase shirts). Sign-up and take donations at the BBQ. Business cards- Joanne P says she plans to do a few drafts, trying different photos of honu in the background, our logo over it and plan to show our board members at the next meeting. She'll include MNHF name, address, [malamanahonu.org](http://malamanahonu.org) and on the back, our mission statement, "donations appreciated" and "to volunteer, contact MNH.org. Business cards will have photograph watermark with honu logo.

3) Jim said he had envelopes and labels for donation envelopes to pass out at the beach and other business.

4) July 30 meeting place TBD based on availability of Joanne T. school.

5) Items tabled for next meeting:  
Code of Conduct  
Incentives/volunteer recognition

6) David Boodey joined our meeting at 5 pm to discuss requirements for web site. He skillfully guided us in web site purpose/vision, main headings/drop downs, Donations/PayPal, etc.

We still need a web designer. David will check with one of his colleagues to see if he will do pro bono work for us. (Jen is checking on web designers from NOAA as well)

The suggested headings/drop downs were as follows and can easily be changed:

-Home

-About Us- our mission, about the foundation, events calendar, Blog, Contact Us

-Discovery Center: Education & Research- Keiki Fun, Honu Facts, etc. Here we need to come up with our own version of E&R so we aren't coping Pacific Whale Foundation too much

-Help the Honu- Adopt a Honu, Volunteer, Donate, Store

-Meet the Honu- honu profiles, what's a honu, etc.

Deborah Zitkovich  
Secretary, Malama na Honu Foundation

**Malama Na Honu Foundation**  
**Unincorporated Organizational Meeting Minutes**  
**July 30, 2007**

**Board Members Present:**

Jim Kennedy: Chair/Acting Treasurer  
Joanne Pettigrew: President  
Joanne Tabor: Vice President  
Debbie Zitkovich: Secretary

Minutes were reviewed from July 16 meeting and a motion was made by Jim to approve the minutes (with a correction to the bank account balance at \$300.00), second Joanne Tabor. Motion passed

**New Business**

The following issues were discussed:

- 1) Joanne P and Jim gave a report on their meeting with Antya Miller, N.Shore C of C. We agreed not take up their offer to provide education outreach at a local high school at this time, in exchange for not charging us a user's fee for holding monies raised by MNH before acquiring tax exempt status.
- 2) Web site update: David says mid August before the website is up and running. Jim will check with him on progress. Basic format was in place and all agreed it was a great beginning.
- 3) Logo Design: David provided an example of a "professionally" done MNH design. It was agreed that the lettering should be closer together especially where it says Na Honu. Joanne P. will see if Mickey can condense the lettering. Joanne T. will contact the honu guardians that weren't at the party to see who might want to order a t-shirt. Shirts with honu guardian on the back will be made first. Then without for others who may wish to purchase the shirts because they are so cool and will be in big demand.
- 4) Business cards: We looked at a couple of photos to use for the business cards, and chose a photo o taken by Red Mahan. Joanne P will work with Kinko's on proofs. Cost is approx. \$29.00 set up cast (1 sided) X2 for double sided. There are 10 cards per sheet @\$1.50 a sheet. Joanne was also going to inquire about the cost of having our MNH logo in color on the back of the card.
- 5) Honu Pledge: Discussed and updated. Any suggestions need to be sent to Jim. We will continue tweaking it next meeting.
- 6) Fundraising: Joanne T will make contact with Patrick Ching to follow up on the Honu about Town Project. Also contact Red Mahan and Brandon about a wine and cheese art show and fundraiser possibly for Jan. as MNH official fund raising debut.
- 7) Jim was going to contact NOAA to set up a meeting in Sept. to discuss next steps.
- 8) Next meeting Aug 13, Time and Place to be determined.

Deborah Zitkovich  
Secretary, Malama na Honu Foundation

**MALAMA NA HONU FOUNDATION**  
**Unincorporated Organizational Meeting Minutes**  
**August 13, 2007**

**Board Members Present:**

Jim Kennedy: Chair/Acting Treasurer

Joanne Pettigrew: President

Debbie Zitkovich: Secretary

**Members Absent:**

Joanne Tabor: VP

Minutes reviewed from July 30 meeting and motion was made by Joanne P to approve minutes. Second by Debbie Z.

**Follow-up on Old Business:**

1) Joanne T gave figures to Joanne P to report in her absence. T-shirts pre-ordered was 68. Suggested that number be rechecked to make sure they are all for Honu Guardians first. They will be ready in approx. 2 weeks. It was suggested that we use the donation envelopes in the locker to mail in the donations for the shirts. Joanne P suggested that she could put the shirts in the locker for people on shifts each day. We agreed to use money in the checking account to pay for the shirts. Donations will replace monies used.

2) Business card design was agreeable to all present. Joanne P will have them printed min, 100 to start with. After that we will re-look at the use of the cards, demand, and future printings.

3) Honu Pledge revision was approved. Motion by Joanne P. Second by Debbie Will have volunteers read and sign them pending NOAA approval of verbiage. There was discussion on options for having all volunteers read and sign the pledge. All new trainees will sign one at the time of training. Other volunteers could download a copy, sign it and send to MNH P.O. Box. Also, we can have a copy in the beach bag and have a master sign in sheet people sign acknowledging they have read and agree to follow guidelines in the pledge. More to follow. Thanks to Jim for all his hard work on the pledge.

**New Business:**

1) Suggested we look into using Pay Pal for credit card charges for things we sell or for cc donations.

2) Due to the recent locker break-in and theft we discussed possible way we could improve volunteer training, follow-up with new/old volunteers. Joanne will let new people know there is a 2X shadowing requirement and suggest they shadow a veteran HG once opening and once closing the shifts. They can sign-up for a shift the day of their training. She will send reminder emails to the new volunteers; also let the veteran volunteer on that shift know to expect the newbie.

At the end of the shift they are requested to contact JP and confirm the newbie showed up to shadow them. When both shadowing requirements are met JP will then let Debbie know to contact them to get them on a shift. Follow-up, follow-up, follow-up. It was also discussed and agreed that in our training program nothing can be taken for granted, no matter how small or simple it seems. i.e. have each newbie actually practice opening and closing the lock, make an entry in the log, etc. One concern I can think of as I write these minutes is can we have them practice on a practice lock, not the real one as I'm not sure we want the combo out there with people we aren't even sure will commit.

3) Jim is setting up a time to meet with NOAA to discuss MNH progress and time line to incorporation. Trying to set it up for Tuesday August 28

4) Next meeting Aug 27. Time and Place TBD.

Deborah Zitkovich  
Secretary, Malama Na Honu Foundation

**MALAMA NA HONU FOUNDATION**  
**Unincorporated Organizational Meeting Minutes**  
**August 27, 2007**

**Board members Present:**

**Jim Kennedy: Chair/Acting Treasurer**  
**Joanne Pettigrew: President**  
**Joanne Tabor: Vice President**  
**Debbie Zitkovich: Secretary**

Minutes reviewed from August 13 meeting and motion was made by Joanne P. to approve the minutes. Second by Joanne T.

**Treasury Report: \$487.20 (last \$404.20, deposits \$50, \$30, \$3)**

**Follow-up on Old Business:**

**T-Shirt orders: JT and JP will take the order of 83 shirts to the printers on Friday Aug. 31. Check #101 authorized for the amount of \$335.00 to Wooley Brothers.**

**New Business:**

**1) Discussed recent conflicts occurring at the beach and the need to touch base with DLNR and NOAA Law Enforcement agents. Joanne P will contact them to ask about the laws regarding the "policing" role we are taking on, as well as requesting a more frequent presence at Laniakea.**

**2) Joint Pledge and Protocol Agreement was edited and Jim will make changes and send to Jen M. Closer to incorporation date we will ask volunteers to read, sign and keep a copy.**

**3) Jim suggested contacting Reefcheck.com to compare notes and get advice on similar problems we may be having.**

**4) Skills Inventory Update. We will set up a meeting with Patrick, Jeanie (and Pattie?) to discuss a recruiting team.**

**5) Meeting with NOAA, Jen, Chris, Brandee, Stephanie, Tuesday Aug.28 to discuss next steps with MNH.**

**Next meeting September 10 at 4 pm. Trinity Church.**

**Deborah Zitkovich**  
**Secretary MNHF**



Malama Na Honu Foundation  
Unincorporated Organization meeting Minutes  
September 10, 2007

**Board Members Present:**

Jim Kennedy: Chair/Acting Treasurer  
Joanne Pettigrew: President  
Joanne Tabor: Vice president  
Debbie Zitkovich: Secretary

Minutes were reviewed from August 27, 2007 meeting and motion was made by Jim K to approve and second by Joanne P.

Treasury Report: \$152.20 Balance. Received \$6.00 donation. Once deposited balance will be \$158.20

**Follow-up on Old Business:**

- 1) Website- Joanne T will communicate with David to share the info. We would like up first on the website.
- 2) Business Cards- Joanne P reported there had been no communication from Red Mahan about printing our cards. She will check with him on the progress, and possibly get his permission to use his photo and take the template to Kinko's.
- 3) T-shirts- will be finished in a couple of days. Joanne P will take shirts ordered to Lani's each day for person who is on shift that ordered. Shirts will be placed in "Post Office" freebie envelope along with a donation envelope so money can be sent to PO Box.

**New Business**

- 1) Contacting attorney and CPA to go ahead with incorporation. Jim will contact to set up meeting to prepare for next steps. He will reiterate the agreed on fee of \$2,500.
- 2) MNH Newsletter- Joanne T will work with Jen M. on transitioning to MNH. Discussed funding for Adobe Acrobat Writer program for newsletter graphics, etc.
- 3) Recruiting: Meeting set with potential recruiters- Nicole, Patrick, Angela, Jeanie, and Pattie, at Bravo 6:45 Tuesday Sept. 18.
- 4) Training: Tracking training and shadowing going well according to plan. Joanne P suggested scheduling a refresher training time. She will see if there is an interest by the guardians for such RT.
- 5) HTA Grant: Joanne P brought the board to date on the grant application due Sept. 14 asking for \$25,000. Suggested we possibly ask for \$30,000. To justify the increase in amount, it was agreed that a portion of it will used to hire a (part time) foundation coordinator. Joanne will run this by Antya before the deadline on 9/14/07.
- 6) Beach Issues: Jim donated a new lock with a longer neck. Discussed options to upgrade the storage locker.
- 7) MNH Christmas Party: Agreed that to have the party at the rec. area offered by Lara F. providing we could have liquor, and on a Saturday in December. Debbie will check with Lara. If all criteria can be met, then pass on party planning to Lara and to recruit help.

Next meeting TBA.

Deborah Zitkovich  
Secretary MNHF

Malama Na Honu Foundation  
Unincorporated organization Meeting Minutes  
October 15, 2007

Board Members Present;  
Jim Kennedy: Chair/Acting Treasurer  
Joanne Pettigrew: President  
Joanne Tabor: Vice President  
Debbie Zitkovich: Secretary

Minutes reviewed from September 10, 2007 meeting and motion was made by Joanne T to approve and second by Joanne P.

Treasury Report: Jim shared spreadsheet with transactions to date (see hard copy attachment) Balance \$524.40

Follow-up on Old Business:

- 1) JT reported project with Patrick Ching on hold for now.
- 2) Website: Board fine tuned information to be put on website. JT will contact David and try to set a meeting to discuss changes and updates to the site. Based on his response we may need to pursue other avenues to get the site up and running. It was agreed that the website is the single most important tool we have to tell "the world" about MNHF.
- 3) Discussed T-Shirts and decided to put on hold any reordering.
- 4) Business Cards © JP, accompanied by escorts, got samples of the cards from Red M. We all loved them, but another big push will be necessary to get the cards done if we want Red to do them. We need to get his permission in writing to use his picture, and then if need be have the cards reproduced at Kinko's. It was agreed that JP went beyond the call of duty on this one! And her escorts!

New Business

- 1) Hogan Grant: Jim did an outstanding job writing the Hogan Grant. We fine tuned it and Jim will have it delivered to Chamanade by Friday.
- 2) Craig list has created a lot of interest in MNH. The emails average 15+ after Patrick re-does it on the list. The board agreed, if Patrick was willing, to allow him access to the email and perhaps share the duties with JP in responded to the people showing interest.
- 3) We agreed, due to the expense and also not having printed materials available to forgo the Haleiwa festival to open the surf season. Also, we did not get an opening in the Military spouse day workshop at Hickam.
- 4) All agreed it was a good idea to hold a silent auction at the MNH Christmas party. Need donation for the event. We need to coordinate where we will look for donations. This can be done via email.
- 5) Incentive pins: we approved the pin design from Kingpins. Debbie will send out an email to all volunteers telling about the incentives/recognition pins and ask them to tell how many shifts they have done. Pins will be awarded at the Christmas Party.
- 6) Beach supplies needed: Plexiglas brochure holder. JT will check with Jen when they meet to create a changeover newsletter.

Next meeting 10-29-07

Deborah Zitkovich  
Secretary MNHF

**Malama na Honu Foundation - First Hawaiian Checking Account #26-041139**

10/5/07

**Summary of Transactions:**

	<u>Trans Description</u>	<u>Receipts</u> Donations	<u>Receipts</u> T-Shirts	<u>Receipts</u> Grant Funding	<u>Disbursements</u> Checks	<u>Disbursements</u> Other Transfers	<u>Ending Balance</u>
Jun-07	Joanne Pettigrew donation -initial	\$ 100.00					\$ 100.00
	6/1/2007 deposit						\$ 100.00
	6/8/2007 film crew donation	\$ 20.00					\$ 120.00
	Amy Patrick						\$ 120.00
	6/15/2007 donation	\$ 300.00					\$ 420.00
	6/20/2007 check order					\$ (15.80)	\$ 404.20
	8/2/2007 donation	\$ 50.00					\$ 454.20
Aug-07	8/9/2007 donation	\$ 30.00					\$ 484.20
	Initial check (#101) to Woolley Bros. for						\$ 484.20
	8/31/2007 t-shirts				\$ (335.00)		\$ 149.20
Sep-07	9/28/2007 deposits						\$ 149.20
	Deposits of						\$ 149.20
	donations and t-shirt	\$ 9.00	\$ 270.20				\$ 428.40
	money						\$ 428.40
	Check (#102) to Joanne Pettigrew for reimbursement of final t-shirt payment				\$ (371.00)		\$ 57.40
	9/29/2007 to Woolley Bros.						\$ 57.40
	Deposits of						\$ 57.40
	donations and t-shirt						\$ 57.40
Oct-07	10/1/2007 money	\$ 50.00	\$ 48.00				\$ 155.40
	Deposits of						\$ 155.40
	donations and t-shirt						\$ 155.40
	10/12/2007 money	\$ 115.00	\$ 255.00				\$ 525.40
	donations and t-shirt	\$ 674.00	\$ 573.20	\$ -	\$ (706.00)	\$ (15.80)	\$ 524.40
Totals		\$ 1155.00	\$ 826.20	\$ -	\$ (706.00)	\$ (15.80)	\$ 524.40

Summary of Transactions:

	<u>Trans Description</u>	<u>Receipts</u> Donations	<u>Receipts</u> T-Shirts	<u>Receipts</u> Grant Funding	<u>Disbursements</u> Checks	<u>Disbursements</u> Other Transfers	<u>Ending Balance</u>
	<b>Balance Forward</b>						
	From October 15, 2007	\$ 674.00	\$ 573.20	-	\$ (706.00)	\$ (15.80)	\$ 525.40
	CK# 103 to Joanne Pettigrew - reimbursement for 50% of recognition						
Oct-07	10/21/2007 pin cost				\$ (221.84)		\$ 303.56
	10/22/2007 Deposit	\$ 17.00	\$ 30.00				\$ 350.56
	Deposit - wire test from PayPal 10 and 6						
	10/25/2007 cents	\$ 0.16					\$ 350.72
	Deposit - wire test from PayPal - contribution test from David B. \$5 and						
	10/29/2007 \$1	\$ 6.00					\$ 356.72
<b>Totals</b>		\$ 697.16	\$ 603.20	-	\$ (927.84)	\$ (15.80)	\$ 356.72

pk 11/2

526.42

Allen + Brian meeting Nov 3

Subj: **Malama na Honu**  
Date: 11/3/2007 3:47:24 PM Hawaiian Standard Time  
From: [indyjimk@hawaii.rr.com](mailto:indyjimk@hawaii.rr.com)  
To: [bezuka@hawaii.rr.com](mailto:bezuka@hawaii.rr.com), [allen@ama-cpa.com](mailto:allen@ama-cpa.com)  
CC: [Laniakea1@aol.com](mailto:Laniakea1@aol.com), [joannetabor@hotmail.com](mailto:joannetabor@hotmail.com), [dmz@hawaii.rr.com](mailto:dmz@hawaii.rr.com)  
File: **MnHguardianpledge9\_14\_07.doc** (37376 bytes) DL Time (573305 bps): < 1 minute  
Sent from the Internet ([Details](#))

Brian and Allen:

We want to thank you for allowing us the opportunity to have our first planning meeting on this Saturday morning. It allowed all of us to participate, and it is very much appreciated.

Here are the things we agreed upon this morning:

1. For the new corporation, we agreed to use the name "Malama na Honu", without the word "Foundation" after it.
2. We will file for expedited incorporation, which should cost us about \$10 more than the usual filing fee.
3. We will use a December 31 calendar year.
4. We will NOT be a membership organization.
5. We will soon add a disclosure statement to the website's donation page stating that we have not yet obtained IRS tax-exempt status, but will soon be filing for this.
6. We will prepare and submit a simple one-paragraph resume on each one of us that will explain our credentials and estimate the amount of time we each put into the organization.
7. You will be sending me the list of questions that you need addressed so that you can begin the incorporation efforts. I will forward to everyone else. We will turn that around ASAP so we can get the filing done within the next two weeks.
8. Shortly after we get a new EIN (I think you indicated that you will be getting that for us?), you will begin the tax-exempt status request filings. Can you please give us the questions you want us to address for this now so we can get a head start on them?
9. We will attempt to get a value placed on the PSA that KHNL is going to make for us. This can be used in meeting "matching" grant requirements.

FYI, here is a copy of the "code of conduct" we mentioned toward the end of the meeting.

A big mahalo nui loa to you both!

Jim Kennedy  
689-7963

**Malama Na Honu Foundation  
Unincorporated Organization Meeting Minutes  
October 30, 2007**

**Board Members Present:**

**Jim Kennedy: Chair/Treasurer  
Joanne Pettigrew: President  
Joanne Tabor: Vice President  
Debbie Zitkovich: Secretary**

**Guest: Patrick Doyle: recruitment and training volunteer**

**Minutes reviewed from October 15, 2007 meeting and motion was made by Joanne P. to approve and second by Debbie Z. Board approved**

**Treasury Report: Balance 356.72. Pay Pal account established and appears to be working properly.**

**Old Business:**

**Hogan Grant Update- We will be notified by Nov. 30 if a candidate for award. A short PowerPoint presentation will be given by candidates. Patrick and Angela's recruitment team PowerPoint project would be modified to fit the time limit for presentation.  
HTA- Hawaii Tourist Assoc. grant notification expected November 10, 2007**

**Meeting with Attorney/CPA Saturday Nov.3 @ 11:00**

**Recruiting and Training - Patrick reported just listing MNH on Craigslist again and will monitor incoming emails in response. Scheduled training days for new volunteers 11-5, 11-12, 11-17 at Lani's.**

**KHNL PSA - Although slogan is catchy the board felt it had a negative tone and was not consistent with our mission and objectives. Patrick will take our suggestion back to them to revamp. Joanne T will try to reach H. Kaponu to see if he might be interested in being our "voice".**

**Incentive Pins - Should arrive by the Christmas party. It was discussed that due to time and management of presentations we would display the pins along with the recipients' names receiving awarded pin. If the person is at the party they can take their pin at that time.**

**Business Cards- Beautiful finished cards printed front and back. Cards to distribute at the beach may be printed on lighter card stock.**

**Christmas Party- Joanne T will send out E-vites. Joanne P will confirm the volunteer police officer with Kathy and Calvin. Party will be pot luck, auction: Patrick, Gift exchange \$15 limit, Pins, Decorations (to be discussed further at 11-13 meeting)**

**MNH Newsletter - Make any edits and send to Joanne T. by Nov. 1**

**Website - coming along**

**Beach Supplies- Need new locker, Plexiglas holder, beach umbrella**

**New Business-**

**Haleiwa Christmas Parade 12-14-07 - Unanimous we wanted to be in the parade. Use Mike's truck, put banners on the side, volunteers encouraged to wear turtle related "stuff" like hand puppets, etc.**

**New Volunteer Badges - December Newsletter will announce badge design contest**

**Heavy Vinyl MNH Banners - \$80.00 each. Board approved purchasing 2 banners with the MNH logo and website**

**Next Meetings - 11-13-07 4 pm Deb's House Kunia  
Also, 11-27-07 4 pm Deb's House Kunia(?)**

**Deborah Zitkovich  
Secretary, MNHF**

Malama Na Honu Foundation  
Unincorporated meeting Minutes  
November 13, 2007

**Board Members Present:**

Jim Kennedy:Chair/Treasurer  
Joanne Pettigrew:President  
Joanne Tabor:Vice-President  
Debbie Zitkovich-Secretary

**Guest:**Patrick Doyle-recruitment and training volunteer

Minutes reviewed from October 30, 2007 meeting minutes and motion made by Joanne P. to approve, second by Joanne T. Board all in favor of approving minutes.

**Treasury Report:** \$474.20  
See attached financial sheet

**Old Business:**

Grants: HTA grant approved for \$30,000  
Hogan grant by the end of November

**Incorporation Process:** Board member s met with CPA and attorney 11/03/07. Jim working on all required paperwork as incorporator.

**PSA:** It was agreed to wait on a reply from Henry Kaponono before we pressure other leads. Meanwhile it's back to the drawing board on the concept

**Christmas Party:** Lara F. has completed the process to hire a police office for the party at \$30 and hour. Patrick reported hearing from several people about making a donation to the silent auction. We decided to provide the paper goods, glasses, etc. Debbie will see what's left from last year and purchase what is needed as well as check on purchasing fabric for table coverings. 6x2 ½ size

**Incentive Pins:** Joanne took it over and will figure who earned what pin

**Newsletter:** Joanne T plans to have the newsletter out b/t 1-5 Dec. and will include an "ad" for our new badge contest. Also, Hawaiian names for the honu

**Website:** Keiki Activity up: turtle art. David asked the home page be re-written to be shorter

**Beach Equipment:** summer equipment such as the yellow banner and the megaphone will be removed from the locker. Be on the look-out for a replacement locker. It was suggested that Wal-mart might have one



**New Business:**

- Beach visitor comment log will be added to the beach
- Lip balm prom????don't know what to say here
- business cards, stationary, post-card samples created and shared by Joanne T.
- add a 9:30-12:00 shift to the weekends. Fill last
- turtles up on Alii Beach need to be monitored for awhile to determine if there is a need for guardians there.

Next meeting Nov. 27 at 4pm

Summary of Transactions:

	<u>Trans Description</u>	<u>Receipts</u> Donations	<u>Receipts</u> T-Shirts	<u>Receipts</u> Grant Funding	<u>Disbursements</u> Checks	<u>Disbursements</u> Other Transfers	<u>Ending Balance</u>
Balance Forward							
From October 15, 2007		\$ 674.00	\$ 573.20	-	\$ (706.00)	\$ (15.80)	\$ 525.40
	CK# 103 to Joanne Pettigrew - reimbursement for 50% of recognition						
Oct-07	10/21/2007 pin cost				\$ (221.84)		\$ 303.56
	10/22/2007 Deposit	\$ 17.00	\$ 30.00				\$ 350.56
	Deposit - wire test from PayPal 10 and 6						
	10/25/2007 cents	\$ 0.16					\$ 350.72
	Deposit - wire test from PayPal - contribution test from David B. \$5 and						
	10/29/2007 \$1	\$ 6.00					\$ 356.72
<u>Total Balance Forward</u>		<u>\$ 697.16</u>	<u>\$ 603.20</u>	<u>\$ -</u>	<u>\$ (927.84)</u>	<u>\$ (15.80)</u>	<u>\$ 356.72</u>
	CK # 104 t Joanne Pettigrew - reimbursement for business cards						
Oct-07	10/30/2007 expenses				\$ (59.12)		\$ 297.60
Nov-07	11/2/2007 Deposit	\$ 51.00	\$ 125.60				\$ 474.20
<u>Totals</u>		<u>\$ 748.16</u>	<u>\$ 728.80</u>	<u>\$ -</u>	<u>\$ (986.96)</u>	<u>\$ (15.80)</u>	<u>\$ 474.20</u>

NOTE: These balances include checking and PayPal donation balances, before PayPal's modest fees. The latter will be calculated periodically.



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10 / 26 / 200

Month Day Year

To:

11 / 25 / 200

Month Day Year

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**Recent Activity** Last updated 11/25/2007 17:36 PST

### All Activity - Simple View from Oct. 26, 2007 to Nov. 25, 2007

Date	Type	To/Fr om	Name/Em ail	Statu s	Detai ls	Action	Gross	Fee	Net Amount
Nov. 19, 2007	Paym ent	From	Joanne Pettigrew	Compl eted	<a href="#">Detail s</a>	<a href="#">Print shipping labels</a>	\$5.00 USD	-\$0.45 USD	\$4.55 USD
Nov. 1, 2007	Paym ent	From	Joanne Tabor	Compl eted	<a href="#">Detail s</a>	<a href="#">Print shipping labels</a>	\$10.00 USD	-\$0.59 USD	\$9.41 USD
Oct. 29, 2007	Paym ent	From	David Boodey	Compl eted	<a href="#">Detail s</a>	<a href="#">Print shipping labels</a>	\$1.00 USD	-\$0.33 USD	\$0.67 USD
Oct. 29, 2007	Paym ent	From	David Boodey	Compl eted	<a href="#">Detail s</a>	<a href="#">Print shipping labels</a>	\$5.00 USD	-\$0.45 USD	\$4.55 USD

Malama Na Honu  
A Hawaii Nonprofit Corporation  
November 27, 2007

Board Members Present:

Jim Kennedy: Chair/Treasurer  
Joanne Pettigrew: President  
Joanne Tabor: Vice President  
Debbie Zitkovich: Secretary

The first meeting of Malama na Honu as an incorporated organization was brought to order at 4:15 pm.

Minutes from 11-15-07 approved by board

Treasurer report: \$132.93 (see attachment 1)

New Incorporation Business:

Joanne Pettigrew inquired about the availability of NOAA funds. Jim working on mixed up with EIN#. (See attached email 2)

Jim presented steps to take regarding Malama na Honu's new corporation. (see attachment 3) The board ratified the following steps: first initials represent board member making the motion, next initials represent board member making the second, all board members in agreement

- 1) Ratify that Jim Kennedy was asked to be the incorporator. JT/JP
- 2) Ratify and adopt the Articles of Incorporation that were executed by Jim Kennedy as the incorporator, and which were filed with the State of Hawaii Department of Commerce and Consumer Affairs on November 21, 2007. JT/JP
- 3) Ratify the initial officers and board of director members who are listed in the Articles of Incorporation, them being:  
Joanne Pettigrew - Director and President  
Joanne Tabor - Director and Vice President  
Debbie Zitkovich - Director and Secretary  
Jim Kennedy - Director, Treasurer and Chairman of the Board  
JT/JP
- 4) Approve and adopt the By Laws of Malama na Honu as submitted by Brian Ezuka. JT/JP
- 5) Authorize any 2 of the 4 board members to execute any necessary documents that may be required by the bank for purposes of creating a new checking account once Malama na Honu obtains its new EIN number from the IRS. JT/JP

Jim presented board members with the Art. of Incorporation packet. (see attachment 4)

Jim presented board members with Malama na Honu Activities and budget for 2008 and 2009 as required action steps for obtain tax exempt status.  
Motion to accept proposal #1 JT/JP, #2 JT/JP, #3 JT/JP, #4 JT/JP (see attachment 5)

Debbie Zitkovich, secretary signed certification of the adoption of the by-laws. This signed official document will be given to Brian Ezuka. (see attachment 6)

**On Going Business:**

Christmas party update. Hired police officer will start at 6 pm. No glass allowed in the pool area. Jim will be the MC. JP will bring nametags and gift drawing numbers, music and boom box

Christmas Parade Dec. 14 in Haleiwa. Wear MnH shirts, truck with lights, banner, candy, meet at Mike's house to start decorating. Details will be sent out by JP to volunteers.

JT asked for input on the up coming Dec. newsletter  
JT updated the board on the Honu project with Patrick Ching. 2009 projected date

**Upcoming Events:**

Na Keiki Ho'olaulea event Dec.1  
Iroquois Point Elem. Winter Fest Dec. 7  
Trinity Lutheran K-1 field trip to Ali'i Beach Park Jan. 11

Next meeting December 10 at Joanne Tabor's house 4 pm. Patrick will meet us after him shift to update the PSA.

Motion made to adjourn the meeting at 6:15 JT/JP

**Attachments**

#1 Treasury report Nov. 27, 2007  
#2 Email from Jim Kennedy to Elvie Romabiles dated Nov. 26 clarifying correct EIN #  
#3 Steps to take regarding Malama na Honu's new incorporation  
#4 Articles of Incorporation Malama na Honu (A Hawaii nonprofit corporation)  
#5 Malama na Honu Activities and Budget for 2008 and 2009 (required for filing)  
#6 Certification Malama na Honu (A Hawaii nonprofit corporation) By Laws packet

**Maiama na Honu Foundation - First Hawaiian Checking Account #26-041139**

**Dec. 18, 2007**

**Summary of Transactions:**

	<u>Trans Description</u>	<u>Receipts</u> Donations	<u>Receipts</u> T-Shirts	<u>Receipts</u> Grant Funding	<u>Disbursements</u> Checks	<u>Disbursements</u> Other Transfers	<u>Ending Balance</u>
	<u>Balance forward from Nov. 27, 2007</u>	\$ 777.16	\$ 748.80	-	\$ (1,377.23)	\$ (15.80)	\$ 132.93
Nov. 07	11/28/2007 Deposit of donations Check #106 to	\$ 236.95					\$ 369.88
Dec. 07	12/1/2007 officer Lee Deposit of auction proceeds collected					(\$120.00)	\$ 249.88
	12/10/2007 at party	\$ 517.00					\$ 766.88
<b>Totals</b>		\$ 1,531.11	\$ 748.80	\$ -	\$ (1,497.23)	\$ (15.80)	\$ 766.88



cent Activity Last updated 12/18/2007 10:24 PST

**All Activity - Simple View from Oct. 1, 2007 to Dec. 18, 2007**

Date	Type	To/From	Name/Email	Status	Details	Action	Gross	Fee	Net Amount
Dec. 14, 2007	Payment	From	Mike Kellogg	Completed	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$50.00 USD	-\$1.75 USD	\$48.25 USD
Nov. 19, 2007	Payment	From	Joanne Pettigrew	Completed	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$5.00 USD	-\$0.45 USD	\$4.55 USD
Nov. 1, 2007	Payment	From	Joanne Tabor	Completed	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$10.00 USD	-\$0.59 USD	\$9.41 USD
Oct. 29, 2007	Payment	From	David Boodey	Completed	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$1.00 USD	-\$0.33 USD	\$0.67 USD
Oct. 29, 2007	Payment	From	David Boodey	Completed	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$5.00 USD	-\$0.45 USD	\$4.55 USD



## Malama na Honu Balance Sheet (as of 12/11/07)

(NOTE: these numbers represent combined figures on Malama na Honu and Malama na Honu Foundation since all of the latter's funds will soon be transferred to the new Malama na Honu charitable corporation)

### Assets

#### *Current Assets*

Cash in Bank (First Hawaiian Bank # 26-041139)	\$	886.88
Balance in PayPal Account	\$	19.18
Balance of Grant from NOAA	\$	7,500.00
Balance of Grant from the Hawaii Tourism Authority (available starting 1/08)	\$	27,000.00
Total Current assets	\$	35,406.06

**Total Assets** \$ **35,406.06**

### Liabilities

#### *Accounts Payables:*

Legal Fees	\$	2,651.40
IRS 1023 Filing fee	\$	750.00
Reimbursement for supplies	\$	124.61

**Total Liabilities** \$ **3,526.01**

**Total Equity** \$ **31,880.05**

**Total Liabilities and Equity** \$ **35,406.06**

**Malama na Honu cash flow projections**  
**Income and expense data for tax exempt status filings**

Nov. 20, 2007

<u>Income items</u>	<u>Remainder 2007</u>	<u>2008</u>	<u>2009</u>
Misc. donations	\$ 400.00	\$ 2,500.00	\$ 7,500.00
Fundraising		\$ 5,000.00	\$ 10,000.00
Grants			
NOAA	\$ 7,500.00	\$ -	\$ -
HTA	\$ -	\$ 30,000.00	\$ -
Other	\$ -		\$ 20,000.00
<b>Total receipts</b>	<b>\$ 7,900.00</b>	<b>\$ 37,500.00</b>	<b>\$ 37,500.00</b>

<u>Expenditure of funds</u>	<u>Remainder 2007</u>	<u>2008</u>	<u>2009</u>
<b>ADMINISTRATIVE:</b>			
Office equipment	\$ 2,500.00	\$ 500.00	\$ -
Legal fees, filing, annual returns costs	\$ 3,500.00	\$ 500.00	\$ 500.00
Liability insurance	\$ -	\$ 1,000.00	\$ 1,000.00
Office materials	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
No. Shore CofC Fiscal Agt fee	\$ -	\$ 3,000.00	\$ -
Misc. professiona fees		\$ 1,300.00	\$ 1,300.00
<b>Total Administrative</b>	<b>\$ 7,000.00</b>	<b>\$ 7,300.00</b>	<b>\$ 3,800.00</b>

<b>EDUCATION PROJECT RELATED:</b>			
Staff - educational outreach coordinator	\$ -	\$ 14,200.00	\$ 15,000.00
Educational materials			
<u>development</u>			
* printed materials	\$ -	\$ 1,000.00	\$ 1,000.00
* ed DVD/CD	\$ -	\$ 3,000.00	
* keiki materials	\$ -	\$ 1,000.00	\$ 1,000.00
<u>production and printing</u>	\$ 500.00	\$ 5,000.00	\$ 13,500.00
Web_site production	\$ -	\$ 3,000.00	\$ 1,000.00
Other - Misc.	\$ 400.00	\$ 3,000.00	\$ 2,200.00
<b>Total Education Related</b>	<b>\$ 900.00</b>	<b>\$ 30,200.00</b>	<b>\$ 33,700.00</b>

<b>Total use of funds</b>	<b>\$ 7,900.00</b>	<b>\$ 37,500.00</b>	<b>\$ 37,500.00</b>
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Subj: **Aloha United Way Funding Changes - How To Apply ASAP**  
Date: 12/10/2007 9:42:22 AM Hawaiian Standard Time  
From: [judith@auw.org](mailto:judith@auw.org)  
To: [Laniakea1@aol.com](mailto:Laniakea1@aol.com)  
Sent from the Internet ([Details](#))

Dear Joanne ,

Please disregard if you are not a 501 C 3 nonprofit agency.

Aloha United Way recently announced that it has changed its Donor Choice program to require pre-qualification for all Oahu-based agencies wishing to be eligible for designations. Pre-qualification will be accomplished by completing a Donor Choice Eligibility Application and mailing it to AUW no later than January 31, 2008.

The application forms are available on the AUW website [www.auw.org](http://www.auw.org). To download the application from the website, select Donor Choice from the left-side navigation bar and then click on the Partner Agency or Non-Partner agency application.

Please understand that you MUST be pre-qualified to be eligible for designations during AUW's 2008 campaign. Also, there will be NO exceptions to the January 31 postmark deadline.

If you have questions about the Donor Choice program, AUW will be providing three sessions where they will address any concerns and answer any questions you might have. These sessions will be held in the Hilo Conference Room on the 5th floor of the AUW building at 200 North Vineyard Blvd. (corner of Vineyard and ???ala). The schedule for the sessions is as follows:

January 8, 2008 9:00 to 11:00 AM  
January 14, 2008 9:00 to 11:00 AM  
January 23, 2008 2:00 to 4:00 PM

Training space is limited. To confirm a seat, please sign up for one of these sessions by contacting Mahea at 543-2207 or ([mahealani@auw.org](mailto:mahealani@auw.org)). Parking in the AUW area is very limited so please plan accordingly.

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To login:

- \* Go to <http://search.volunteerhawaii.org/agency/>
- \* Agency name: Malama Na Honu
- \* Enter your password

Alternatively, you can visit the following URL and simply enter your password:

[http://search.volunteerhawaii.org/u/al?agency\\_id=10250107839](http://search.volunteerhawaii.org/u/al?agency_id=10250107839)

If you have forgotten your password, please visit the following URL to retrieve your password online:

[http://search.volunteerhawaii.org/u/afp?agency\\_id=10250107839](http://search.volunteerhawaii.org/u/afp?agency_id=10250107839)

Monday, December 10, 2007 America Online: Laniakea1

**Malama na Honu Foundation - First Hawaiian Checking Account #26-041139**

**Jan. 15, 2008**

**Summary of Transactions:**

	<u>Trans Description</u>	<u>Receipts</u> Donations	<u>Receipts</u> T-Shirts	<u>Receipts</u> Grant Funding	<u>Disbursements</u> Checks	<u>Disbursements</u> Other Transfers	<u>Ending Balance</u>
	<b>Balance forward from Dec. 18, 2007</b>	<b>\$ 1,531.11</b>	<b>\$ 748.80</b>	<b>\$ -</b>	<b>\$ (1,497.23)</b>	<b>\$ (15.80)</b>	<b>\$ 766.88</b>
<b>Dec. 07</b>	12/19/2007 NOAA grant transfer Ck# 107 to Brian Ezuka for legal services in			\$ 4,000.00			
	12/19/2007 incorporating Ck # 108 to U.S. Treasurer - for tax-				\$ (2,651.40)		
	12/19/2007 exempt filing fee Ck# 109 to Jim Kennedy for reimbursement for				\$ (750.00)		
	12/19/2007 beach box				\$ (124.61)		
	Deposit, \$52 in donations and \$106 in auction checks	\$ 163.00					
<b>Jan. 08</b>	1/9/2008 donations Deposit beach	\$ 52.00					
	1/15/2008 donations	\$ 30.00					
	Totals for period	\$ 245.00	\$ -	\$ 4,000.00	\$ (3,526.01)	\$ -	\$ 718.99
	Grand total by category	\$ 1,776.11	\$ 748.80	\$ 4,000.00	\$ (5,023.24)	\$ (15.80)	\$ 1,485.87
	<b>ENDING Balance</b>						<b>\$1,485.87</b>



Recent Activity Last updated 1/15/2008 14:18 PST

All Activity - Simple View from Jun. 1, 2007 to Jan. 15, 2008

Date	Type	To/Fro m	Name/Email	Status	Detail s	Action	Gross	Fee	Net Amount
Jan. 11, 2008	Payment t	From	Roger Chan	Complete d	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$50.00 USD	-\$1.75 USD	\$48.25 USD
Dec. 14, 2007	Payment t	From	Mike Kellogg	Complete d	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$50.00 USD	-\$1.75 USD	\$48.25 USD
Nov. 19, 2007	Payment t	From	Joanne Pettigrew	Complete d	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$5.00 USD	-\$0.45 USD	\$4.55 USD
Nov. 1, 2007	Payment t	From	Joanne Tabor	Complete d	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$10.00 USD	-\$0.59 USD	\$9.41 USD
Oct. 29, 2007	Payment t	From	David Boodey	Complete d	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$1.00 USD	-\$0.33 USD	\$0.67 USD
Oct. 29, 2007	Payment t	From	David Boodey	Complete d	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$5.00 USD	-\$0.45 USD	\$4.55 USD

**Malama Na Honu  
A Hawaii Nonprofit Corporation  
January 15, 2008**

**Board Members Present:**

Jim Kennedy: Chair/Treasurer  
Joanne Pettigrew: President  
Debbie Zitkovich: Secretary

Joanne Tabor: Vice President (arrived at 4:35)

The meeting of Malama na Honu as an incorporated organization was called to order at 4:15 pm.

Motion made by Joanne P to approve the minutes from 12-18-07 with corrections. Correct bank balance and clarify amount paid to attorneys. 2nd Jim K. All in favor

**Financials:**

Treasurer report: Balance \$1,485.87

**New Business:**

- 1) Honu Guardian Pledge sheet with signatures given to Debbie to keep in MnH files.
- 2) Discussed desirable quality of new board members and recommendations were made of potential candidates. It was agreed that Joanne P would contact Jane D., Joanne T. would contact Cheryl S. and Jim would contact Patrick to access interest and invite them to a future MnH meeting.
- 3) Equipment and supplies needs: The board approved Joanne P to purchase general office supplies as needed, and Jim to purchase ink cartridges. MnH will reimburse expenses. Computer purchase will be discussed at a later date. JP will get 3 estimates on a lamination machine to purchase.
- 4) Web site needs/desires: HTA grant allows for \$3000 for web site development. Board members will check model web sites for designers. i.e. Honuworld, Polynesian Cultural Center, North Shore Chamber of Commerce, Pacific Whale Foundation.
- 5) Ali'i Beach: North Shore MnH volunteers are still collecting data on honu basking at Ali'i Beach and monitoring visitor activity. After more data is collected we will meet with NOAA and members of the NS parks, etc. to discuss the situation.

6) MnH Education and outreach coordinator position: NSCC Grant allows for the hiring of an outreach coordinator. We need to post job in at least 3 sources, i.e. N.S News, KaNuppepa, and Craigslist.

Board discussed job description and applicant requirements. A number of strongly preferred credentials were discussed. These qualities and credentials we felt would get us the highest quality person (candidate)

Jim will draft the job description and job position ad for board approval.

7) Board approved George Balazs and Mike Woolley to be recipients of Honorary Malama na Honu pins, in consideration for the work they have done.

Meeting adjourned at 6:15

Next meeting Jan 29. Joanne T. house 4:00

Debbie Zitkovich

Secretary, MnH

Summary of Transactions:

Trans Description	Receipts Donations	Receipts T-Shirts	Receipts Grant Funding	Disbursements Checks	Disbursements Other Transfers	Ending Balance
Balance forward from Jan. 15, 2008	\$1,776.11	\$ 748.80	\$4,000	(\$5,023.24)	(15.80)	1,485.87

\$156 Deposit, \$28 for shirts, \$32 for auction and \$96

Jan. 08 Jan. 22, 2008 donations	\$128	\$28				
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Totals for period	\$ 128.00	\$ 28.00	\$ -	\$ -	\$ -	\$ 156.00
Grand total by category	\$ 1,904.11	\$ 776.80	\$ 4,000.00	\$ (5,023.24)	\$ (15.80)	\$ 1,641.87
ENDING Balance						\$ 1,641.87





Recent Activity Last updated 1/29/2008 15:03 PST

**All Activity - Simple View from Jun. 30, 2007 to Jan. 29, 2008**

Date	Type	To/From	Name/Email	Status	Details	Action	Gross	Fee	Net Amount
Jan. 28, 2008	Donation	From	Monica Rodriguez	Completed	<a href="#">Details</a>		\$25.00 USD	-\$1.03 USD	\$23.97 USD
Jan. 11, 2008	Payment	From	Roger Chan	Completed	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$50.00 USD	-\$1.75 USD	\$48.25 USD
Dec. 14, 2007	Payment	From	Mike Kellogg	Completed	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$50.00 USD	-\$1.75 USD	\$48.25 USD
Nov. 19, 2007	Payment	From	Joanne Pettigrew	Completed	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$5.00 USD	-\$0.45 USD	\$4.55 USD
Nov. 1, 2007	Payment	From	Joanne Tabor	Completed	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$10.00 USD	-\$0.59 USD	\$9.41 USD
Oct. 29, 2007	Payment	From	David Boodey	Completed	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$1.00 USD	-\$0.33 USD	\$0.67 USD
Oct. 29, 2007	Payment	From	David Boodey	Completed	<a href="#">Details</a>	<a href="#">Print shipping label</a>	\$5.00 USD	-\$0.45 USD	\$4.55 USD

NOTE: An electronic request was submitted 1-29-08 to transfer the net balance, \$139.65, to MnH's First Hawaiian Bank account 26-041139. It can take up to 4 business days for the transfer to be completed.

**Malama na Honu Foundation - First Hawaiian Checking Account #26-041139**

**Feb. 12, 2008**

**Summary of Transactions:**

<u>Trans Description</u>	<u>Receipts</u> Donations	<u>Receipts</u> T-Shirts	<u>Receipts</u> Grant Funding	<u>Disbursements</u> Checks	<u>Disbursements</u> Other Transfers	<u>Ending Balance</u>
<b>Balance forward from Jan. 29, 2008</b>	<b>\$1,904.11</b>	<b>\$776.80</b>	<b>\$4,000</b>	<b>(\$5,023.24)</b>	<b>\$ (15.80)</b>	<b>\$ 1,485.87</b>
CK#110 to Joanne Pettigrew for supplies and parade						
Jan. 08 Jan. 29, 2008 fee				\$ (76.84)		
CK#111 to Brian Ezuka for fees, Jan. 29, 2008 printing and postage PayPal funds transfer				\$ (74.65)		
Feb. 08 Feb. 4, 2008 to acct	\$ 139.65					
Feb. 11, 2008 Deposit donations	\$ 71.00					
<b>Totals for period</b>	<b>\$ 210.65</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (151.49)</b>	<b>\$ -</b>	<b>\$ 59.16</b>
Grand total by category	\$ 2,114.76	\$ 776.80	\$ 4,000.00	\$ (5,174.73)	\$ (15.80)	\$ 1,701.03
ENDING Balance						\$ 1,701.03



Recent Activity Last updated 2/12/2008 12:55 PST

All Activity - Simple View from Aug. 1, 2007 to Feb. 12, 2008

Date	Type	To/From	Name/Email	Status	Details	Action	Gross	Fee	Net Amount
Jan. 29, 2008	Transfer	To	Bank Account	Completed	<a href="#">Details</a>		-\$139.65 USD	\$0.00 USD	-\$139.65 USD
Jan. 28, 2008	Donation	From	Monica Rodriguez	Completed	<a href="#">Details</a>		\$25.00 USD	-\$1.03 USD	\$23.97 USD
Jan. 11, 2008	Payment	From	Roger Chan	Completed	<a href="#">Details</a>	<a href="#">Print shipping lab.</a>	\$50.00 USD	-\$1.75 USD	\$48.25 USD
Dec. 14, 2007	Payment	From	Mike Kellogg	Completed	<a href="#">Details</a>	<a href="#">Print shipping lab.</a>	\$50.00 USD	-\$1.75 USD	\$48.25 USD
Nov. 19, 2007	Payment	From	Joanne Pettigrew	Completed	<a href="#">Details</a>	<a href="#">Print shipping lab.</a>	\$5.00 USD	-\$0.45 USD	\$4.55 USD
Nov. 1, 2007	Payment	From	Joanne Tabor	Completed	<a href="#">Details</a>	<a href="#">Print shipping lab.</a>	\$10.00 USD	-\$0.59 USD	\$9.41 USD
Oct. 29, 2007	Payment	From	David Boodey	Completed	<a href="#">Details</a>	<a href="#">Print shipping lab.</a>	\$1.00 USD	-\$0.33 USD	\$0.67 USD
Oct. 29, 2007	Payment	From	David Roodav	Completed	<a href="#">Details</a>	<a href="#">Print shipping lab.</a>	\$5.00 USD	-\$0.45 USD	\$4.55 USD

# Automated Standard Application for Payments

## ACCOUNT BALANCE INQUIRY

---

ALC/Region : 13140001/  
Account ID : FNA07NMF4540186  
Recipient ID : 1547064  
Account Status : OPEN

Short Name : NOAA  
Requestor ID : 1547064  
As Of Date : 02/06/2008

---

Recipient ID : 1547064  
Account ID

Short Name : MNHF

Cumulative Authorizations

Cumulative Draws/ RP/ BE

Current Avail Bal

FNA07NMF4540186

\$7,500.00

-\$4,000.00

\$3,500.00

Totals :

\$7,500.00

-\$4,000.00

\$3,500.00

Summary of Transactions:

	<u>Trans Description</u>	<u>Receipts</u>	<u>Receipts</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Disbursements</u>	<u>Ending Balance</u>
		Donations	T-Shirts	Grant Funding	Checks	Other Transfers	
	Balance forward from Feb. 12, 2008	\$2,114.76	\$776.80	\$4,000	(\$5,174.73)	\$ (15.80)	\$ 1,701.03
	CK# 112 to Brian Ezuka, for printing						
	Feb. 08 Feb. 13, 2008 costs				\$ (42.40)		
	Feb. 26, 2008 Deposit donations	\$ 75.00					
	Totals for period	\$ 75.00	\$ -	\$ -	\$ (42.40)	\$ -	\$ 32.60
	Grand total by category	\$ 2,189.76	\$ 776.80	\$ 4,000.00	\$ (5,217.13)	\$ (15.80)	\$ 1,733.63
	ENDING Balance						\$ 1,733.63

Summary of Transactions:

Trans Description	Receipts Donations	Receipts T-Shirts	Receipts Grant Funding	Disbursements Checks	Disbursements Other Transfers	Ending Balance
<b>Balance forward from April 8, 2008</b>	<b>\$2,947.26</b>	<b>\$2,132.30</b>	<b>\$4,000</b>	<b>(\$5,535.79)</b>	<b>\$ (15.80)</b>	<b>\$ 3,527.97</b>
8-Apr 4/8/2008 ck# 115 to Postmaster for PO				\$ (128.00)		
8-Apr 4/8/2008 ck # 116 to Joanne Pettigrew for 768.04, for shirts (532.28) and supplies				\$ (768.04)		
4/8/2008 (235.76)				\$ (595.75)		
4/8/2008 screening shirts						
4/16/2008 deposit 31.25 donations and 1034 for auction proceeds	\$ 1,065.25					
<b>Totals for period</b>	<b>\$ 1,065.25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,491.79)</b>	<b>\$ -</b>	<b>\$ (426.54)</b>
Grand total by category	\$4,012.51	\$2,132.30	\$4,000.00	(\$7,027.58)	(\$15.80)	\$3,101.43
<b>ENDING Balance</b>						

NOTE: Re PayPal, no new activity since February donation of \$25 from Matthew Brown. Net in PayPal account is now at \$23.97

Candidates

Red Hatched

⑦ Jack Johnson  
Malama na Houa Board

- Marc Rice Patrick Ching
- ① - Dr. Tucker (vet) Kim Taylor Reese
- Audrey Sutherland (neighbor)
- Jolly Murdock (vol)
- Kathy Gustin (neighbor)
- Carla Jenner (for. vol)
- George Balazs (NOAA)

① - Stacey (NOAA)

① - Wyland (res. artist) \$

At Board - Gordon Merchant (neigh \$)

- Carla Jenner

- Denise Antoline (attay Enlaw neighbor)

① - Antya Miller (NCC res.)

Patrick d. (vol)

Dawn Collins (vol) np.

Shari J. (vol) np

Nancy Mamm and (vol) neighb

Hans Hedemann

25  
1011  
05  
10  
05



The Senate  
State of Hawaii

STATE CAPITOL  
HONOLULU, HAWAII 96813

September 10, 2007

To Whom It May Concern:

**RE: Laniakea Beach Honu Education Project**

I am writing in support of the Laniakea Honu Education Project. This dedicated group of volunteers, known as the Malama na Honu Foundation, in partnership with NOAA Fisheries has been providing educational outreach and promoting proper wildlife viewing of the Hawaiian green sea turtles at Laniakea Beach on the North Shore of Oahu.

The popularity of viewing the turtles swimming near the shore as well as those basking on the beach has sharply increased since this federally and state protected species first starting hauling ashore in significant numbers in 1999. The outreach group, now 50 volunteers strong, has a volunteer educator on the beach every day from 11 a.m. to sunset talking with residents and visitors.

The Honu Guardians of Laniakea Beach are providing a valuable community service in educating the public about one of our island's greatest protected resources, the green sea turtle. I strongly encourage you to provide the necessary financial support to insure their beneficial work may continue by considering their grant application.

Mahalo,

Senator Robert Bunda  
22<sup>nd</sup> Senatorial District  
*Mililani Mauka, Wahiawa, Whitmore Village, Schofield,  
Kunia, Mokuleia, Waialua, Haleiwa, Pupukea, Sunset Beach*



LINDA LINGLE  
GOVERNOR OF HAWAII



STATE OF HAWAII  
DEPARTMENT OF LAND AND NATURAL RESOURCES  
DIVISION OF AQUATIC RESOURCES  
1151 PUNCHBOWL STREET, ROOM 330  
HONOLULU, HAWAII 96813

LAURA H. THIELEN  
INTERIM CHAIRPERSON  
BOARD OF LAND AND NATURAL RESOURCES  
COMMISSION ON WATER RESOURCE MANAGEMENT

REN C. KAWAHARA  
DEPUTY DIRECTOR - WATER

AQUATIC RESOURCES  
BOATING AND OCEAN RECREATION  
BUREAU OF CONVEYANCES  
COMMISSION ON WATER RESOURCE MANAGEMENT  
CONSERVATION AND COASTAL LANDS  
CONSERVATION AND RESOURCES ENFORCEMENT  
ENGINEERING  
FORESTRY AND WILDLIFE  
HISTORIC PRESERVATION  
KAHOOLAWE ISLAND RESERVE COMMISSION  
LAND  
STATE PARKS

September 11, 2007

Hawaii Tourism Authority  
Hawaii Convention Center, 1<sup>st</sup> floor  
1801 Kalakaua Avenue  
Honolulu, HI 96812

Dear Hawaii Tourism Authority:

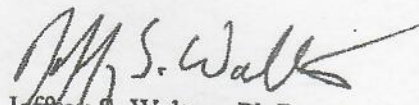
**Subject:** Letter of Support for Laniakea Beach Honu Education Project proposal

On behalf of the state office of the Hawaiian Islands Humpback Whale National Marine Sanctuary, I would like to express my strong support for the Laniakea Honu Education Project grant proposal submitted to you by the Malama na Honu Foundation (MNHF).

My office represents the Hawaii Department of Land and Natural Resources in working with NOAA National Marine Fisheries Service and community organizations, such as MNHF, to support marine mammal and sea turtle conservation in Hawaii. We believe MNHF has already demonstrated the great contribution they provide in addressing the challenging sea turtle conservation situation on Oahu's North Shore, and we hope that HTA can provide grant funds to augment the support NOAA has provided to MNHF.

Thank you for considering this letter of support. Should any additional information be desired, please feel free to contact me at 808-587-0106.

Aloha,

  
Jeffrey S. Walters, Ph.D.  
Co-Manager, HIHWNMS

Joan Peck , Diane Peck and Scott Ray  
61-559 Pohaku Loa Way  
Haleiwa HI 96712

September 9, 2007

Joanne Pettigrew  
Malama na Honu Foundation  
P.O. Box 1078  
Haleiwa, HI 96712

Aloha Joanne:

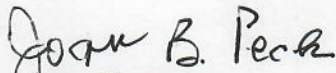
We are pleased to write this letter in support of the Malama na Honu Foundation's application for a grant from the Hawaii Tourism Authority to continue the critical work of the Foundation in caring for our honu and educating the public. In over 40 years on the beach we have witnessed a thriving population of turtles dwindle to almost nothing and finally begin to return again.


We have watched you personally implement your efforts, initially as another concerned private citizen, then as a volunteer organized by the NOAA, then as an independent organization. We have supported your efforts from the beginning. You have used our yard as parking and storage space, and we urge to let us know what ways we can continue to support your efforts in the future.

Your "Honu Guardians" have done a great job of educating the public. As locals to the area, we had in the past witnessed visitors riding turtles in the ocean, laying across them and even standing on them on the beach, trying to put cigarettes in their mouths for photos and a long list of other disrespectful and sometimes harmful behaviors. Likewise, we have for years witnessed and contacted NOAA about turtles hopelessly entangled in fishing lines and nets and with signs of ailing health.

Your group has largely brought the abuse of the turtles to a standstill and tremendously reduced the numbers of turtles caught in fishing paraphernalia or otherwise threatened on Laniakea Beach. We have heard the tourists and bus and limo drivers repeating educational information from the flyers in conversation to one another. Overall there is a new attitude of respect for the honu on the beach.

You have our heartfelt thanks and wholehearted support! Thank you for your efforts.

  
Joan B. Peck

  
Diane Peck

  
Scott Ray

Joan Peck, Diane Peck and Scott Ray  
61-559 Pohaku Loa Way  
Haleiwa HI 96712

September 9, 2007

Joanne Pettigrew  
Malama na Honu Foundation  
P.O. Box 1078  
Haleiwa, HI 96712

Aloha Joanne:

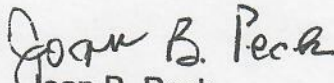
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You have our heartfelt thanks and wholehearted support! Thank you for your efforts.

  
Joan B. Peck

  
Diane Peck

  
Scott Ray



**U.S. DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
NATIONAL MARINE FISHERIES SERVICE  
Pacific Islands Regional Office  
1601 Kapiolani Blvd., Suite 1110  
Honolulu, Hawaii 96814-4700  
(808) 944-2200 • Fax: (808) 973-2941

September 6, 2007

Joanne Pettigrew, President  
Malama na Honu Foundation  
P.O. Box 1078  
Haleiwa, HI 96712

Dear Ms. Pettigrew:

By way of this letter I am verifying the formal Cooperative Agreement between the National Marine Fisheries Service (NOAA Fisheries) and the Malama na Honu Foundation scheduled to officially commence on October 1, 2007. NOAA Fisheries has approved the Cooperative Agreement for the Malama na Honu Foundation and has agreed to provide \$7,500 in Federal funds for establishment of the Foundation by the authority vested under 16 U.S.C. 661; 16 U.S.C. 742(f); and 16 U.S.C. 1854(c). The Award Number for this NOAA Fisheries grant is NA07NMF4540186. The terms of the Cooperative Agreement are enclosed. We look forward to continued cooperation with Malama na Honu Foundation in protection of threatened sea turtles in Hawaii through continuation of a rigorous visitor education and outreach campaign.

Sincerely,

*Brandee Gerke*

Brandee Gerke  
Sea Turtle Recovery Coordinator

Enclosure

## Special Award Condition Report

Award Number: NA07NMF4540186

Amendment Number: 0

### 1.) Cooperative Agreement

Malama na Honu Foundation will:

- Establish themselves as an official 501(3)c organization.
- Oversee the day to day operation of an outreach and education program to educate visitors about Hawaii's basking sea turtles at Lanikea Beach, Oahu and NOAA's respectable wildlife viewing guidelines, and to encourage public viewing of basking turtles from a distance by delineating a safe distance by placing a red rope around basking sea turtles.

NOAA Fisheries will:

- Provide funding for the establishment of Malama na Honu as an official 501(c)3.
  - Provide funding for research and outreach equipment needed for the implementation of a successful education and outreach campaign at Laniakea Beach, as funds allow.
  - Provide technical assistance on the education and outreach campaign.
  - Provide technical expertise and training about Hawaii's sea turtles and the Federal Endangered Species Act.
- 

### 2.) New Award SAC

This award number NA07NMF4540186, to Malama na Honu Foundation, supports the work described in the Recipient's proposal entitled Malama na Honu Foundation's Outreach Development Project for Marine Turtle Conservation dated 3/31/2007 which is incorporated into the award by reference. Where the terms of the award and proposal differ, the terms of the award shall prevail.

---

sample letter of support

(On Letterhead )

September 6, 2007

To Whom It May Concern:

RE: Laniakea Beach Honu Education Project

We would like to express our support of the Laniakea Honu Education Project. We work with this organization by

\_\_\_\_\_ and value our partnership with them because \_\_\_\_\_.

Presently the Malama na Honu Foundation, in partnership with NOAA Fisheries, is providing educational outreach and promoting proper wildlife viewing of the Hawaiian green sea turtles (honu) at Laniakea Beach. The popularity of viewing the basking turtles on the beach has sharply increased since this federally and state protected species first starting hauling ashore in significant numbers in 1999. The outreach group, now 50 volunteers strong, has a volunteer educator on the beach every day from 11 A.M. to sunset talking with residents and visitors.

The Honu Guardians of Laniakea Beach are providing a valuable community service in educating the public about one of our island's greatest protected resources, the honu. We are therefore asking your support to insure their beneficial work may continue by considering their application for grant monies.

Mahalo,

[hawaii craigslist](#) > [oahu](#) > [volunteers](#)[email this posting to a friend](#)

## VOLUNTEER TO PROTECT THE HONU

Reply to: [comm-449905084@craigslist.org](mailto:comm-449905084@craigslist.org)

Date: 2007-10-15, 10:09AM HST

please [flag](#) with care:[miscategorized](#)[prohibited](#)[spam/overpost](#)[best of craigslist](#)

Aloha

We are an organization on the North Shore looking for volunteers who would like to spend a few hours a week or a month on the beach helping to protect the Honu.

We have a great group of volunteers with diverse backgrounds, yet we all share in the enthusiasm to protect our Hawaiian green sea turtles, enhance the public viewing of these wonderful creatures and provide research monitoring of their daily behavior. As Honu Guardians we spend time on the beach educating visitors about the Hawaiian Green Sea Turtle as well as proper etiquette for viewing them either from the beach or in the water.

We have volunteers on the beach every day of the year yet we are very flexible with our scheduling to accomodate each volunteer's busy life.

The only requirements are that you be over 18, able to get around on a sandy/rocky beach setting and most of all an interest in and respect for our Honu as well as our beaches.

If you interested in more info please check us out at:

[MalamaNaHonu.org](http://MalamaNaHonu.org)

Mahalo nui loa!



- Location: Northshore Oahu
- it's NOT ok to contact this poster with services or other commercial interests

- License info:

PostingID: 449905084

[hawaii craigslist](#) > [oahu](#) > [volunteers](#)[email this posting to a friend](#)

## Volunteer to protect our Honu

please [flag](#) with care:[miscategorized](#)[prohibited](#)[spam/overpost](#)[best of craigslist](#)Reply to: [comm-433089481@craigslist.org](mailto:comm-433089481@craigslist.org)

Date: 2007-09-26, 1:49PM HST

Aloha

We are a volunteer organization on the North Shore looking for volunteers who would like to spend a few hours a week or a month on the beach helping to protect the Honu.

As Honu Guardians we spend time on the beach educating visitors about the Honu as well as proper etiquette for viewing the Honu either from the beach or in the water.

We have 3 shifts a day approx 10am-2pm, 2pm-4pm and 4pm till sunset.

We are looking for volunteers to fill all shifts.

The only requirements are that you be over 18, able to get around on a sandy/rocky beach setting and most of all an interest in and respect for our Honu as well as our beaches.

If you are interested in more info please contact us at:

[Malamanahonu.org](http://Malamanahonu.org)

Mahalo nui loa!



- Location: Oahu
- it's NOT ok to contact this poster with services or other commercial interests

PostingID: 433089481

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# volunteer HAWAII

*A service provided by United Ways in Hawaii*

powered by **United eWay**

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## Honu Guardian's Wanted

*Last updated on September 26, 2007*

Do you love Sea Turtles?

The Hawaiian Green Sea Turtles need your help to protect and watch over them while they feed in the shallow waters and bask on the beach at Laniakea, located on the North Shore.



Our volunteers spend three hours at the beach per shift. Educating the public with interesting facts about the Hawaiian Green Sea Turtles. Identify the turtles and document their behavior and appearance. As the turtles come out of the water we set a rope around them with a perimeter of six feet to give them plenty of resting space.

This is an amazing opportunity to be a Honu Guardian and protect our precious Honu. Our Ohana Volunteers enjoy barbeque's and many other exciting opportunities together.

We encourage you to contact us to learn more about becoming a Honu Guardian!

We provide all the training you'll need to be able to answer questions from the public and be familiar with our Honu Facts.

Must be physically able to lift 15 pounds and comfortable walking on the beach.

*This opportunity is sponsored by: [Malama Na Honu](#)*

### Agency Info

- [Description](#)
- [Add to Favorites](#)
- [Add Reflection](#)
- [Email to Friend](#)
- [Printer Version](#)
- [Volunteer Opportunity](#)

### Volunteer Opportunity

- [Summary Info](#)
- [Detailed Info](#)
- [Add to Favorites](#)
- [Email to Friend](#)
- [Printer Version](#)
- ▶ [Manage listing](#)

**We need volunteers who are free at these times**

Weekdays Weekends

**This volunteer opportunity is available to the following types of volunteers**

Adults (26-54) Young Adults (18-25)  
Adults (55+)

**I'm interested in this opportunity**

**Contact Person:**

Joanne Pettigrew, President, ([phone this person](#)), ([email this person](#))

▶ [View all agency contacts](#)

**Address:**

P.O. Box 1078  
Haleiwa, HI 96712

**Directions:**

Laniakea Beach is located on Kamehameha Hwy 1 mile North of the town of Haleiwa.

*Nearest Bus Stop:* Laniakea Beach, 1 minute walk

**This opportunity can also be performed in these locations:**

**Cities:** Haleiwa

**Web Site:** <http://malamanahonu.org>

**Miscellaneous Information**

Service Learning Opportunities  
This is a Service Learning Opportunity

---

**Have you volunteered with this opportunity? [Log your hours online](#)**

---

**Be the first person to offer feedback on this agency!**

**[Post a user reflection](#) to share your experiences with other users!**



## **Pacific Islands Regional Office**

### **NOAA Fisheries**

[Home](#) | [Federal Register Notices](#) | [Compliance Guides](#) | [About Us](#) | [Search](#)

---

### **VOLUNTEER to protect and educate about Hawaiian green sea turtles**

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Laniakea Beach, located a few miles north of Haleiwa on Oahu's North Shore, is well known for its pristine sandy cove and premium surf break. Within the past ten years, Hawaiian green sea turtles, known as "honu" in the Hawaiian language, have appeared close to shore, actively feeding on the abundant "limu" or green algae that grows there. In 1999, the honu began hauling out onto the beach in the sandy cove to bask ashore. Word traveled quickly and soon tour busses, local residents and island visitors were stopping at Laniakea to see the turtles sleeping on the beach and calmly swimming and feeding inches from the shoreline.

Unfortunately, some of the beachgoers were not respectful to the honu, choosing instead to sit, ride and even feed the turtles. During the summer of 2005, the increasing interaction between the honu and humans prompted George Balazs, leader of the Marine Turtle Research Program for the NOAA Pacific Island Fisheries Science Center, to create a campaign called *Show Turtles Aloha*. Local community members stepped up to help and began volunteering their time to educate and inform residents and visitors about respectful turtle viewing at Laniakea.

It is now a year later and the volunteer program, currently being run by NOAA's Pacific Island Regional Office (PIRO), is still strong and growing. If you are interested in helping to protect the honu and educating visitors about these magnificent creatures at Laniakea Beach, please contact Jen Metz, Outreach and Education Coordinator, via e-mail, [jennifer.metz@noaa.gov](mailto:jennifer.metz@noaa.gov).

Subj: **For the Environment listing**  
 Date: 8/22/2006 12:59:05 PM Hawaiian Standard Time  
 From: [Laniakea1](mailto:Laniakea1)  
 To: [CWILSON@honoluluadvertiser.com](mailto:CWILSON@honoluluadvertiser.com)

Aloha!

We have a strong need for volunteers on the North Shore of Oahu protecting our Hawaiian green sea turtles, which in the past few years, have begun to bask every day on the beach. If possible, we would appreciate a listing in the **For the Environment** section for our NOAA sponsored volunteer group. Feel free to edit my suggested listing.

Thank you very much.  
 Joanne Pettigrew  
[laniakea1@aol.com](mailto:laniakea1@aol.com)

Do you enjoy working with people and protecting marine life on one of the world's most beautiful beaches? If so, come help monitor and protect the Hawaiian green sea turtles on the North Shore of Oahu under the **Show Turtles Aloha** program. We are seeking adult volunteers for a few hours a week to educate the beachgoers and care for the Honu. On-site training sessions provided.

Please visit [www.http://swr.nmfs.noaa.gov/PIR/volunteer.htm](http://swr.nmfs.noaa.gov/PIR/volunteer.htm) or [www.turtles.org/laniakea](http://www.turtles.org/laniakea) for more information.

**VOLUNTEERS SOUGHT**

**Do it for our honu**

Want to become a "honu guardian"? Volunteer for the Show Turtles Aloha campaign and help protect Hawaiian green sea turtles on O'ahu's North Shore. The educational outreach program promotes respectful sea-turtle watching.

Volunteers will be trained on-site and should be able to spend a few hours a week educating beachgoers and caring for honu. For details: [www.turtles.org/laniakea](http://www.turtles.org/laniakea).

— Zenaida Serrano



Send listings to: For the Environ-  
 ment, P.O. Box 156, Wailuku, HI  
 96793; [cwilson@honoluluadvertiser.com](mailto:cwilson@honoluluadvertiser.com); or fax 808-242-1520.

recruiting

Volunteerhawaii.org

Subj: **Thank you for registering with Volunteer Hawaii**  
 Date: 9/21/2007 2:19:46 PM Hawaiian Standard Time  
 From: [support@volunteersolutions.org](mailto:support@volunteersolutions.org)  
 To: [Laniakea1@aol.com](mailto:Laniakea1@aol.com)  
 Sent from the Internet (Details)

new  
 PAB : 12/30/07

bkeksdt

Dear Malama Na Honu,

Welcome to Volunteer Hawaii. We know you've made a good decision to recruit volunteers online and would like to welcome you to this online community. Your agency and/or opportunity listing is pending approval. But, in the meantime, this email contains helpful information:

- + Your username
- + Information on how to update your records
- + Description of the Community Spotlight
- + A boilerplate Press Release to use in your newsletters
- + How to contact us

We suggest that you save this message as it will be helpful when you need to update your entries in the online database. Welcome again and we wish you the best in recruiting volunteers!

=====

**YOUR USERNAME**

Your username is simply the name of your agency!  
 Agency Name: Malama Na Honu

You need your agency name and password to login. You can log in at <http://search.volunteerhawaii.org/auw/agency/>

If you ever lose or forget your password, please go to <http://search.volunteerhawaii.org/auw/agency/forgot-password.tcl> and follow the instructions online to retrieve your password.

=====

**UPDATING YOUR RECORDS**

We are very concerned about posting old information on the web and want to encourage you to update (or at least verify) your information every six months. You will also occasionally receive reminders to do so.

Updating your records is simple! Just follow these steps:

- 1) Go to <http://search.volunteerhawaii.org/auw/agency>
- 2) Enter your organization's name, password, and click "Go!"
- 3) This will take you to your home page at Aloha United Way. From there, you will see links to update the information for your agency, and also for each individual volunteer opportunity.

It's that easy! Three simple steps!

Please note that your listing will be reviewed by our staff before it appears on the website. Feel free to contact us if you have any

questions.

---

---

## COMMUNITY SPOTLIGHT

(<http://search.volunteerhawaii.org/auw/volunteer/spotlight>)

The community spotlight is a way for you to further advertise events for which you need volunteers -- We will post a description of the event on the web for approximately 1 month and will also inform local volunteers of the event by email.

We are always looking to spotlight events occurring in the next 6 months. If you have an event that you would like to advertise online, please let us know.

---

---

## BOILERPLATE PRESS RELEASE

Malama Na Honu NOW LISTED WITH Volunteer Hawaii

Volunteer Hawaii: This volunteering website allows volunteers to quickly find the perfect volunteer opportunity through a unique search engine. Use by volunteers is free of charge. Please visit Volunteer Hawaii today at [www.volunteerhawaii.org](http://www.volunteerhawaii.org) to find out more.

---

---

## CONTACT INFORMATION

We do our best to make sure everything works smoothly for you. If you have any comments or suggestions, we'd love to hear them!

Thanks again!  
Volunteer Hawaii  
[www.volunteerhawaii.org](http://www.volunteerhawaii.org)  
[VolunteerHawaii@auw.org](mailto:VolunteerHawaii@auw.org)  
(808) 543-2214



# HONU Meeting 9/18/07

## Newsletter *angkos.*

*Angela - Oct*

- o Name
- o Photos-contest?
- o Content-who will write articles?
- o How often-monthly, bi-monthly, quarterly?
- o How will we distribute them? Email or snail mail

## Fundraisers

- o Turtle Postcards
- o Adopt a turtle
- o T-shirts
- o Stickers
- o Car Wash

## Recruiting Ideas

- o How many volunteers are needed?
- o Craigslist
- o Universities-newspaper, science Dept, bulletin boards
- o H.S. - newsletter *-summer math*
- o Incentives for volunteering
- o Radio
- o Newspaper
- o TV
- o Web Sites
- o Events: military, community, posters
- o Flyers
- o Churches
- o Home Schooled Kids
- o [www.VolunteerMatch.org/nonprofits](http://www.VolunteerMatch.org/nonprofits)
- o **Speaking to community groups**
- o Brochures in key locales:

- o Job counseling office
- o Libraries
- o Post offices
- o Tourist information bureau
- o Chambers of Commerce
- o School counselors
- o Church bulletin boards
- o Community centers
- o Volunteer Centers
- o Hospital waiting rooms
- o Shopping malls

*Regina*

*volunteermatch.org/nonprofits*

*Homeschool  
Rhina*

*pac whale fund*

*turtle org.*

*NOV.*

*nicole @ FC*

*com bend fed campaign*

## Other

- ~~o~~ Clear method for volunteers to make suggestions
- ~~o~~ Performance Evaluation: most people want some kind of feedback (certificates)
- o



Logo

Subj: **RE: Logo**  
 Date: 10/21/2007 1:35:09 PM Hawaiian Standard Time  
 From: [david@replink.com](mailto:david@replink.com)  
 To: [joannetabor@hotmail.com](mailto:joannetabor@hotmail.com)  
 CC: [dmz@hawaii.rr.com](mailto:dmz@hawaii.rr.com), [laniakea1@aol.com](mailto:laniakea1@aol.com), [indyjimk@hawaii.rr.com](mailto:indyjimk@hawaii.rr.com)  
 Sent from the Internet ([Details](#))

Joanna:

Hi.

I just sent someone named Red your logo. He said he was working with you on a business card.

So you don't ever have to wait on me, see below for where you can get copy of all of your logos for any need you may have.

--David

---

**From:** David Boodey [<mailto:david@replink.com>]  
**Sent:** Monday, July 30, 2007 10:56 PM  
**To:** 'Jim Kennedy'  
**Cc:** 'joanna Tabor'; 'Debbie Zitkovich'; 'laniakea1@aol.com'  
**Subject:** RE: Logo

Instead of attaching because it seems some of you are unable to receive the larger file size I am putting the links to download instead.

I also listed the last message that was sent below

[http://www.malamanahonu.org/Portals/10/Logo/honu\\_lowres.jpg](http://www.malamanahonu.org/Portals/10/Logo/honu_lowres.jpg)

(This is really the only one most of you should download right now; the others are really only meant for use by future designers or if you are using a professional print house for something. You are not missing anything by not downloading others... it is the same image just specialized formats you can do anything with. If when you click this link it just opens your browser with the logo showing, right click picture and choose save picture as.. and save it to your desktop. Otherwise if it asks if you want to open or save choose save and specify your desktop.)

[http://www.malamanahonu.org/Portals/10/Logo/honu\\_highres.zip](http://www.malamanahonu.org/Portals/10/Logo/honu_highres.zip)

(This is for print house uses if ever needed)

[http://www.malamanahonu.org/Portals/10/Logo/honus\\_psd.zip](http://www.malamanahonu.org/Portals/10/Logo/honus_psd.zip)

(This is for another designer if you ever want the original modified)

Here are the three files you need. I separated them if you are having problems with the single zip file.

The jpg attached is the lo res you can use for most things

The honu\_highres.zip is what you would give a print shop doing high end print work (the lo res should work for simple letterhead, biz cards, shirt design via café press etc)

Honu\_psd.zip is only needed if you have someone in the future you need to make changes to the logo they can use the file in here as source file in Photoshop.

Sunday, October 21, 2007 America Online: Laniakea1

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 06 2008

MALAMA NA HONU  
C/O JIM KENNEDY  
PO BOX 1078  
HALEIWA, HI 96712

Employer Identification Number:  
61-1546974  
DLN:  
17053009319038  
Contact Person:  
JOHN J KOESTER ID# 31364  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
November 21, 2007  
Contribution Deductibility:  
Yes  
Advance Ruling Ending Date:  
December 31, 2011  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

MALAMA NA HONU

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Publication 4221-PC  
Statute Extension

MNH  
GETax ID #  
W69146244-01

NOAA  
AWARD# NA07NMF 4540186

DUNS 800087517

EINS 56-2659066

CONFIRM WSRHXF

TPIN 02138570

1-301-713-0922

HATA BAH

or ROSALIE VEGA

ENROLLMENT  
INITIATOR  
PST  
Sweet  
Bloom

12/4/07 NEW EIN#

61-1546974

Malama na Honu Foundation  
P.O. Box 1078  
Haleiwa, HI 96712

[malamanahonu@hawaii.rr.com](mailto:malamanahonu@hawaii.rr.com)

OLD TIN # 562 65 9066

DUNS # 800087517

fhb 26 041139

8/08 26 042119

fhb press #2

637-5034

91-1012 Kai palaoa St. 5506  
Ewa Beach 96706

8030

637-3434



# Hawai'i Tourism Authority

Hawai'i Convention Center, 1801 Kalākaua Avenue, Honolulu, Hawai'i 96815  
Website: [www.hawaiitourismauthority.org](http://www.hawaiitourismauthority.org)

LINDA LINGLE  
Governor

REX D. JOHNSON  
President and Chief Executive Officer

Telephone (BOB) 973-2255  
Fax: (BOB) 973-2253

November 2, 2007

Ms. Antya Miller  
Executive Director  
Hale'iwa Main Street dba North Shore Chamber of Commerce P.O.  
Box 878  
Hale'iwa, HI 96712

Dear Ms. Miller:

We are very pleased to inform you that your proposal, "Laniakea Beach Honu Education Project," was awarded \$30,000 through the 2008 Hawai'i Tourism Authority's (HTA) Natural Resources Program.

We are excited about your program and look forward to working with you to implement your project. We are currently drafting the contract between the HT A and your organization and will get a copy of that to you as soon as it is available.

To assist us with expediting this process, would you please submit the following to our offices to the attention of Robbie Kane by November 23,2007:

1. A revised budget reflecting the award of \$30,000 instead of the request of \$30,300;
2. A revised work plan and project narrative reflecting the use of these funds, if applicable; and
3. An original, blank letterhead of the organization reflecting the organization's full legal name and address.

Thank you once again for your enthusiastic support of this program and partnership. If you have any questions or concerns, please do not hesitate to contact Robbie Kane at 973-2262.

Sincerely,

Rex D. Johnson  
President and Chief Executive Officer

Friday

888 Mililani St., Ste. 700  
Honolulu, Hawaii 96813  
Telephone: (808) 532-6699  
Facsimile: (808) 537-3565

### The Nonprofit Corporations Act

Chapter 414D of the Hawaii Revised Statutes, the Hawaii Nonprofit Corporations Act (the "Act" or the "new law"), replaced the previous law in July 2002 and made significant changes to Hawai'i's nonprofit law. The changes brought much clarification to the law and added favorable rules governing the operation of a nonprofit corporation in the State of Hawai'i.

Among the significant changes in the law are the following:

- Sets specific standards of conduct for directors and officers, which prevent a director or officer from being held personally liable to the corporation or other persons.
- Describes what a director or officer may rely upon in making decisions so as to meet the standards of conduct.
- Provides a list of the records and reports that a corporation must maintain on a current basis.
- Provides guidelines on the notice requirements for board, committee, and member meetings and for special situations.
- Allows a corporation to limit the personal liability of directors to the corporation and members for breach of duties (with certain exceptions).
- Provides for mandatory indemnification by the corporation to a director or officer who prevails in a proceeding, but allows a corporation to limit the application of the rule.
- Provides for a director or officer who is made a party to a lawsuit to ask the court to order the corporation to indemnify the person, but allows the corporation to elect to limit the application of the rule.
- Provides guidance on matters relating to members and memberships, including a corporation's responsibilities and disclosure requirements to

members, notice requirements, inspection rights and limitations, and termination, expulsion and suspension of members.

The Act further includes default rules for the administration of a corporation's affairs, some of which are mentioned above, which may be overridden by contrary provisions in the articles of incorporation or bylaws. These rules allow a corporation to tailor the rules to meet the specific needs of the corporation.

Additionally, the Act contains a provision which "grandfathers" a corporation's existing articles of incorporation and bylaws. As a result, a corporation with existing articles and bylaws at the time the law was changed in July 2002 may continue to operate under those organizational documents even if they are in conflict with the new law. However, because the new law includes provisions that benefit nonprofit corporations and certain of these provisions are required to be in the articles of incorporation or bylaws to be effective, and because the new law works as a better guide to meet the changing needs of a corporation, organizations will often choose to amend and restate their founding documents to take advantage of these benefits.

## Questions for Allen Arakaki, CPA

1. The chicken and the egg issue: What happens first, beyond the five of us agreeing to establish a tax exempt organization? Do we need some kind of minutes documenting the "final" okay to do this? The officers can't be elected since we have no formal organization, so are they just agreed to by the five of us? Even though we will be small at first, we envision having a President, Vice President, Treasurer and Secretary. We will also want one to be the board chairperson. Five people : five positions. Any counsel on this?
2. We will probably have an initial board consisting of just the five of us. Can we just determine the same way as the officers above, by self declaration before incorporating? How do we document this? Just on the incorporation documents, with no minutes needed? We want to get our feet on the ground and have a little progress made before we approach others to join the board. How do we build the articles of incorporation and by-laws to allow additional board members? We want the ability to have board members have three year terms, with the ability to run for additional three year terms. So, with just the five of us, have two expire in two years, three in three years?
3. Do we need a person designated as "Executive Director"?
4. You mentioned that we really only need to use one incorporator. Why is that?
5. Can we file for the 501(c)3 tax-exempt status before the state recognizes our corporation?
6. Some folks thought that using the word "Foundation" in our name could materially impact on how we are viewed by the IRS, and how the funds must be used. I believe you mentioned this was not really the case. Am I recalling right? .
7. Here is a copy of our "Mission Statement." We will use the word "Honu" to cover all sea turtles in the Hawaiian Islands, not just the Hawaiian Green Sea Turtle. Some use it generically and others limit its use to the Hawaiian Green sea Turtles. Do we need to spell that out in the mission statement? Any cautions after reading our mission statement?
8. Because we will start off small, we will in all likelihood use every penny we raise just to meet expenses. If we are fortunate to receive some larger donations and cannot justify using it all in the same year, we need to use at least 5% of it in order to maintain the tax-exempt status. Is this thinking all okay?
9. The five of us may end up having to pitch in some material bucks to get the incorporation and IRS filings done. We wouldn't have any IRS troubles, would we, if we reimbursed ourselves with some of the early donations?
10. We may have a chance to get some early grant money from NOAA to help cover some of the start-up costs, before we incorporate. We would have to execute some kind of "cooperative agreement" that spells out the responsibilities of both parties. Any cautions, particularly relative to the tax-exempt organization application process?



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

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

**Part I Identification of Applicant**

<b>1</b> Full name of organization (exactly as it appears in your organizing document) <i>MALAMA NA HONU FOUNDATION</i>		<b>2</b> c/o Name (if applicable)
<b>3</b> Mailing address (Number and street) (see instructions) <i>66-179 Ikuwai Way (PO Box 1078)</i>	Room/Suite	<b>4</b> Employer Identification Number (EIN)
City or town, state or country, and ZIP + 4 <i>Halewaa 96712</i>		<b>5</b> Month the annual accounting period ends (01 - 12)
<b>6</b> Primary contact (officer, director, trustee, or authorized representative) a Name:		b Phone: c Fax: (optional)
<b>7</b> Are you represented by an authorized representative, such as an attorney or accountant? If "Yes," provide the authorized representative's name, and the name and address of the authorized representative's firm. Include a completed Form 2848, <i>Power of Attorney and Declaration of Representative</i> , with your application if you would like us to communicate with your representative.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>8</b> Was a person who is not one of your officers, directors, trustees, employees, or an authorized representative listed in line 7, paid, or promised payment, to help plan, manage, or advise you about the structure or activities of your organization, or about your financial or tax matters? If "Yes," provide the person's name, the name and address of the person's firm, the amounts paid or promised to be paid, and describe that person's role.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>9a</b> Organization's website:		
<b>b</b> Organization's email: (optional) <i>malamanahonu@hawaii-bn.com</i>		
<b>10</b> Certain organizations are not required to file an information return (Form 990 or Form 990-EZ). If you are granted tax-exemption, are you claiming to be excused from filing Form 990 or Form 990-EZ? If "Yes," explain. See the instructions for a description of organizations not required to file Form 990 or Form 990-EZ.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>11</b> Date incorporated if a corporation, or formed, if other than a corporation. (MM/DD/YYYY) <i>/ /</i>		
<b>12</b> Were you formed under the laws of a foreign country? If "Yes," state the country.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Part II Organizational Structure**

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

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

**Part III Required Provisions in Your Organizing Document**

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

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

**Part IV Narrative Description of Your Activities**

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

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

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

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

**Part IX Financial Data**

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

**A. Statement of Revenues and Expenses**

	Type of revenue or expense	3 prior tax years or 2 succeeding tax years				(e) Provide Total for (a) through (d)
		Current tax year	(a) From <u>JUNE</u> To <u>MAY 2018</u>	(b) From <u>JUNE</u> To <u>MAY 2019</u>	(c) From ..... To .....	
Revenues	1 Gifts, grants, and contributions received (do not include unusual grants)	6000	8000			
	2 Membership fees received					
	3 Gross investment income					
	4 Net unrelated business income					
	5 Taxes levied for your benefit					
	6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)					
	7 Any revenue not otherwise listed above or in lines 9-12 below (attach an itemized list)	<del>XXXX</del>				
	8 Total of lines 1 through 7					
	9 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)					
	10 Total of lines 8 and 9					
	11 Net gain or loss on sale of capital assets (attach schedule and see instructions)					
	12 Unusual grants					
	13 Total Revenue Add lines 10 through 12	6000	8000			
Expenses	14 Fundraising expenses					
	15 Contributions, gifts, grants, and similar amounts paid out (attach an itemized list)					
	16 Disbursements to or for the benefit of members (attach an itemized list)					
	17 Compensation of officers, directors, and trustees					
	18 Other salaries and wages					
	19 Interest expense					
	20 Occupancy (rent, utilities, etc.)					
	21 Depreciation and depletion					
	22 Professional fees	2500	1000			
	23 Any expense not otherwise classified, such as program services (attach itemized list)	2500 Blockbuster Kmart Sams Costco	7000			
	24 Total Expenses Add lines 14 through 23					

**Part IX Financial Data (Continued)**

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

Year End:

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

**Part X Public Charity Status**

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

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

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

- d Do you or will you record in writing the decision made by each individual who decided or voted on compensation arrangements?  Yes  No
- e Do you or will you approve compensation arrangements based on information about compensation paid by **similarly situated** taxable or tax-exempt organizations for similar services, current compensation surveys compiled by independent firms, or actual written offers from similarly situated organizations? Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation.  Yes  No
- f Do you or will you record in writing both the information on which you relied to base your decision and its source?  Yes  No
- g If you answered "No" to any item on lines 4a through 4f, describe how you set compensation that is **reasonable** for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c.

- 5a Have you adopted a **conflict of interest policy** consistent with the sample conflict of interest policy in Appendix A to the instructions? If "Yes," provide a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," answer lines 5b and 5c.  Yes  No
  - b What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you for setting their own compensation?
  - c What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you regarding business deals with themselves?
- Note:** A conflict of interest policy is recommended though it is not required to obtain exemption. Hospitals, see Schedule C, Section I, line 14.

- 6a Do you or will you compensate any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, or 1c through **non-fixed payments**, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are determined, who is eligible for such arrangements, whether you place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation.  Yes  No
- b Do you or will you compensate any of your employees, other than your officers, directors, trustees, or your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year, through non-fixed payments, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are or will be determined, who is or will be eligible for such arrangements, whether you place or will place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation.  Yes  No

*For ever?*

- 7a Do you or will you purchase any goods, services, or assets from any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such purchase that you made or intend to make, from whom you make or will make such purchases, how the terms are or will be negotiated at **arm's length**, and explain how you determine or will determine that you pay no more than **fair market value**. Attach copies of any written contracts or other agreements relating to such purchases.  Yes  No
- b Do you or will you sell any goods, services, or assets to any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such sales that you made or intend to make, to whom you make or will make such sales, how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you are or will be paid at least fair market value. Attach copies of any written contracts or other agreements relating to such sales.  Yes  No

*? JP work?*

- 8a Do you or will you have any leases, contracts, loans, or other agreements with your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," provide the information requested in lines 8b through 8f.  Yes  No
- b Describe any written or oral arrangements that you made or intend to make.
- c Identify with whom you have or will have such arrangements.
- d Explain how the terms are or will be negotiated at arm's length.
- e Explain how you determine you pay no more than fair market value or you are paid at least fair market value.
- f Attach copies of any signed leases, contracts, loans, or other agreements relating to such arrangements.

*?*

- 9a Do you or will you have any leases, contracts, loans, or other agreements with any organization in which any of your officers, directors, or trustees are also officers, directors, or trustees, or in which any individual officer, director, or trustee owns more than a 35% interest? If "Yes," provide the information requested in lines 9b through 9f.  Yes  No

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

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

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

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

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

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

- 2a** Are any of your officers, directors, or trustees **related** to each other through **family or business relationships**? If "Yes," identify the individuals and explain the relationship.  Yes  No
- b** Do you have a business relationship with any of your officers, directors, or trustees other than through their position as an officer, director, or trustee? If "Yes," identify the individuals and describe the business relationship with each of your officers, directors, or trustees.  Yes  No
- c** Are any of your officers, directors, or trustees related to your highest compensated employees or highest compensated independent contractors listed on lines 1b or 1c through family or business relationships? If "Yes," identify the individuals and explain the relationship.  Yes  No

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

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

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

- a** Do you or will the individuals that approve compensation arrangements follow a conflict of interest policy?  Yes  No
- b** Do you or will you approve compensation arrangements in advance of paying compensation?  Yes  No
- c** Do you or will you document in writing the date and terms of approved compensation arrangements?  Yes  No

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

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

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

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

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

**Part VII Your History**

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

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

**Part VIII Your Specific Activities**

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

- 1 Do you support or oppose candidates in **political campaigns** in any way? If "Yes," explain.  Yes  No
- 2a Do you attempt to **influence legislation**? If "Yes," explain how you attempt to influence legislation and complete line 2b. If "No," go to line 3a.  Yes  No  
*NOT INTENT BUT...*
- b Have you made or are you making an **election** to have your legislative activities measured by expenditures by filing Form 5768? If "Yes," attach a copy of the Form 5768 that was already filed or attach a completed Form 5768 that you are filing with this application. If "No," describe whether your attempts to influence legislation are a substantial part of your activities. Include the time and money spent on your attempts to influence legislation as compared to your total activities.  Yes  No  
*raffle*
- 3a Do you or will you operate bingo or **gaming** activities? If "Yes," describe who conducts them, and list all revenue received or expected to be received and expenses paid or expected to be paid in operating these activities. **Revenue and expenses** should be provided for the time periods specified in Part IX, Financial Data.  Yes  No
- b Do you or will you enter into contracts or other agreements with individuals or organizations to conduct bingo or gaming for you? If "Yes," describe any written or oral arrangements that you made or intend to make, identify with whom you have or will have such arrangements, explain how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you pay no more than fair market value or you will be paid at least fair market value. Attach copies or any written contracts or other agreements relating to such arrangements.  Yes  No
- c List the states and local jurisdictions, including Indian Reservations, in which you conduct or will conduct gaming or bingo.

Part VIII Your Specific Activities (Continued)

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

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

Attach a description of each fundraising program.

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

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

d List all states and local jurisdictions in which you conduct fundraising. For each state or local jurisdiction listed, specify whether you fundraise for your own organization, you fundraise for another organization, or another organization fundraises for you.

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

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

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

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

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

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

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

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

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

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

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

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

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



Part VIII Your Specific Activities (Continued)

11 Do you or will you accept contributions of: real property; conservation easements; closely held securities; intellectual property such as patents, trademarks, and copyrights; works of music or art; licenses; royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type? If "Yes," describe each type of contribution, any conditions imposed by the donor on the contribution, and any agreements with the donor regarding the contribution.  Yes  No

12a Do you or will you operate in a foreign country or countries? If "Yes," answer lines 12b through 12d. If "No," go to line 13a.  Yes  No

- b Name the foreign countries and regions within the countries in which you operate.
c Describe your operations in each country and region in which you operate.
d Describe how your operations in each country and region further your exempt purposes.

13a Do you or will you make grants, loans, or other distributions to organization(s)? If "Yes," answer lines 13b through 13g. If "No," go to line 14a.  Yes  No

NOT FOR A WHILE

- b Describe how your grants, loans, or other distributions to organizations further your exempt purposes.
c Do you have written contracts with each of these organizations? If "Yes," attach a copy of each contract.
d Identify each recipient organization and any relationship between you and the recipient organization.
e Describe the records you keep with respect to the grants, loans, or other distributions you make.
f Describe your selection process, including whether you do any of the following:
(i) Do you require an application form? If "Yes," attach a copy of the form.
(ii) Do you require a grant proposal? If "Yes," describe whether the grant proposal specifies your responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for periodic written reports concerning the use of grant funds, requires a final written report and an accounting of how grant funds were used, and acknowledges your authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused.
g Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of resources.

14a Do you or will you make grants, loans, or other distributions to foreign organizations? If "Yes," answer lines 14b through 14f. If "No," go to line 15.  Yes  No

- b Provide the name of each foreign organization, the country and regions within a country in which each foreign organization operates, and describe any relationship you have with each foreign organization.
c Does any foreign organization listed in line 14b accept contributions earmarked for a specific country or specific organization? If "Yes," list all earmarked organizations or countries.
d Do your contributors know that you have ultimate authority to use contributions made to you at your discretion for purposes consistent with your exempt purposes? If "Yes," describe how you relay this information to contributors.
e Do you or will you make pre-grant inquiries about the recipient organization? If "Yes," describe these inquiries, including whether you inquire about the recipient's financial status, its tax-exempt status under the Internal Revenue Code, its ability to accomplish the purpose for which the resources are provided, and other relevant information.
f Do you or will you use any additional procedures to ensure that your distributions to foreign organizations are used in furtherance of your exempt purposes? If "Yes," describe these procedures, including site visits by your employees or compliance checks by impartial experts, to verify that grant funds are being used appropriately.

foreign state

Part VIII Your Specific Activities (Continued)

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

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

maybe later

**Part X Public Charity Status (Continued)**

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

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

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

For Organization

.....  
(Signature of Officer, Director, Trustee, or other authorized official) (Type or print name of signer) (Date)  
.....  
(Type or print title or authority of signer)

For IRS Use Only

.....  
IRS Director, Exempt Organizations (Date)

- b **Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). 
    - (i) (a) Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. \_\_\_\_\_   
(b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box.
    - (ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**. If the answer is "None," check this box.   
(b) For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box.
- 7 Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual.  Yes  No

**Part XI User Fee Information**

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

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

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

**Please  
Sign  
Here**

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

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

.....  
(Date)

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

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

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

## **Malama na Honu Foundation**

**Name of Organization:** Malama Na Honu Foundation

**Mission Statement:** To protect Hawaiian sea turtles through education, public awareness and conservation, in the Spirit of Aloha

**Goals and Objectives:**

Through education, heighten community and visitor awareness of the Hawaiian sea turtles' ongoing need for protection as established in the 1978 Endangered Species Act

- Provide protection for the Honu
- Maintain close cooperation with NOAA in continued conservation of Hawaiian sea turtles
- Raise funds to carry out the Foundation's mission
- 
- Promote lifetime conservation and volunteerism for Hawaiian sea turtles

**General Strategies:**

- Encourage proper public viewing of Hawaiian sea turtles
- Monitor changes in the population of (basking) Hawaiian sea turtles
- Evaluate expansion of Honu Guardian sites
- Educate Hawaii's keiki about the Honu
- Evaluate fundraising alternatives, then carry them out
- Actively seek out educational opportunities through various media channels

### Action Steps:

- Provide daytime educational outreach volunteers at Honu Guardian site(s)
- Maintain a log of daily turtle baskers in partnership with NOAA's Marine Turtle Research Program
- Make presentations to schools, service clubs, military bases, corporations and religious organizations
- Invite school groups, service clubs, troops, corporations and religious organizations to our site(s) to encourage assisting the organization in carrying out its mission
- Possibly create "Adopt a Turtle" keiki programs at schools
- Produce quality informational Honu materials for educational presentations, beachgoers and fundraising
- Create a Malama Na Honu website about its mission and Hawaiian sea turtles
- Develop safe, secure ways to handle funds raised
- Carry out various fundraising activities to solicit donations
- Possibly maintain a beach kiosk to promote the program and to sell turtle promotion items (i.e., turtle books, pictures, children story turtle puppets)