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Short Form Return of Organization Exempt From Income Tax

2010

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

▶ Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions). All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form.

▶ *The organization may have to use a copy of this return to satisfy state reporting requirements.*

A For the 2010 calendar year, or tax year beginning 6/1/2010, and ending 5/31/2011

B Check if applicable:
 Address change
 Name change
 Initial return
 Terminated
 Amended return
 Application pending

C Name of organization
CONSTRUCTION WRITERS ASSOCIATION

Number and street (or P O box, if mail is not delivered to street address) Room/suite
2470 N CLARK ST. 901

City or town state or country ZIP + 4
CHICAGO IL 60614

D Employer identification number
52-1757208

E Telephone number

F Group Exemption Number ▶

G Accounting Method Cash Accrual Other (specify) ▶

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

I Website: ▶

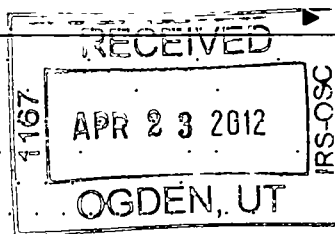
J Tax-exempt status (check only one) — 501(c)(3) 501(c) () ◀ (insert no) 4947(a)(1) or 527

K Check if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$ 50,506

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
 Check if the organization used Schedule O to respond to any question in this Part I

	Description		Amount
Revenue	1 Contributions, gifts, grants, and similar amounts received	1	
	2 Program service revenue including government fees and contracts	2	36,146
	3 Membership dues and assessments	3	14,320
	4 Investment income	4	40
	5a Gross amount from sale of assets other than inventory	5a	
	b Less: cost or other basis and sales expenses	5b	
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	0
	6 Gaming and fundraising events		
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
c Less direct expenses from gaming and fundraising events	6c		
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	0	
Expenses	7a Gross sales of inventory, less returns and allowances	7a	
	b Less: cost of goods sold	7b	
	c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	0
	8 Other revenue (describe in Schedule O)	8	
	9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	50,506
	10 Grants and similar amounts paid (list in Schedule O)	10	2,000
	11 Benefits paid to or for members	11	
Net Assets	12 Salaries, other compensation, and employee benefits	12	
	13 Professional fees and other payments to independent contractors	13	21,870
	14 Occupancy, rent, utilities, and maintenance	14	
	15 Printing, publications, postage, and shipping	15	6,962
	16 Other expenses (describe in Schedule O)	16	26,400
	17 Total expenses. Add lines 10 through 16	17	57,232
	18 Excess or (deficit) for the year (Subtract line 17 from line 9)	18	-6,726
19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	32,171	
20 Other changes in net assets or fund balances (explain in Schedule O)	20		
21 Net assets or fund balances at end of year. Combine lines 18 through 20	21	25,445	



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Part V Other Information (Note the statement requirements in the instructions for Part V.)

Check if the organization used Schedule O to respond to any question in this Part V

		Yes	No
33	Did the organization engage in any activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O.		X
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions).		X
35	If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, explain in Schedule O why the organization did not report the income on Form 990-T		
35a	a Did the organization have unrelated business gross income of \$1,000 or more or was it a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements?		X
35b	b If "Yes," has it filed a tax return on Form 990-T for this year (see instructions)?		X
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N.		X
37a	a Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a		
37b	b Did the organization file Form 1120-POL for this year?		X
38a	a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		X
38b	b If "Yes," complete Schedule L, Part II and enter the total amount involved		
39	Section 501(c)(7) organizations Enter:		
39a	a Initiation fees and capital contributions included on line 9		
39b	b Gross receipts, included on line 9, for public use of club facilities		
40a	a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ _____; section 4912 ▶ _____; section 4955 ▶ _____		
40b	b Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I.		X
40c	c Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ _____		
40d	d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ _____		
40e	e All organizations At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T		X
41	List the states with which a copy of this return is filed. ▶ _____		
42a	a The organization's books are in care of ▶ <u>DEBORAH HODGES</u> Telephone no ▶ _____ Located at ▶ <u>2470 N CLARK ST. #901</u> City <u>CHICAGO</u> ST <u>IL</u> ZIP + 4 ▶ <u>60614</u>		
42b	b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: ▶ _____ See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.	Yes	No
42c	c At any time during the calendar year, did the organization maintain an office outside of the U S ? If "Yes," enter the name of the foreign country: ▶ _____		X
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041—Check here <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43		
44a	a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ.		X
44b	b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ.		X
44c	c Did the organization receive any payments for indoor tanning services during the year?		X
44d	d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		

	Yes	No
45 Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)?		X
a Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ		
45a		X
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
46		X

Part VI Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only. All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.
 Check if the organization used Schedule O to respond to any question in this Part VI

	Yes	No
47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II		X
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
49 a Did the organization make any transfers to an exempt non-charitable related organization?		X
b If "Yes," was the related organization a section 527 organization?		
49b		

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None"

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
Name None Str City ST ZIP	Title Hr/WK 00			
Name Str City ST ZIP	Title Hr/WK 00			
Name Str City ST ZIP	Title Hr/WK 00			
Name Str City ST ZIP	Title Hr/WK 00			
Name Str City ST ZIP	Title Hr/WK 00			

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
Name None Str City ST ZIP		
Name Str City ST ZIP		
Name Str City ST ZIP		
Name Str City ST ZIP		
Name Str City ST ZIP		

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A. Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here
 Signature of officer: *Debra J. Hodges* Date: 4/17/2012
 Type or print name and title: Executive Director

Paid Preparer's Use Only	Pnnt/Type preparer's name GARY LANGE <i>Gary Lange</i>	Preparer's signature	Date 4/15/2012	Check if self-employed <input checked="" type="checkbox"/>	PTIN P00391355
	Firm's name RONALD M. ARNOLD TAX & ACCOUNTING	Firm's EIN 20-5980046			Phone no
	Firm's address P O BOX 96 CRETE, IL 60417				

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Part I, Line 16 (990-EZ) - Other Expenses

26,400

1	Travel	1	
2	Meals and entertainment	2	
3	Fundraising	3	
4	Amortization	4	0
5	Conferences, conventions, and meetings	5	
6	Depreciation	6	0
7	Depletion	7	
8	Equipment rental and maintenance	8	
9	Interest	9	
10	Supplies	10	
11	Telephone	11	
12	Unrelated business income taxes	12	0
13	WORLD OF CONCRETE	13	2,092
14	FALL MEETING	14	15,443
15	COMMUNICATIONS EXPENSE	15	2,259
16	WEBSITE MAINTENANCE	16	3,746
17	ADMINISTRATIVE EXPENSE	17	1,450
18	INSURANCE	18	1,410
19		19	
20		20	
21		21	
22		22	
23		23	
24		24	
25		25	
26		26	
27		27	
28		28	

**Construction Writers Association
2010-2011 Form 990-EZ Return of Organization Exempt from Income Tax
Additional Information-Page 1**

Part III –Statement of Program Service Accomplishments

Primary Purpose- The Construction Writers Association (CWA) is a non-profit, non-partisan, international organization that provides a forum for communications professionals in all segments of the construction industry to connect with other professionals and enhance skills through education.

The Annual Conference, *Embracing the New Normal*, focused on industry trends, construction projects, professional development, and education. CWA hosts a networking event at the World of Concrete (WOC) Conference for members and recruiting members. CWA recognizes journalists, public relations, marketing, photography, and communications professionals and/or their organizations within the construction writing industry with its numerous awards.

Part III-Line #30- Statement of Program Service Accomplishments – Other Program Services

We have highlighted six (6) new initiatives for the period of 2009-2010, they are

1) Integrated Marketing Communications Program- CWA fully integrated its marketing communications plan offering a more current and professional appearance, integrated its offerings, identify and differentiate itself, and recruit members to its association through press releases, email blasts, on-line news, surveys, quarterly e-zine, and other communications are sent electronically to a broader market to build the association and offer greater value to its members. Social media was explored and added to its channel of communications.

2) Career Center-JobTarget- An on-line career center continues to offer a full on-line management program that offers employers the ability to post jobs, search on-line resumes and purchase them, and manage their company accounts. Members can set-up job alerts to have job opportunities sent directly to them, post their resumes, and search for jobs posted to the website. Users can set-up a member account to manage information and tailor it to their needs. All members' resumes are highlighted with a CWA member logo to identify their membership and assist in their career search. Members may post their resume for no-charge. Employers can post their opening for a fee.

3) CWA eXchange-CWA provided an on-line quarterly e-zine, *CWA eXchange*, to provide news, information on its members, its activities, and industry events. The e-zine permits greater communication with its members, offers feature stories by its members, and it is available on the website. A mailing list feature is provided to refer to prospective members and to share communication with industry colleagues. This is a no cost member benefit.

4) Awards Programs-Enhanced marketing of the association's eight awards programs was implemented to recognize industry professionals, increase participation in CWA, and increase awareness to the general public. Designer e-marketing emails were sent regularly to members to inform them of the awards programs available to them as a members benefit and to provide additional recognition of their industry contributions. Awards programs are open to members only.

5) Website- CWA maintained its website, www.constructionwriters.org and its resources to its members regarding current industry news about the construction industry. More electronic communications, press releases, the on-line career center, Job Target, and an e-zine provide robust information to the association's members and website. Marketwire, on-line press service, provides a continuous news feed on CWA's website which is fully accessible benefit at no charge to visitors to the CWA website.

6) Strategic Plan-Vision 2014- Activities to support the strategic plan, Vision 2014, continued to advance the association's mission and continue its success of over 50 years. Over 20 committees focused on supporting the key initiatives of membership, leadership, resources, credibility, and stability. A formal brochure of the new strategic plan is sent to each new member when joining the association with their new membership package.

Meetings and Events: CWA held its annual conference, *Embracing the New Normal*, on October 25-26, 2010 at the Hilton Suites Chicago-Magnificent Mile. The conference explored "Embracing the New Normal" and featured presentations on key issues affecting the construction industry, discussions on social media, significant building construction, multiple editors roundtables on hot topics, and a tour of Chicago's new \$1 billion Children's Memorial Hospital scheduled for completion in 2011. Approximately 76 guests attended the two-day conference and construction tour.

**Construction Writers Association
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Additional Information-Page 2**

Distinguished guest speakers included:

- Keynote Speaker - Nate Clark, Construction and Forestry director of public affairs, John Deere Power Systems Federal Economic and Environmental Policy Update
- Toby Mack, President and CEO, Associated Equipment Distributors Transportation and Highway Bill Outlook
- Ed Sullivan, Chief Economist, Portland Cement Association Construction Outlook

The conference also included a session on top some of the industry's most complex construction projects involving national and international projects such as an in-depth look at "Reviving Wacker Drive," the reconstruction of Chicago's historic double-decker roadway

The conference included a Grand Awards Dinner honoring this year's Silver Hard Hat, Hall of Fame, Journalism, Photography, Marketing Communications, Website and Electronic Communications, and Build a Future Scholarship award winners—about 20 awards were presented to the winners at the awards dinner.

World of Concrete (WOC) -A reception social event was held with about 100 members and prospects who attended the WOC 2011 Show This is an opportunity to promote CWA to new members and provide a benefit to current CWA members who attend this event WOC attendees and CWA members are invited to attend the reception for no charge

Part IV – List of Officers, Directors, Trustees, and Key Employees

A)Name	(B) Title/Average Hours per week	(C) Compensation	(D) Contributions (If not paid, enter -0-)	(E) Expense Account & Allowances
Deborah Hodges, Executive Director	(16-20 hours) per week)	\$22,995 yr	0	0
Board of Directors				
Tracie Christie	President- 2 hrs/wk	0	0	0
Bill Wilson	1 st VP-1 hr/wk	0	0	0
Marc Ramsey	2 nd VP-1 hr/wk	0	0	0
Susan Garntano	Immed. Past President 1hr/m	0	0	0
Patti Flesher	Director 1 hr/wk	0	0	0
Joanne Costin	Director 1 hr/wk	0	0	0
Rolf Fuessler	Director 1 hr/wk	0	0	0
Tina Grady-Barbaccia	Director 1 hr/wk	0	0	0
Ryan Johnson	Director 1 hr/wk	0	0	0
Jeri Lamerton	Director 1 hr/wk	0	0	0
Kim Phelan	Director 1 hr/wk	0	0	0
Jay Schneider	Director 1 hr/wk	0	0	0
Rod Sutton	Director-1hr /wk	0	0	0
Tudor Van Hampton	Director 1 hr/wk	0	0	0

Business address for the board of directors and its operations is CWA P O Box 14784 Chicago, IL 60614.



Construction Writers Association

Connecting the Construction Industry

Build A Future Scholarship Winner

2010

Leilani Romo, DePaul University

In 2010, the third *Build A Future Scholarship* was awarded to Leilani Romo, a rising junior at DePaul University in Chicago, IL, was selected for the CWA scholarship for her outstanding skills, aptitude, and motivation in the fields of journalism, communications, and public relations. Her major is Public Relations with a minor in Art History and holds a 3.9 GPA. Her expected year of graduation is 2012.

Application for Extension of Time To File an Exempt Organization Return

OMB No 1545-1709

▶ **File a separate application for each return.**

- If you are filing for an **Automatic 3-Month Extension**, complete only **Part I** and check this box
 - If you are filing for an **Additional (Not Automatic) 3-Month Extension**, complete only **Part II** (on page 2 of this form)
- Do not complete Part II unless** you have already been granted an automatic 3-month extension on a previously filed Form 8868

Electronic filing (e-file). You can electronically file Form 8868 if you need a 3-month automatic extension of time to file (6 months for a corporation required to file Form 990-T), or an additional (not automatic) 3-month extension of time. You can electronically file Form 8868 to request an extension of time to file any of the forms listed in Part I or Part II with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, which must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/efile and click on *e-file for Charities & Nonprofits*.

Part I Automatic 3-Month Extension of Time. Only submit original (no copies needed)

A corporation required to file Form 990-T and requesting an automatic 6-month extension—check this box and complete Part I only

All other corporations (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization CONSTRUCTION WRITERS ASSOCIATION	Employer identification number 52-1757208
File by the due date for filing your return. See instructions	Number, street, and room or suite no. If a P O box, see instructions 2470 N. CLARK ST # 901	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions CHICAGO IL 60614	

Enter the Return code for the return that this application is for (file a separate application for each return)

Application Is For	Return Code	Application Is For	Return Code
Form 990	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 990-EZ	03	Form 4720	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

- The books are in the care of ▶ DEBORAH HODGES
- Telephone No. ▶ _____ FAX No. ▶ _____
- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____ If this is for the whole group, check this box If it is for part of the group, check this box and attach a list with the names and EINs of all members the extension is for.

1 I request an automatic 3-month (6 months for a corporation required to file Form 990-T) extension of time until 1/15/2012, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

▶ calendar year _____ or

▶ tax year beginning 6/1/2010, and ending 5/31/2011

2 If the tax year entered in line 1 is for less than 12 months, check reason Initial return Final return Change in accounting period

3a If this application is for Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	
b If this application is for Form 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit	3b	\$	
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0

Caution. If you are going to make an electronic fund withdrawal with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

- If you are filing for an **Additional (Not Automatic) 3-Month Extension**, complete only **Part II** and check this box **X**
- Note.** Only complete Part II if you have already been granted an automatic 3-month extension on a previously filed Form 8868
- If you are filing for an **Automatic 3-Month Extension**, complete only **Part I** (on page 1).

Part II Additional (Not Automatic) 3-Month Extension of Time. Only file the original (no copies needed)

File by the extended due date for filing your return See instructions	Name of exempt organization	Employer identification number
	CONSTRUCTION WRITERS ASSOCIATION	52-1757208
	Number, street, and room or suite no If a P O box, see instructions	
	2470 N. CLARK ST.	
	City, town or post office, state, and ZIP code For a foreign address, see instructions	
	CHICAGO	IL 60614

Enter the Return code for the return that this application is for (file a separate application for each return) 03

Application Is For	Return Code	Application Is For	Return Code
Form 990	01		
Form 990-BL	02	Form 1041-A	08
Form 990-EZ	03	Form 4720	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

STOP! Do not complete Part II if you were not already granted an automatic 3-month extension on a previously filed Form 8868.

- The books are in the care of DEBORAH HODGES
 Telephone No. FAX No.
- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____ If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and EINs of all members the extension is for.

4 I request an additional 3-month extension of time until 4/17/2012

5 For calendar year _____, or other tax year beginning 6/1/2010, and ending 5/31/2011

6 If the tax year entered in line 5 is for less than 12 months, check reason: Initial return Final return
 Change in accounting period

X7 State in detail why you need the extension Information from a third party was needed for the return.

8a If this application is for Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions	8a	\$
b If this application is for Form 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit and any amount paid previously with Form 8868.	8b	\$
c Balance due. Subtract line 8b from line 8a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System) See instructions	8c	\$ 0

Signature and Verification

Under penalties of perjury, I declare that I have examined this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete, and that I am authorized to prepare this form

Signature Deborah Hodges Title Executive Director Date 1/15/2012