

**Form 990 Questionnaire
For All Organizations**

Yes No N/A

Core Form Heading & Pt I Summary

1. The organization mission or most significant activities that you wish to highlight this year: _____

2. Total number of volunteers this year (estimate if necessary): _____

Part III. Program Services

1. Did the organization undertake any significant program services during the year which were not listed on a prior Form 990 or 990EZ? ___ ___ ___

2. Did the organization cease conducting or make significant changes in how it conducts any program services? ___ ___ ___

Part IV. Checklist of Other Schedules

1. Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? ___ ___ ___

2. Does the organization maintain any donor advised funds or any accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? ___ ___ ___

	Yes	No	N/A
3. Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures?	___	___	___
4. Did the organization maintain collections of art, historical treasures, or other similar assets?	___	___	___
5. Did the organization provide credit counseling, debt management, credit repair or debt negotiation services, have escrow account liabilities or serve as a custodian?	___	___	___
6. Did the organization hold assets in term, permanent or quasi-endowments?	___	___	___
7. Did the organization maintain an office, employees or agents outside of the U.S.?	___	___	___
8. Did the organization have aggregate revenues or expenses of more than \$10,000 from grant-making, fundraising, business, and program service activities outside the U.S. this year?	___	___	___
9. Did the organization make more than \$5,000 of grants or assistance to any organization or entity located outside the U.S. this year?	___	___	___
10. Did the organization make more than \$5,000 of aggregate grants or assistance to individuals located outside of the U.S. this year?	___	___	___
11. Did the organization pay fees of over \$15,000 to professional fundraisers?	___	___	___
12. Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, and that was issued after 12/31/02?	___	___	___

- | | Yes | No | N/A |
|--|-----|-----|-----|
| 13. Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee or disqualified person outstanding as of the end of the organization's tax year? A disqualified person is any person who was in a position to exercise substantial influence over the affairs of the organization at any time during a 5 year period ending on the date of the transaction. A disqualified person includes 1) a disqualified person's family member and 2) another entity at least 35 percent controlled by a disqualified person. | ___ | ___ | ___ |
| 14. Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor, or to a person related to such an individual? | ___ | ___ | ___ |
| 15. During the tax year, did any person who is a current or former officer, director, trustee or key employee: | | | |
| a. Have a direct business relationship with the organization or an indirect business relationship through ownership of another entity? | ___ | ___ | ___ |
| b. Have a family member who had a direct or indirect business relationship with the organization? | ___ | ___ | ___ |
| c. Serve as an officer, director, trustee, key employee, partner, or member of an entity (or a shareholder of a professional corporation) doing business with the organization? | ___ | ___ | ___ |
| 16. Did the organization receive more than \$25,000 in non-cash contributions? | ___ | ___ | ___ |
| 17. Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? | ___ | ___ | ___ |
| 18. Did the organization sell, exchange, dispose of or transfer more than 25 percent of its net assets or undergo a substantial contraction? | ___ | ___ | ___ |

- | | Yes | No | N/A |
|--|-----|-----|-----|
| 19. Did the organization own 100 percent of another entity? | ___ | ___ | ___ |
| 20. Was the organization related to any other tax-exempt or taxable entity? | ___ | ___ | ___ |
| 21. Did the organization conduct more than 5 percent of its exempt activities through an entity that is not a related organization and that is taxed as a partnership? | ___ | ___ | ___ |

Part V, Other IRS Filings and Tax Compliance

- | | | | |
|--|-----|-----|-----|
| 1. Did the organization file any Forms 1096 <i>Annual Summary and Transmittal of US Information Returns</i> for the calendar year ending with or within the year covered by this return? | ___ | ___ | ___ |
| If so, enter the total number reported in Box 3 of all Forms 1096 filed: _____ | | | |
| How many of these were for Form W2-G <i>Gambling Winnings</i> : _____ | | | |
| 2. Did the organization comply with backup with-holding rules for reportable payments to vendors and reportable gaming winnings to prize winners (generally required for vendors or winners who do not complete Form W-9 to provide their tax identification number)? | ___ | ___ | ___ |
| 3. What was the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements filed for the calendar year ending with or within the year covered by this return? _____ | | | |
| If the answer is at least one, did the organization file all required federal employment tax returns? | ___ | ___ | ___ |
| 4. During this year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country? Note: Includes ownership of any interest in an offshore hedge fund or private equity investment regardless of the ownership percentage. | ___ | ___ | ___ |

	Yes	No	N/A
5. Was the organization required to file Form 8886-T <i>Disclosure by Tax-Exempt Entity Regarding Prohibited Tax Shelter Transaction?</i>	___	___	___
6. Did the organization solicit any contributions that were not tax deductible?	___	___	___
a. If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	___	___	___
7. <i>Organizations that may receive deductible charitable contributions only:</i> Did the organization provide goods or services in exchange for any contribution of \$75 or more?	___	___	___
a. If "yes" did the organization notify the donor of the value of the goods or services provided?	___	___	___
b. Did the organization sell, exchange, or otherwise dispose of tangible personal property which was received by donation within 3 years of the disposal?	___	___	___
c. If so, how many Forms 8282 <i>Donee Information Return for Sale, Exchange or Other Disposition of Donated Property</i> were filed during the year? _____			
d. Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract (i.e. any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor other than a charitable organization)?	___	___	___
e. Did the organization, during the year, pay any premiums, directly or indirectly, on a personal benefit contract?	___	___	___

- | | Yes | No | N/A |
|---|-----|-----|-----|
| f. For all contributions of qualified intellectual property received (i.e. patent, copyright, trademark, trade name, software, etc. or applications or registrations of such property) did the organization file Form 8899 as required? | ___ | ___ | ___ |
| g. For contributions of cars, boats, airplanes and other vehicles, did the organization file Form 1098-C as required? | ___ | ___ | ___ |
| 8. Does the organization maintain donor advised funds? | ___ | ___ | ___ |

Part VI, Governance, Management & Disclosure

Governing Body and Management

1. Number of voting members of the board or other governing body: _____
2. Number of independent voting members of the board or other governing body: _____

Note: in order to be independent all four of the following must apply at all times during the year: the member must 1) not be compensated as an officer or other employee of the organization or any related organization; 2) not receive total compensation or other payments exceeding \$10,000 from the organization or related organization as an independent contractor other than for expense reimbursements or reasonable compensation as a board member; 3) not receive directly or indirectly material financial benefits from the organization or a related organization; AND 4) not have any family members that received compensation or other material financial benefits from the organization or related organizations.

- | | Yes | No | N/A |
|--|-----|-----|-----|
| 3. Did any officer, director, trustee or key employee have a family relationship or a business relationship with any other officer, director, trustee or key employee? | ___ | ___ | ___ |
| 4. Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person? | ___ | ___ | ___ |
| 5. Did the organization make any significant changes to its organizational documents since the prior Form 990 was filed? | ___ | ___ | ___ |
| 6. Did the organization become aware during the year of a material diversion of the organization's assets? | ___ | ___ | ___ |
| 7. Does the organization have members or stockholders? | ___ | ___ | ___ |
| Note: Answer yes if the organization is organized as a stock corporation, a joint-stock company, a partnership, a joint venture, or a limited liability company. | | | |
| a. Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body? | ___ | ___ | ___ |
| b. Are any decisions of the governing body subject to approval by members, stockholders or other persons? | ___ | ___ | ___ |
| 8. Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: | | | |
| a. The board or other governing body? | ___ | ___ | ___ |
| b. Each committee with authority to act on behalf of the governing body? | ___ | ___ | ___ |
| 9. Does the organization have local chapters, branches or affiliates? | ___ | ___ | ___ |

- | | Yes | No | N/A |
|---|-----|-----|-----|
| a. If yes, does the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with those of the organization? | ___ | ___ | ___ |
| 10. Will a copy of the final Form 990 be provided to all voting members of the organization's governing body before it is filed? | ___ | ___ | ___ |
| a. Describe the process, if any, the organization uses to review the Form 990: | | | |
| _____ | | | |
| _____ | | | |
| 11. Is there any officer, director or trustee, or key employee who cannot be reached at the organization's mailing address? | ___ | ___ | ___ |
| a. If yes, provide the names and addresses. | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |

Policies

- | | | | |
|--|-----|-----|-----|
| 12. Does the organization have a <u>written conflict of interest policy</u> ? | ___ | ___ | ___ |
| a. If yes, are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts? | ___ | ___ | ___ |
| b. Does the organization regularly and consistently monitor and enforce compliance with the policy? | ___ | ___ | ___ |
| c. If yes, describe how this is done. | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |

	Yes	No	N/A
13. Does the organization have a written whistleblower policy?	—	—	—
14. Does the organization have a written document retention and destruction policy?	—	—	—
15. Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision:			
a. The organization's CEO, Executive Director, or top management official?	—	—	—
b. Other officers or key employees of the organization?	—	—	—
c. Describe the process:			

16. Did the organization invest in, contribute assets to or participate in a joint venture or similar arrangement with a taxable entity during the year?	—	—	—
a. If yes, has the organization adopted a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable Federal tax law, and taken steps to safeguard the organization's exempt status with respect to such arrangements?	—	—	—

Disclosure

Yes No N/A

17. How do you make your Form 1023 or 1024, 990 and 990-T (501(c)(3)s only) available for public inspection (check all that apply):

___ ___ ___

Your own website _____

Another's website _____

Upon request _____

18. Do you make the organization governing documents, conflict of interest policy, and financial statements available to the public?

___ ___ ___

If yes, how do you do so?

Part XI, Financial Statements & Reporting

1. Does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?

___ ___ ___

2. As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?

___ ___ ___

3. If "yes", did the organization undergo the required audit or audits?

___ ___ ___

Other Information

Small tax-exempt organizations whose gross receipts are normally \$25,000 or less may be required to electronically submit Form 990-N (also known as the e-Postcard) for tax years beginning anytime from 1/1/07 & thereafter. The first ones for calendar year 2007 are due by 5/15/08. Failure to file for three consecutive years will result in loss of exemption. Do you have any related entities or affiliates to whom this would apply?

___ ___ ___