

Form 1023 Checklist

(Revised June 2006)

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

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

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

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

- ☒ An exact copy of your complete articles of organization (creating document). Absence of the proper purpose and dissolution clauses is the number one reason for delays in the issuance of determination letters.
- Location of Purpose Clause from Part III, line 1 (Page, Article and Paragraph Number) [Pg 1, Article 3, Par 1](#)
 - Location of Dissolution Clause from Part III, line 2b or 2c (Page, Article and Paragraph Number) or by operation of state law [Pg 2, Article 6, Par 2](#)
- ☒ Signature of an officer, director, trustee, or other official who is authorized to sign the application.
- Signature at Part XI of Form 1023.
- ☒ Your name on the application must be the same as your legal name as it appears in your articles of organization.

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

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

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

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



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

OMB No. 1545-0056

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

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

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

Part I Identification of Applicant

1 Full name of organization (exactly as it appears in your organizing document)		2 c/o Name (if applicable)
Television, Internet, & Video Association of DC, Inc.		
3 Mailing address (Number and street) (see instructions)	Room/Suite	4 Employer Identification Number (EIN)
906 D Street NE		11-3814899
City or town, state or country, and ZIP + 4		5 Month the annual accounting period ends (01 - 12)
Washington, DC 20002-6128		12
6 Primary contact (officer, director, trustee, or authorized representative)		b Phone: 410-675-0591
a Name: Jacqueline Greff, Treasurer - Board of Directors		c Fax: (optional) 410-675-6818
7 Are you represented by an authorized representative, such as an attorney or accountant? If "Yes," provide the authorized representative's name, and the name and address of the authorized representative's firm. Include a completed Form 2848, <i>Power of Attorney and Declaration of Representative</i> , with your application if you would like us to communicate with your representative.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8 Was a person who is not one of your officers, directors, trustees, employees, or an authorized representative listed in line 7, paid, or promised payment, to help plan, manage, or advise you about the structure or activities of your organization, or about your financial or tax matters? If "Yes," provide the person's name, the name and address of the person's firm, the amounts paid or promised to be paid, and describe that person's role.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9a Organization's website: www.TIVADC.org		
b Organization's email: (optional) info@TIVADC.org		
10 Certain organizations are not required to file an information return (Form 990 or Form 990-EZ). If you are granted tax-exemption, are you claiming to be excused from filing Form 990 or Form 990-EZ? If "Yes," explain. See the instructions for a description of organizations not required to file Form 990 or Form 990-EZ.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11 Date incorporated if a corporation, or formed, if other than a corporation. (MM/DD/YYYY)		06 / 08 / 2007
12 Were you formed under the laws of a foreign country ? If "Yes," state the country.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Part II Organizational Structure

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

- 1** Are you a **corporation**? If "Yes," attach a copy of your articles of incorporation showing **certification of filing** with the appropriate state agency. Include copies of any amendments to your articles and be sure they also show state filing certification. ☒ **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): Page 1, THIRD article, Para. 1 ☒
- 2a** Section 501(c)(3) requires that upon dissolution of your organization, your remaining assets must be used exclusively for exempt purposes, such as charitable, religious, educational, and/or scientific purposes. Check the box on line 2a to confirm that your organizing document meets this requirement by express provision for the distribution of assets upon dissolution. If you rely on state law for your dissolution provision, do not check the box on line 2a and go to line 2c. ☒
- 2b** If you checked the box on line 2a, specify the location of your dissolution clause (Page, Article, and Paragraph). Do not complete line 2c if you checked box 2a. Page 2, SIXTH article, Para. 2
- 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)
See Attachment			

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)
No employees will receive			
>\$50,000 per year.			

- 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)
No contractors will receive			
>\$50,000 per year.			

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)

- 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**

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

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

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

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

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

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

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

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

Part VII Your History

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

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

Part VIII Your Specific Activities

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

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

Part VIII Your Specific Activities (Continued)

- 4a** Do you or will you undertake **fundraising**? If "Yes," check all the fundraising programs you do or will conduct. (See instructions.) ☒ **Yes** ☐ **No**
- | | |
|---|---|
| <input checked="" type="checkbox"/> mail solicitations | <input checked="" type="checkbox"/> phone solicitations |
| <input checked="" type="checkbox"/> email solicitations | <input checked="" type="checkbox"/> accept donations on your website |
| <input checked="" type="checkbox"/> personal solicitations | <input checked="" type="checkbox"/> receive donations from another organization's website |
| <input type="checkbox"/> vehicle, boat, plane, or similar donations | <input checked="" type="checkbox"/> government grant solicitations |
| <input checked="" type="checkbox"/> foundation grant solicitations | <input type="checkbox"/> 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.
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- 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.
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- 8** Do you or will you enter into **joint ventures**, including partnerships or **limited liability companies** treated as partnerships, in which you share profits and losses with partners other than section 501(c)(3) organizations? If "Yes," describe the activities of these joint ventures in which you participate. ☐ **Yes** ☒ **No**
-
- 9a** Are you applying for exemption as a childcare organization under section 501(k)? If "Yes," answer lines 9b through 9d. If "No," go to line 10. ☐ **Yes** ☒ **No**
- b** Do you provide child care so that parents or caretakers of children you care for can be **gainfully employed** (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☐ **No**
- c** Of the children for whom you provide child care, are 85% or more of them cared for by you to enable their parents or caretakers to be gainfully employed (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☐ **No**
- d** Are your services available to the general public? If "No," describe the specific group of people for whom your activities are available. Also, see the instructions and explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☐ **No**
-
- 10** Do you or will you publish, own, or have rights in music, literature, tapes, artworks, choreography, scientific discoveries, or other **intellectual property**? If "Yes," explain. Describe who owns or will own any copyrights, patents, or trademarks, whether fees are or will be charged, how the fees are determined, and how any items are or will be produced, distributed, and marketed. ☐ **Yes** ☒ **No**

Part VIII Your Specific Activities (Continued)

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

Part VIII Your Specific Activities *(Continued)*

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

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

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		Current tax year	3 prior tax years or 2 succeeding tax years				(e) Provide Total for (a) through (d)
		(a) From <u>1/1/09</u> To <u>12/31/09</u>	(b) From <u>1/1/08</u> To <u>12/31/08</u>	(c) From <u>6/8/07</u> To <u>12/31/07</u>	(d) From <u>1/1/10</u> To <u>12/31/10</u>		
Revenues	1 Gifts, grants, and contributions received (do not include unusual grants)	7,000	9,800	0	10,000	26,800	
	2 Membership fees received	20,000	20,480	7,657	22,000	70,137	
	3 Gross investment income	0	0	0		0	
	4 Net unrelated business income	645	1,328	0	1,500	3,473	
	5 Taxes levied for your benefit	0	0	0		0	
	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)	0	0	0		0	
	7 Any revenue not otherwise listed above or in lines 9–12 below (attach an itemized list)	0	135	245	150	530	
	8 Total of lines 1 through 7	27,645	31,743	7,902	33,650	100,940	
	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)	47,267	52,044	34,950	55,000	189,261	
	10 Total of lines 8 and 9	74,912	83,787	42,852	88,650	290,201	
	11 Net gain or loss on sale of capital assets (attach schedule and see instructions)	0	0	0		0	
	12 Unusual grants	0	0	0		0	
	13 Total Revenue Add lines 10 through 12	74,912	83,787	42,852		290,201	
Expenses	14 Fundraising expenses	636	450	0	500		
	15 Contributions, gifts, grants, and similar amounts paid out (attach an itemized list)	830	947	0	900		
	16 Disbursements to or for the benefit of members (attach an itemized list)	0	0	0			
	17 Compensation of officers, directors, and trustees	0	0	0			
	18 Other salaries and wages	0	0	0			
	19 Interest expense	0	0	0			
	20 Occupancy (rent, utilities, etc.)	0	0	0			
	21 Depreciation and depletion	0	0	0			
	22 Professional fees	18,700	17,189	360	19,000		
	23 Any expense not otherwise classified, such as program services (attach itemized list)	67,800	66,886	19,389	68,000		
	24 Total Expenses Add lines 14 through 23	87,966	85,472	19,749	88,400		

Part IX Financial Data (Continued)**B. Balance Sheet (for your most recently completed tax year)**Year End: **2008**

Assets		(Whole dollars)
1	Cash	25,110
2	Accounts receivable, net	92
3	Inventories	0
4	Bonds and notes receivable (attach an itemized list)	0
5	Corporate stocks (attach an itemized list)	0
6	Loans receivable (attach an itemized list)	1,069
7	Other investments (attach an itemized list)	0
8	Depreciable and depletable assets (attach an itemized list)	0
9	Land	0
10	Other assets (attach an itemized list)	0
11	Total Assets (add lines 1 through 10)	26,270
Liabilities		
12	Accounts payable	0
13	Contributions, gifts, grants, etc. payable	0
14	Mortgages and notes payable (attach an itemized list)	0
15	Other liabilities (attach an itemized list)	0
16	Total Liabilities (add lines 12 through 15)	0
Fund Balances or Net Assets		
17	Total fund balances or net assets	26,270
18	Total Liabilities and Fund Balances or Net Assets (add lines 16 and 17)	26,270
19	Have there been any substantial changes in your assets or liabilities since the end of the period shown above? If "Yes," explain. <input checked="" type="checkbox"/> Yes <input 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. ☐ Yes ☒ No
If you are unsure, see the instructions.

b As a private foundation, section 508(e) requires special provisions in your organizing document in addition to those that apply to all organizations described in section 501(c)(3). Check the box to confirm that your organizing document meets this requirement, whether by express provision or by reliance on operation of state law. Attach a statement that describes specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document or by operation of state law. See the instructions, including Appendix B, for information about the special provisions that need to be contained in your organizing document. Go to line 2. ☐

2 Are you a private operating foundation? To be a private operating foundation you must engage directly in the active conduct of charitable, religious, educational, and similar activities, as opposed to indirectly carrying out these activities by providing grants to individuals or other organizations. If "Yes," go to line 3. If "No," go to the signature section of Part XI. ☐ Yes ☐ No

3 Have you existed for one or more years? If "Yes," attach financial information showing that you are a private operating foundation; go to the signature section of Part XI. If "No," continue to line 4. ☐ Yes ☐ No

4 Have you attached either (1) an affidavit or opinion of counsel, (including a written affidavit or opinion from a certified public accountant or accounting firm with expertise regarding this tax law matter), that sets forth facts concerning your operations and support to demonstrate that you are likely to satisfy the requirements to be classified as a private operating foundation; or (2) a statement describing your proposed operations as a private operating foundation? ☐ Yes ☐ No

5 If you answered "No" to line 1a, indicate the type of public charity status you are requesting by checking one of the choices below. You may check only one box.

The organization is not a private foundation because it is:

a 509(a)(1) and 170(b)(1)(A)(i)—a church or a convention or association of churches. Complete and attach Schedule A. ☐

b 509(a)(1) and 170(b)(1)(A)(ii)—a **school**. Complete and attach Schedule B. ☐

c 509(a)(1) and 170(b)(1)(A)(iii)—a **hospital**, a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital. Complete and attach Schedule C. ☐

d 509(a)(3)—an organization supporting either one or more organizations described in line 5a through c, f, g, or h or a publicly supported section 501(c)(4), (5), or (6) organization. Complete and attach Schedule D. ☐

Part X Public Charity Status (Continued)

- e** 509(a)(4)—an organization organized and operated exclusively for testing for public safety. ☐
- f** 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit. ☐
- g** 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. ☐
- h** 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross **investment income** and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). ☒
- i** A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status. ☐
- 6** If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.
- a Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at www.irs.gov or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling. ☐

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

For Organization

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

For IRS Use Only

IRS Director, Exempt Organizations_____
(Date)

- b Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). ☒
- (i) (a)** Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. _____
- (b)** Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box. ☐
- (ii) (a)** For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**. If the answer is "None," check this box. ☒
- (b)** For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box. ☒

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

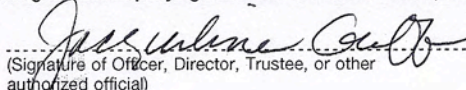
Part XI User Fee Information

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

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

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

Please
Sign
Here


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

Jacqueline Greff

(Type or print name of signer)

Treasurer, Board of Directors

(Type or print title or authority of signer)

9/30/09
(Date)

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

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

Schedule G. Successors to Other Organizations

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

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

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

b Provide the tax status of the predecessor organization.

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

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

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

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

Name: ITVA-DC (International Television Assn. of DC), currently MCAI-DC

EIN: 23 - 7099731

Address: P.O. Box 6717, Falls Church, VA 22040

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

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

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

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

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

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

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

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

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

Schedule H. Organizations Providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures**Section I** *Names of individual recipients are not required to be listed in Schedule H.*

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

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

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

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

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

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

- 4a** Do you or will you award scholarships, fellowships, and educational loans to attend an educational institution based on the status of an individual being an *employee of a particular employer*? If "Yes," complete lines 4b through 4f. ☐ **Yes** ☐ **No**
- b** Will you comply with the seven conditions and either the percentage tests or facts and circumstances test for scholarships, fellowships, and educational loans to attend an educational institution as set forth in Revenue Procedures 76-47, 1976-2 C.B. 670, and 80-39, 1980-2 C.B. 772, which apply to inducement, selection committee, eligibility requirements, objective basis of selection, employment, course of study, and other objectives? (See lines 4c, 4d, and 4e, regarding the percentage tests.) ☐ **Yes** ☐ **No**
- c** Do you or will you provide scholarships, fellowships, or educational loans to attend an educational institution to employees of a particular employer? ☐ **Yes** ☐ **No** ☐ **N/A**
- If "Yes," will you award grants to 10% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39? ☐ **Yes** ☐ **No**
- d** Do you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer? ☐ **Yes** ☐ **No** ☐ **N/A**
- If "Yes," will you award grants to 25% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39? If "No," go to line 4e. ☐ **Yes** ☐ **No**
- e** If you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer, will you award grants to 10% or fewer of the number of employees' children who can be shown to be eligible for grants (whether or not they submitted an application) in that year, as provided by Revenue Procedures 76-47 and 80-39? ☐ **Yes** ☐ **No** ☐ **N/A**

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

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

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

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS



C E R T I F I C A T E

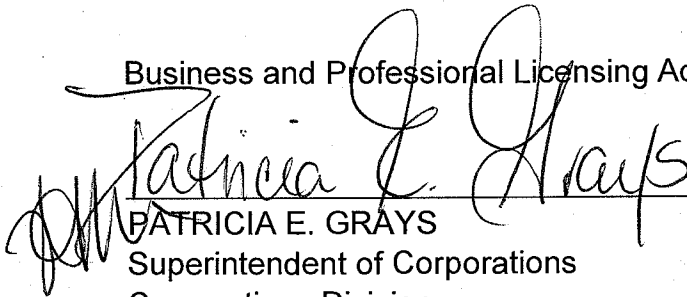
THIS IS TO CERTIFY that all applicable provisions of the District of Columbia NonProfit Corporation Act have been complied with and accordingly, this **CERTIFICATE OF INCORPORATION** is hereby issued to:

TELEVISION, INTERNET, & VIDEO ASSOCIATION OF DC, INC.

IN WITNESS WHEREOF I have hereunto set my hand and caused the seal of this office to be affixed as of the **8th** day of **June, 2007**.

LINDA K. ARGO
Interim Director

Business and Professional Licensing Administration


PATRICIA E. GRAYS
Superintendent of Corporations
Corporations Division

Adrian M. Fenty
Mayor

ARTICLES OF INCORPORATION
OF
TELEVISION, INTERNET, & VIDEO ASSOCIATION OF DC, INC.

To: Department of Consumer and Regulatory Affairs
Business and Professional Licensing Administration
Corporations Division
941 North Capitol Street, NE
Washington, D.C. 20002

We, the undersigned natural persons of the age of eighteen years or more, acting as incorporators of a corporation under the NONPROFIT CORPORATION ACT (D.C. Code, 2001 edition, Title 29, Chapter 3) adopt the following Articles of Incorporation:

FIRST. The name of the Corporation is Television, Internet, & Video Association of DC, Inc.

SECOND. The period of duration of the Corporation is perpetual.

THIRD. The corporation is organized exclusively for, and shall be operated exclusively for educational, scientific, and charitable purposes, including lessening the burdens of government, within the meaning of §501(c)(3) of the Internal Revenue Code of 1986, as now in effect or as may hereafter be amended ("the Code"). The purpose of the Corporation shall be to engage in any lawful activity for which corporations may be organized under the Nonprofit Corporation Act of the District of Columbia. The specific purposes for which the Corporation is organized are:

- (i) to offer annual competitions and scholarship awards programs for students and young media professionals;
- (ii) to mentor students in high school programs as well as those in accredited undergraduate and graduate media programs; and
- (iii) for any other lawful purpose consistent with the provisions of this article and the rules governing Section 501 (c)(3) of the Internal Revenue Service Code.

FOURTH. The Corporation shall have one or more classes of members. Membership shall be open to all persons or entities meeting the qualifications for eligibility as defined in the Bylaws and approved for membership as provided in the Bylaws. Members shall have the voting rights conferred upon them in the Bylaws, which may provide that officers and directors shall be elected through representatives of members.

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FIFTH. The Corporation shall be governed by a Board of Directors who shall be selected in the manner provided in the Bylaws. The management, affairs, business, and concerns of the Corporation shall be vested in the Board of Directors. The Bylaws may provide, with respect to the directors, for their qualifications; for the place, time, method and manner of their nomination and election or alternates; for their term of office; for filling of vacancies; for their meetings; and, generally, for their rights, powers, duties, privileges, and restrictions.

SIXTH. The corporation is not organized for pecuniary profit, shall not have the authority to issue capital stock, and shall not have the authority to pay any dividends. The Corporation shall be operated on a nonprofit basis in furtherance of its corporate purposes, and any surplus shall be used to further such purposes.

Upon the dissolution of this Corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to an organization exempt from Federal taxation under Section 501(c)(3).

SEVENTH. The name and address of the initial registered agent of the corporation is:

Dorn & Klamp, P.C.
1625 Massachusetts Ave., NW
Suite 450
Washington, D.C. 20036

EIGHTH. There shall be three (3) directors constituting the Corporation's initial board of directors. The initial Board of Directors shall consist of the following:

<u>Name</u>	<u>Address</u>
Maria Barnes	3800 Parkland Drive Fairfax, VA 22033
Kimberly Skyrme	4313 Sheridan Street University Park, MD 20782
Anne Schwab	906 D Street NE Washington, DC 20002

The terms of the initial directors shall be until their successors are chosen in the manner provided by the Bylaws of the Corporation.

NINTH. The names and address of the Corporation's incorporators are:

<u>Name</u>	<u>Address</u>
Andrew Atkins	1625 Massachusetts Ave. NW Suite 450 Washington, D.C. 20036
Michael McCabe	1625 Massachusetts Ave. NW Suite 450 Washington, D.C. 20036
Maya Grassi	1625 Massachusetts Ave. NW Suite 450 Washington, D.C. 20036

TENTH. These articles of incorporation may be amended only by the majority vote of the members of the Board present and voting.

IN WITNESS WHEREOF, I have signed these Articles and acknowledge the same to be my act.

Signed:

Andrew David Atkins

6/8/07
Date

I, Jody Q. Fine, a Notary Public, hereby certify and on this 8th day of June, 2007, Andrew David Atkins appeared before me and signed the foregoing statements and averred that the statements contained therein are true.

Jody Q. Fine
Notary Public, District of Columbia
My Commission Expires January 14, 2011

Signed:

Maya D. Grassi

6/8/07
Date

I, Jody Q. Fine, a Notary Public, hereby certify and on this 8th day of June, 2007, Maya D. Grassi appeared before me and signed the foregoing statements and averred that the statements contained therein are true.

Jody Q. Fine
Notary Public, District of Columbia
My Commission Expires January 14, 2011

Signed:

Michael McCabe

6/8/07
Date

I, Jody Q. Fine, a Notary Public, hereby certify and on this 8th day of June, 2007, Michael McCabe appeared before me and signed the foregoing statements and averred that the statements contained therein are true.

Jody Q. Fine
Notary Public, District of Columbia
My Commission Expires January 14, 2011

BYLAWS OF TELEVISION, INTERNET, & VIDEO ASSOCIATION OF DC, INC.

ARTICLE I Purposes

The Television, Internet, & Video Association of DC, Inc. (hereinafter "TIVA-DC") is organized to operate for the purposes stated in its Articles of Incorporation.

ARTICLE II Membership

Section 1: Classifications of Membership

There shall be three (3) classifications of membership in TIVA-DC, the benefits of which shall be established by the Board of Directors of TIVA-DC (the "Board") and may be modified from time to time as provided further herein. The three classifications of TIVA-DC membership are hereby designated and defined as follows:

- i) *Corporate Membership.* A corporate membership may be held by any organization or individual working in, using or having an interest in the film, video or multimedia production or communications field and wishing to enjoy the benefits of corporate membership. Included in those benefits are the right to hold a set number of professional memberships in TIVA-DC for named employees of the member organization, and recognition of the organization's corporate member status in TIVA-DC publications.
- ii) *Professional Membership.* A professional membership in TIVA-DC may be held by any individual who works in, uses or has an interest in the film, video or multimedia production or communications field.
- iii) *Student Membership.* A student membership may be held by any individual who is enrolled as a full-time student in a high school, college, graduate or postgraduate academic program. Proof of enrollment in such program must be provided upon application for student membership and on each annual renewal date. The validity of proof of enrollment is subject to verification by the Board of Directors of TIVA-DC, which shall have sole discretion to grant or deny a student membership.

The TIVA-DC Board shall have authority to determine the benefits available to each type of membership in TIVA-DC and the fees charged for those benefits. Any change in benefits or fees for membership must be adopted by two thirds vote of the Board. The Board may also establish new levels of membership by two thirds vote of the Board if it determines that said new levels of membership would serve TIVA-DC's interests.

Section 2: Benefits of Membership

All members of TIVA-DC in good standing shall be entitled to the full benefits of TIVA-DC membership for their respective classifications of membership as those benefits are determined by the Board, and shall be eligible to vote in TIVA-DC elections subject to the provisions of these Bylaws. All members of TIVA-DC in good standing shall be entitled to serve as members of the Board or as Officers of TIVA-DC subject to the provisions of these Bylaws, with the exception that student members may not run for or be elected to the Board.

The members have the right to vote only for the election of officers and directors. The members do not have the right to vote on any other matter, including but not limited to the following:

- (i) a disposition of all or substantially all of the assets of TIVA-DC;
- (ii) a merger;
- (iii) a dissolution; or
- (iv) changes to TIVA-DC's Articles of Incorporation or these Bylaws.

Section 3: Term of Membership

Membership shall become effective upon notification to the applicant of acceptance of the applicant's membership application by the Association and shall terminate on the last day of the month of the effective anniversary date of membership unless renewed or terminated earlier as provided for in these Bylaws.

Section 4: Application for Membership

Any individual or organization seeking the benefits of membership in TIVA-DC shall apply for said benefits by providing the name of the individual or organization requesting those benefits and such contact and professional information as TIVA-DC may require. Every application for membership shall be accompanied by payment appropriate to the classification of membership requested.

Section 5: Membership Meetings

Annual Meeting. The annual meeting of members will be held in the Fall of each year at a time and place designated by the Board of Directors.

Special Meetings. Special meetings of members may be called by the President, the Secretary, the Board of Directors, or by one-twentieth of the members entitled to cast votes at the meeting.

Action Without a Meeting. An action may be taken without a meeting of the members if a consent in writing describing the action to be taken is signed by all of the members entitled to vote. A written consent must be filed with the minutes of the proceedings of the members.

Notice. Written notice must be given to each member no more than 50 days and at least 10 days prior to any regular or special meeting. The notice must specify the date, time, and place of the

meeting. Notice of special meetings must also describe the purpose(s) of the meeting. Notice must be either delivered personally to each member or mailed. If notice is given by mail, it will be deemed delivered when deposited in the United States mail addressed to the member as its address appears in TIVA-DC records and with postage prepaid.

Quorum. One-tenth of the number of members entitled to vote constitutes a quorum for the transaction of business at a meeting of the members.

Voting. Each voting member is entitled to only one (1) vote in an election. Except as otherwise required by law, the Articles of Incorporation, or these Bylaws, all matters before the members are decided by a majority vote of those members who are entitled to vote on the matter.

Methods of Voting.

- (i) A member may vote in person.
- (ii) A member may vote by mail, telephone call, telegram, cablegram, electronic mail, or any other means of electronic or telephonic transmission (such vote to be cast at a member meeting). However, if voting by one of these alternative methods, the member must state, or submit information from which it can be determined, that the method of voting chosen was authorized by the member. Members who vote by electronic or telephonic transmission are deemed present in person for purposes of determining whether a quorum is present.
- (iii) A member may vote by proxy. Members who vote by proxy are deemed present in person for purposes of determining whether a quorum is present.

Section 6: Rejection, Suspension and Termination of Membership

Rejection. TIVA-DC may reject the membership application of an individual or organization if accurate information is not provided on the application, if payment in full is not rendered with the application or if the applicant does not meet the membership requirements described in these Bylaws. Any individual or organization feeling that his/her/its application for membership has been unjustly rejected may appeal to the Board. The decision of the Board in such an appeal shall be final.

Discipline, Suspension and Termination. Any member or member organization violating or failing to comply with these Bylaws, including, but not limited to, provisions regarding membership requirements and observance of the policies of TIVA-DC, or behaving in a manner that is deemed detrimental to TIVA-DC, may be disciplined, suspended or expelled from TIVA-DC by a two thirds vote of the Board.

Due Process. Any member or member organization accused of violating or failing to comply with these Bylaws or of behaving in a manner detrimental to TIVA-DC, except in the case of a failure to pay dues, shall receive written notice not less than ten (10) days prior to a meeting of the Board. The member or member organization shall have an opportunity to present evidence regarding same. Any decision of the Board in such a case shall be final.

ARTICLE III Nondiscrimination

TIVA-DC shall apply these Bylaws and every one of its rules and procedures in a fair and impartial manner, and shall not discriminate unfairly against any individual, group or organization, whether on the basis of race, national origin, gender, sexual orientation, party affiliation, religion, belief or any other basis. Any complaint of unfair discrimination may be brought by any individual, group or organization directly to the Board at any time, and shall be addressed promptly by the Board.

ARTICLE IV Board of Directors

Section 1: Members of the Board of Directors

Subject to the provisions contained herein, the Board of TIVA-DC shall consist of the following:

Officers.

- (i) President
- (ii) Vice President
- (iii) Secretary
- (iv) Treasurer

Board Members At Large. Subject to the provisions contained herein, the Board shall consist of 15 elected members, including the officers listed above.

These four (4) Officers and eleven (11) Board Members at Large have the right to vote.

Section 2: Eligibility for Office

Any member of TIVA-DC in good standing 21 years of age or older may run for, be elected to and serve on the Board subject to the rules for elections and the requirements of service on the Board as specified herein.

Section 3: Terms of Office

Elected Members of the Board. The terms of office for all elected members of the Board, whether Officers or Board Members At Large, shall commence with the first Board meeting following the counting of election ballots and run for one full calendar year from that date in the case of one-year terms, and twice that period in the case of two-year terms.

Section 4: Powers

The Board shall be the policy-making body of TIVA-DC, and shall have the authority to interpret the Bylaws and oversee the execution of all operations of TIVA-DC. This authority shall include:

- Review of membership standards and benefits
- Management and oversight of TIVA-DC finances
- Approval of dues, fees, budgets and events
- Definition and implementation of election procedures
- Engagement of any paid staff, contractors or service providers
- Any function not otherwise specified by these Bylaws that may be necessary for the ongoing activities of TIVA-DC.

The Board may take any actions it deems necessary and valid for the advancement of TIVA-DC as a whole consistent with these Bylaws, including, without limitation, the adoption of any names, marks and logos that it deems appropriate.

Section 5: Operations

Notice. Notice of a meeting of the Board of Directors must specify the date, time, and place of the meeting. Notice must be delivered personally or by mail, electronic mail, facsimile, or telephone to every Director. If notice is given by mail, it is deemed delivered when deposited in the United States mail addressed to the Director as his/her address appears in TIVA-DC's records and with postage prepaid.

Means of Attendance. Any or all of the Board of Directors may participate in a meeting by means of conference telephone or by any means of communication by which all persons participating in the meeting are able to hear one another, and such participation shall have the same validity as participation in person.

Regular Meetings. The Board shall meet monthly at least ten (10) months a year. The date for these meetings shall be set by the President and chosen to permit as many members as possible to attend. Each member of the Board will receive at least ten (10) business days' notice of a regular meeting. Prior to all regular meetings, all members of the Board shall be provided with (A) an agenda for the meeting, and (B) copies of the financial statements of TIVA-DC for the preceding month. This shall not preclude other topics from being introduced and action being taken during the meetings, at the discretion of the President or Member in charge of the meeting. Any Board member wishing to add an item to the agenda for a Board meetings shall submit it in advance of the Board meeting to the President, and no item so submitted shall go unaddressed by the Board for more than three (3) months.

Special or Emergency Meetings. Special or emergency meetings of the Board may be called by two thirds of the Board and/or the President upon not less than three (3) business days' notice. Special or emergency meetings may be called on shorter notice if the period of notice is waived by all voting members of the Board.

Action Without a Meeting. An action may be taken without a meeting of the Board of Directors if a consent in writing describing the action to be taken is signed by all of the members of the Board of Directors entitled to vote. A written consent must be filed with the minutes of the proceedings of the Board of Directors.

Quorum. A simple majority of the voting members of the Board constitutes a quorum. Approval by simple majority vote of all members present and voting at a meeting at which a quorum exists shall be sufficient to pass any and all motions before the Board except where the Articles of Incorporation, these By-Laws, or applicable law requires otherwise.

Supermajority. Where a supermajority vote of the Board is required by these Bylaws, such as in the case of a vote by two thirds of the Board, the fraction of the Board required for the vote shall be a fraction of the entire Board currently holding office, not merely a fraction of those Board members present at the time of the vote, unless specified otherwise herein.

Proxy. Members of the Board of Directors are not permitted to vote by proxy.

Access to the Board of Directors. Meetings of the Board shall be open to all members of TIVA-DC except in cases in which the Board declares itself in Executive Session. Individuals who attend Board meetings and who are not members of the Board may request the right to address the Board, which right shall not be unreasonably refused.

Executive Sessions. The Board may declare an Executive Session at its discretion for purposes of a particular discussion or vote or for purposes of an entire meeting. A two-thirds vote of all voting members present shall be required to declare an Executive Session.

Section 6: Responsibilities of the Board of Directors

President:

- In consultation with the Vice President and the rest of the Board of Directors, establishes TIVA-DC initiatives and oversees TIVA-DC programs and objectives.
- Works with the Treasurer and the Membership and Sponsorship Committee Chairs to develop and meet TIVA-DC financial goals.
- Sets agendas for and presides at meetings of the Board of Directors in accordance with these Bylaws; if unable to attend a Board meeting due to unusual circumstances, the President may on rare occasions designate the Vice President, the Treasurer or the Secretary, in that order, to preside at the meeting.
- Supervises the work of paid TIVA-DC staff (if any), contractors and Support Team members.
- Serves as spokesperson for TIVA-DC and as liaison to allied production industry organizations and governmental entities.
- With the Vice President, examines and approves, rejects or modifies all official statements and positions of TIVA-DC, whether printed, electronic or spoken, prior to public release.
- During term of office, is ultimately responsible for the public image of TIVA-DC.

- For one year following the expiration of his/her term of office, is known as President Emeritus and makes himself/herself available as an advisor to the new President and the Board.

Vice-President:

- Assists the President in all Presidential duties as needed and handles presidential duties when the President is temporarily unavailable.
- Serves in such additional capacities as the Board may authorize.
- Through assistance provided to the President, learns the President's job so as to be able to serve as President in the future.

Treasurer:

- Recommends financial policies and procedures, and leads the budget development process.
- Works with Board Committees to develop and maintain a budget and financial procedures for major initiatives.
- Conducts periodic review of invoices and financial reports.
- Safeguards TIVA-DC's financial interests by keeping an eye on the organization's bottom line in all areas.
- Answers questions that arise relating to TIVA-DC finances
- Oversees the work of the TIVA-DC accountant
- Presents monthly financial reports to the Board.

Secretary:

- Takes minutes of TIVA-DC meetings and circulates same to Board members.
- Monitors Board compliance with TIVA-DC By-Laws at Board meetings and at all other times, and reports all noncompliance to the entire Board.
- Maintains copies of each meeting's minutes along with other basic documents of TIVA-DC, and responds when questions arise as to such documents and prior Board decisions or discussions.
- Monitors and distributes incoming TIVA-DC mail as necessary.
- Responds to general written inquiries sent to TIVA-DC; polices iForum and posts notices to the listserv regarding events and offers that come to TIVA-DC's attention.
- Sends pre-approved messages regarding TIVA-DC events out to TIVA-DC e-mail list and other listservs and information outlets.

Board Members At Large:

- Work with Officers to oversee the organization's operations and accomplish the responsibilities of the Board.
- During first year in office, chair or serve on at least one TIVA-DC committee; during subsequent years in office, chair a committee, serve as an Officer or undertake a responsibility of comparable importance for TIVA-DC.
- Regularly attend TIVA-DC events.
- Organize at least one regular event each year.
- On a rotating basis, bring food and drink to events and Board meetings.
- Contribute to the newsletter by writing at least two articles each year.
- Recruit new Board members and Committee volunteers.

- Recruit and act as liaison with TIVA-DC Sponsors as specified further herein.

Section 7: Fundraising

Board members who are not Officers or Committee Chairs are encouraged to raise a minimum of \$2,000 in cash revenues for TIVA-DC each year that he or she is in office, whether through sale of professional and monthly meeting sponsorships, memberships, advertising, or other readily measurable means.

Section 8: Length and Number of Terms

Length of Terms: Each candidate for the Board, including Officers, must declare whether he or she is running for a one or two-year term of office at the time he or she declares his or her candidacy. If a Board member's previous term of office is expiring, he or she must either run for office again or step down.

Number of Terms: Officers may serve for up to the equivalent of two consecutive two-year terms (a maximum of four years) in the same capacity.

Section 9: Attendance Requirements

Regular, timely attendance at Board meetings is required of all Board members. Board members who cannot attend in person should participate via speakerphone if at all possible in accordance with these Bylaws. At the discretion of the Board, missing four Board meetings in a year is grounds for removal from the Board.

Section 10: Standards of Conduct & Methods of Removal

Standards of Conduct: Every member of the Board shall comport himself or herself at all times, whether at a Board meeting, a TIVA-DC function or elsewhere, in a manner that reflects well on TIVA-DC, and shall endeavor at all times to uphold a positive image of the Association, its activities and its Board. Every member of the Board shall serve TIVA-DC with the highest degree of undivided duty, loyalty, and care and shall undertake no enterprise to profit personally from their position with TIVA-DC. No Officer or Board member shall receive any payment of honoraria for their service as Directors or Officers. Members of the Board shall have no direct or indirect financial interest in the assets or leases of TIVA-DC. Any Director who individually or as part of a business or professional firm is involved in the business transaction or current professional services of that organization shall disclose the existence and nature of his or her financial interest and all material facts to the Board; the interested member may make a presentation at a Board meeting or committee meeting, but after such presentation, shall not participate in any deliberation or vote taken with respect to such transactions or services. Violation of the standards of conduct herein shall be grounds for removal from the Board.

Removal: An Officer may be removed by an affirmative majority vote of the members authorized to elect the Officer whenever in their judgment the best interest of TIVA-DC will be served by his/her removal.

A Board Member at Large may be removed from the Board for failure to meet the requirements of his or her office. Removal may be accomplished by a vote of two thirds of the other Directors currently holding office. Prior to such a vote, the Board Member at Large may request an investigation of the complaint(s) against him or her by a subcommittee of the Board and/or may speak in his or her own defense at the Board meeting where such a motion is being considered.

Section 11: Vacancy

President. In the event that the President should be unable to complete a full term in office, whether because of removal from office or due to other unforeseen circumstances, the Vice President shall automatically assume and be granted all rights and responsibilities of the President's position. In the event that the Vice President is unable to serve as President, the Treasurer shall automatically assume and be granted all rights and responsibilities of the President's position, and in the event that the Treasurer is unable to serve as President, the Secretary shall automatically assume and be granted the President's rights and responsibilities. In the event that no Officer is able to assume the President's position, the Board shall appoint a replacement by two-thirds vote of the entire Board.

Other Officers. In the event that the Vice President, Treasurer or Secretary should be unable to complete a full term in office, the Board shall elect a replacement by two-thirds vote of the entire Board.

Board Members at Large. A vacancy in a Board Member at Large position may be filled by two-thirds vote of the entire Board.

An Officer or Board Member at Large elected to fill a vacancy in an unexpired term serves for the unexpired term of his/her predecessor in office.

Section 12: Committees

Standing Committees: The standing committees of TIVA-DC shall be as listed below unless voted otherwise by two-thirds vote of the entire Board. The President shall appoint the Chair of each committee, and each Chair shall serve at the pleasure of the President.

- Competition Committee (e.g., Peer Awards, Peer Promise)
- Education/Outreach Committee (e.g., grant oversight, educational programs)
- Financial Development Committee (professional and monthly meeting sponsorship)
- Government Video & Technology Expo Committee
- Marketing Committee (e.g., branding and web site)
- Membership Committee
- Programming Committee (e.g., meetings and special events)
- Publications Committee (e.g., newsletter and other printed materials)
- Volunteer Committee (e.g., monthly membership meetings and Peer Awards)

Organization and Reporting: Each committee Chair shall identify, assemble and oversee the work of the members of his or her committee, and shall establish committee operating

procedures. It shall be the responsibility of the Committee Chair to report regularly and accurately to the Board on all committee activities and expenditures. All committee activities and expenditures shall remain subject to Board approval at all times (e.g.: All Monthly Meetings must be proposed and approved two months prior to the month they need to appear in the Newsletter, All Location Rental and Catering Contracts must be reviewed and approved two months prior to the month the event will appear in the Newsletter). During intervals between Board meetings, all Committee activities and expenditures shall be subject to the approval of the President, or, when the President is unavailable, to the approval of, in descending order of authority, the Vice President, the Treasurer or the Secretary.

Temporary Committees and Taskforces: Subject to Board approval, the President may create other committees or taskforces on an as-needed basis, either on his/her initiative or in response to a request from the Board or from TIVA-DC's membership. Said committees and taskforces shall be considered temporary and subject to renewal annually by majority vote of the Board.

Section 13: Reimbursement of Expenses

Officers and Board Members at Large serve without compensation, except that they may receive reimbursement for expenses in connection with their services on behalf of TIVA-DC as permitted by policies adopted by the Board of Directors.

ARTICLE V Elections

Section 1: Eligibility and Declaration of Candidacy

Eligibility: Any Member of TIVA-DC in good standing may be elected to the Board, with the exception that student members may not run for, be elected to or serve on the Board.

Declaration of Candidacy: Every candidate for membership on the Board is required to submit his or her name; contact information; description of professional experience in the media communications industry and/or in TIVA-DC or similar organizations; reasons for running for the Board; position sought on the Board; and term of office sought. All such information must be submitted in the manner and time frame established by the Board of Directors.

Section 2: Nominating Committee

Composition: The Nominating Committee shall be composed of at least two (2) members of the Board of Directors and two (2) members of the Advisory Council chosen by the President and approved by the Board by majority vote.

Responsibilities:

- (i) In advance of TIVA-DC's elections, identify qualified candidates for President, Vice President, Treasurer and Secretary from among existing Board members and TIVA-DC's membership and encourage them to run for office;

- (ii) Review all declarations of candidacy for membership on the Board to evaluate the candidates' eligibility and credentials for service as Board members.
- (iii) Propose a slate of Officers to be voted on in TIVA-DC's election, striving to present at least one qualified candidate for each Officer's position.

Section 3: Procedures

Timing: TIVA-DC elections to the Board shall be held annually. Election deadlines and voting procedures shall be established and announced by the Board by the Spring of each year, and declarations of candidacy shall be accepted in the late Spring and early Summer. Elections shall be held in the early Fall, and Board member terms of office shall begin by no later than October. Any changes to this timetable must be approved by two-thirds vote of the entire Board.

Eligibility: Any member of TIVA-DC in good standing may vote in a TIVA-DC election.

Selection of Candidates:

- All candidates for the Board of Directors who have been confirmed to be members of TIVA-DC in good standing shall be presented to and voted on by the membership.
- Candidates for President, Vice President, Treasurer and Secretary who have been identified by the Nominating Committee and approved by the Board of Directors shall be presented and voted on separately. A candidate who runs for but is not elected to an Officer's position may still be elected to be a Board Member at Large.
- TIVA-DC members wishing to declare their candidacy as an officer or member at large of the Board of Directors shall do so in the timeframe established by the Board. All such candidates will be presented to the membership on the election ballot, unless the Board determines they are unqualified or inappropriate candidates. If no one has declared their candidacy for an officer position, the Board may solicit candidates for that position before the election or fill that position after the election through the vacancy process described above.

Eligibility to Vote: Subject to any provision to the contrary contained in these Bylaws, all members of the Association in good standing as of the end of the calendar month preceding the date of the meeting at which the vote will be held shall be eligible to vote.

Voting Procedures: Voting procedures shall be established by the Board to assure that only members in good standing can vote and that election ballots are not duplicated or falsified.

Election Results:

- The existing Board shall tabulate all ballots properly cast at the member meeting.
- Candidates for the Board and for Officer positions must receive the support of at least 10% of TIVA-DC's membership in order to be entitled to take office. Provided that they receive that support, however, they may win over other candidates for the same position by a simple plurality.
- If no candidate receives support of at least 10% of the membership, then the candidate receiving the amount of support closest to 10% is elected if he/she is approved by a two-thirds vote of the entire existing Board. Among the factors that the Board shall consider in

evaluating any candidate is whether the candidate has done any work for TIVA-DC in the past and/or demonstrated a willingness to volunteer time and effort for the organization.

- Candidates who are not elected to the Board may, at the discretion of the President or the committee Chairs, be asked to serve on one of TIVA-DC's committees. (Participation in a committee does not require Board membership.)

ARTICLE VI

Advisory Council

Section 1: Establishment and purpose

The TIVA-DC Board shall appoint an Advisory Council which shall:

- (i) Provide an external perspective to help guide the Board in decision-making;
- (ii) Act as liaison between TIVA-DC and its various constituencies;
- (iii) Support development efforts of TIVA-DC;
- (iv) Act as a repository of TIVA-DC's institutional memory, and
- (v) Assist with recruiting efforts.

Section 2: Membership

The Advisory Council shall consist of up to twenty (20) persons. Composition shall be as follows:

- One representative from each of TIVA-DC's Platinum and Gold sponsors, to be chosen by each Platinum and Gold sponsor and identified to TIVA-DC;
- Experienced educators and notable members of the Metropolitan Washington, DC secondary and university educational system, to be appointed by two-thirds vote of the entire Board;
- Notable members of the Metropolitan Washington, DC media and media production communities, to be appointed by two-thirds vote of the entire Board; and
- Past Officers of TIVA-DC, to be appointed by two-thirds vote of the entire Board.

Nominees accepting service on the Advisory Council shall be announced to TIVA-DC's membership, and the members of all currently serving members of the Advisory Council shall be published in each issue of TIVA-DC's newsletter and in the organization's other principal publications.

Section 3: Term of Service

Each TIVA-DC Platinum or Gold sponsor shall have the right to place one representative on the Advisory Council for the life of the sponsorship, and may change representatives at will. The term of service for all other members of the Advisory Council shall be two years from the date of their appointment by the Board, and may be renewed for additional two-year terms by two-thirds vote of the entire Board.

Section 4: Removal

Membership on the Advisory Council shall be considered an honor that is not to be bestowed lightly and is not to be withdrawn except in extreme circumstances. In the event, however, that the Board concludes that the continued membership of an individual on the Advisory Council is grievously detrimental to the operation of the Advisory Council or is causing harm to the operations or reputation of TIVA-DC, the Board may remove said individual from the Advisory Council at any time by two-thirds vote of the entire Board.

Section 5: Meetings

Meetings of the Advisory Council shall be convened by TIVA-DC at least twice per year on a schedule determined by the current Officers of TIVA-DC in consultation with Advisory Council members. At each meeting of the Advisory Council, the current Officers of TIVA-DC shall report to the Advisory Council on TIVA-DC's status, recent achievements and plans, and solicit the Advisory Council's advice.

ARTICLE VII Executive Director

Section 1: Responsibilities

The Executive Director, if any, shall manage and direct all activities of TIVA-DC, subject to the policies and direction of the Board of Directors. He/she may sign in the name of and on behalf of TIVA-DC any contracts or agreements authorized by the Board of Directors. The Executive Director shall be the chief salaried employee and the principal administrative officer of TIVA-DC.

Section 2: Relationship to Board of Directors

The Executive Director shall serve as a non-voting, ex-officio member of the Board of Directors; provided, however that all or a portion of a meeting of the Board may be held in executive session without notice to, or the presence or participation of the Executive Director. The Executive Director shall serve at the pleasure of the Board of Directors.

ARTICLE VIII Indemnification

TIVA-DC shall indemnify all Officers, Directors, committee members, and employees of TIVA-DC to the fullest extent permitted by the laws of the District of Columbia. TIVA-DC shall be entitled to purchase insurance for such indemnification to the full extent as determined from time to time by the Board of Directors.

ARTICLE IX
Finances, Dues, Sponsorship and Fiscal Year

Section 1: Financial Management and Reporting

Financial Management: While it shall be the job of the President to provide TIVA-DC with fiscally prudent leadership, and while it shall be the job of the Treasurer to recommend financial policies and procedures, the Board shall remain ultimately responsible at all times for management and oversight of Association finances.

Financial Records and Reporting: TIVA-DC shall maintain books of account for all income and expenditures. Each month, the Treasurer shall submit a Financial Report to the Board. The Association shall also make any and all reports and filings required by federal, state and local law.

Investments: The Board shall be empowered to make prudent investments of the funds of the Association solely for the benefit of the Association as a whole, provided such investments are in accordance with governing state and federal laws. No member of the Board or employee of TIVA-DC shall be permitted to profit personally, whether directly or indirectly, from the investment of funds of the Association. Under no circumstances shall TIVA-DC funds ever be commingled with the funds of any other entity for any purpose whatsoever.

Payments: All payments for a given purpose by TIVA-DC totaling over \$250.00 must be approved in advance by TIVA-DC's President, Vice President (under delegated authority from the President) or Treasurer, whether in ink or via electronic communications. All payments for a given purpose by TIVA-DC totaling over \$1,000.00 must be approved in advance by majority vote of the Board. If the Board authorizes an ongoing stream of payments, e.g., for newsletter printing, separate approval is not required for individual invoices. In the event that time does not permit prior Board approval of payments for a given purpose totaling over \$1,000.00, the President, Vice President (under delegated authority from the President) or Treasurer may approve the expenditure of up to \$3,000.00, but must report said expenditure to the Board in writing as soon as possible thereafter and must also report the expenditure at the next Board meeting for the benefit of anyone who may have missed the written report.

Section 2: Dues and Fees

Dues: Membership dues for all classifications of membership shall be established by a two-thirds majority vote of the entire Board.

Fees: Additional fees to cover the cost of meetings, advertising in TIVA-DC publications and for special projects shall be established by the Board as may be necessary.

Section 3: Sponsorship

Benefits of Sponsorship: The Board of Directors shall establish different standard levels of sponsorship, including Platinum, Gold, Silver and Bronze sponsorships and such other levels of

sponsorship as the Board may deem necessary and appropriate, and shall further establish the standard costs of those levels, as well as guidelines for the benefits of each level of sponsorship. Sponsorship benefits may include but are not limited to recognition in TIVA-DC publications and at TIVA-DC events. Sponsorship funds shall be used solely for the benefit of TIVA-DC and the furtherance of TIVA-DC objectives as set forth in these Bylaws and interpreted by the Board.

Eligibility: A sponsorship of TIVA-DC may be held by any organization or individual working in, using or having an interest in the film, video or multimedia production or communications field and wishing to support TIVA-DC and enjoy the benefits of the different levels of TIVA-DC sponsorship.

Sponsorship Agreements: The terms of every sponsorship shall be negotiated individually between one or more members of the Board and the sponsoring entity, and when approved, shall be memorialized in a written agreement between and signed and dated by duly authorized representatives of TIVA-DC and the sponsoring entity. A fully executed original of the sponsorship agreement shall be provided to the sponsoring entity, and another fully executed original shall be kept by the TIVA-DC Secretary with all other TIVA-DC records. The Secretary shall ensure that the President and the Financial Development Committee Chair each have photocopies of every TIVA-DC sponsorship agreement currently in force.

Approval of Sponsorships: Every sponsorship relationship between TIVA-DC and any other entity shall be subject to prior approval of the Board by majority vote, and no individual shall be empowered to bind TIVA-DC to a sponsorship relationship without prior Board approval.

Section 4: Pricing

The Board shall have sole authority to establish prices for the sale of advertising in TIVA-DC's printed and electronic publications, for subscription to or purchase of the publications themselves, for admission to TIVA-DC regular and special events, and for all other TIVA-DC services for which fees are charged. In the event that time does not permit a Board vote on the establishment of particular prices or rates, the President, Vice President (on authority delegated by the President) or Treasurer may establish or approve said prices or rates, provided that they solicit Board opinion of said prices or rates via telephone or e-mail in advance if reasonably feasible and provided that, in any event, they inform the Board of such rates promptly thereafter in writing and also report same at the next Board meeting for the benefit of anyone who may have missed the written report.

Section 5: Fiscal Year

The fiscal year of TIVA-DC shall be January 1 through December 31.

ARTICLE X
Rules of Order

Except where they may be in conflict with the Articles of Incorporation or Bylaws, the rules of order in the current edition of Robert's Rules of Order shall govern the conduct of all meetings of TIVA-DC.

ARTICLE XI
Amendments

Amendments to these Bylaws may be proposed by any member of the Board of Directors. These Bylaws may be amended at any meeting of the Board by a two thirds vote of the entire Board; provided that notice of the proposed amendment, together with a copy thereof, is sent to each Director of the Board by mail or electronic mail at least fifteen (15) days prior to the meeting at which the amendment is to be considered.

Part IV. Narrative Description of Your Activities

The mission of TIVA-DC is to connect the media production community to jobs, resources and educational opportunities in the National Capital region.

To that end, we sponsor the following activities:

1. Educational Programs

Most TIVA-DC educational programs are weekday evening activities taking place in the 6:00 to 10:00 pm time frame, although occasional events may be designed for half or full days and conducted on a weekend or in conjunction with some other activity. Frequency is about two/month except in the summer. Food and beverages are provided because many attendees are coming directly from work, and the program will take up most of the evening. Attendance typically ranges between 30 and 60, depending on the topic, location and date. They are held at locations through the DC metro area (including Maryland and Northern Virginia), primarily in facilities provided by sponsor and member companies. All meetings and events are open to the public and are announced on our web page and to our email distribution list. Entry fees are typically \$10 for members and \$20 for nonmembers and are used primarily to defray the cost of food, drink and other direct expenses.

TIVA-DC's educational programs are strictly informational in nature and do not involve advocacy. They are designed primarily for current media professionals who want to broaden and/or deepen their knowledge, as well as for students and others interested in entering the field. Topics include camera, lighting and other production and post-production equipment and software; marketing and promotion; strategic decision making; recording, editing and use of audio and music; and use of talent.

Our educational programs are designed and overseen by the Board's Programming Committee and usually feature a panel of industry experts. The Volunteer Committee staffs the entry/information desk. About 30% of the organization's time is devoted to these activities. Programs are funded through a combination of volunteer efforts, entry fees and sponsor contributions.

2. Educational Newsletter

TIVA-DC publishes a monthly hard copy newsletter ten times per year that is mailed to members (typically 300-500). Additional hard copies are given out at events, and an electronic copy is also posted online. Although members need to log into the web site to access the newsletters via site menus, access is not restricted and they can be accessed via the site search and general-purpose search engines.

The TIVA-DC newsletter is designed to provide training and information on technical, marketing and management topics and industry trends, announce upcoming programs, and provide a forum for posting press releases and job opportunities. Monthly columns include Tech Corner (general technical articles), Sound Post (audio-related technical articles), The Buzz (press releases & opportunities), Front Row Seating (organizational updates and announcements), and the President's Message. Additional articles often include summaries of recent educational programs and member-contributed articles on industry-related topics.

The newsletter is organized by the Board's Publications Committee, with the assistance of a paid freelance editor and printing company. Publication and printing costs are paid for by a combination of membership dues, volunteer efforts, paid advertisements and sponsor contributions. About 20% of the organization's time is devoted to the newsletter.

3. Online Educational & Informational Services

TIVA-DC's online services include:

- TIVADC.org provides information about the organization, Board member contact information, upcoming educational programs, etc.
- TIVADC.org provides links to relevant schools, trade publications, non-profits, unions and guilds, film offices, film festivals, etc.
- Electronic copies of recent newsletters and audio and/or video recordings of recent educational programs.
- A networking space where members can post photos and videos, post questions, chat, etc.
- TIVA-DC's iForum listserve allows members to post and respond to technical and business questions and post work opportunities and information on upcoming industry events. Although the iForum listserve is members-only, members often post inquiries and job opportunities for other community members. Posts must be industry-related.

Longer-term, we would like to expand our services to include a resources directory that would allow companies and individuals to post services, competencies, etc. Directories like this help connect individuals and companies with prospective clients, encourage collaboration on projects, and raise awareness of available resources and employment opportunities. Current area directories are state-specific (MD, VA and DC). Basic listings would be free to members of the media production community.

TIVA-DC's online services are managed by our Marketing Committee with additional contributions from Publications, Programming, and Membership Committee members. About 10% of the organization's time is devoted to these activities. These services are funded through a combination of volunteer efforts, membership dues, and sponsor contributions.

4. Peer Awards and Peer Promise Awards

The Peer Awards are designed to recognize and support the creative and technical skills of film, video and multimedia professionals in the mid-Atlantic region (MD, VA, DC, WV, PA and DE). In addition to celebrating excellence in regional media production and talent, the awards also helps raise awareness of the different types of media productions and the skills required to produce quality them. The competition combines aspects of traditional awards with film and media festivals. Winners are announced at the awards ceremony, where excerpts from the Gold winners are played and are given out on DVD to attendees. After the event, these excerpts are also posted on the TIVA-DC web site.

The Peer Awards evolved from a competition that originated with the Washington Film and Video Council, which merged in 2002 with ITVA-DC, a chapter of the Media Communications Association-International. 2007 was TIVA-DC's first year of sponsoring the Peer Awards.

Peer Awards entries can be submitted in two different groups of categories: Production Categories, which evaluate the production as a whole, and Skills Categories, which evaluate only the skill area designated by the submitter. Production categories include documentary, children's program, commercial, public service announcement, education/training, public relations/marketing, independent features and shorts, art/experimental, internet, music video and student productions. Skills categories include acting, voiceover, directing, editing, graphics, and scriptwriting. Many categories have budget ranges, so that independent productions are not competing directly with well-funded commercial productions. There is even Pro Bono category, whose entries are free, to recognize quality donated work. Production Category winners may be recommended by judges for the Best of DC award.

Each year, over 200 Peer entries are submitted. Submissions for both competitions are due in late spring/early summer. Judging occurs in the summer and early fall. Winners are announced at a gala event in the late fall/early winter. Each category is judged anonymously by a panel of 4-5 qualified judges. Individual judges score each entry based on pre-defined, standardized criteria. Up to 2 gold, silver and bronze awards may be given in each category, but there is no requirement that any award be given if, based on the scores assigned, the judges do not believe any of the entries merit an award. (Awards are trophies or certificates; no cash awards are given.) Judges are not allowed to judge a category in which they have an entry, and are instructed to recuse themselves from judging an entry if they cannot be impartial. Recommended winners are reviewed and confirmed by Peer Awards Committee representatives, and questions or conflicts are addressed at that time. If appropriate, the Committee may have the category reevaluated by an independent panel of judges.

The Peer Promise competition is designed to recognize and encourage high school students in the Metropolitan Washington, DC area who create outstanding work, either as individual projects or as class projects. The awards process often serves as a catalyst for area high school students, by offering a chance for recognition and criticism of their film and video projects. There is no charge to enter. In preparation for the competition, TIVA-DC volunteers solicit involvement from both private and public high schools in Maryland, Virginia and the District. This solicitation process is often a bridge to extending our education/outreach program into the school, in addition to generating interest in the competition itself. Area professionals participate in evaluating student entries in creativity, production skills, and writing. Winning students can celebrate in the Award ceremony with parents, teachers, and friends.

Future expansion plans for the Peer Promise Awards include greater coordination with youth outreach and events like AFI's youth film festivals, including a raffle or other fundraising efforts at the Gala to award media-oriented scholarships, and greater partnerships with local youth job fairs oriented towards media arts.

The location and date of the Peer and Peer Promise Awards ceremony has traditionally has been held at the National Press Club in Washington, DC on a Saturday evening in October or November, although these decisions are revisited each year. No preferences or price breaks are given to TIVA-DC members, and judges are solicited based on experience and skill without regard to whether they are TIVA-DC members.

About 25% of the organization's time is devoted to these competitions (20% to the Peer Awards and 5% to the Peer Promise Awards). The competitions are funded by volunteer efforts, Peer Awards entry fees (currently \$25 to \$125 for the first entry and \$10 to \$75 for additional entries), sponsor contributions, sales of tickets to the event (most recently \$90/person), and advertising in the published program. Over half of the money goes to pay for costs for the venue for the Awards ceremony. Additional expenses are for promotion and advertising and for the physical awards statues.

5. Educational Outreach to Schools

TIVA-DC's education/outreach activities include educational seminars, workshops, and on-going programs to supplement secondary education, college-level, and professional media production programs and courses. These activities improve media education in area high schools and colleges, provide incentives for students and professionals to develop their skills, compete against their peers and be recognized for their contributions to the community.

TIVA-DC also offers and coordinates member/volunteer skills and experience with area schools. One such program at Ballou Sr. High, Washington, DC, has matched members of the professional community with students seeking support in lighting, job opportunities, cinematography, and editing.

Our 2009 goals are to initiate and respond to area schools who need: (1) information on media/TV job skills and internships, (2) coaching and seminars in lighting, production, writing and editing, (3) investigate and enhance resources for media students and faculty, and (4) coordinate mentoring partnerships between local media professionals with students and community projects. Longer term, our goal is to include administering filmmaking grants and providing for scholarships and grants to students.

Education/outreach activities are developed and managed by the Education/Outreach Committee of the Board. Current services are provided through volunteers and require only minimal additional funding which comes from TIVA-DC's general operating budget. As long as our costs remain low, we expect to be able to provide these services free of charge. About 10% of the organization's time is devoted to these activities.

6. Membership Services

TIVA-DC members receive:

- Discounted entry to educational programs
- Hard-copy mailings of the TIVA-DC newsletter
- Exclusive access to the iForum list serve described earlier
- Access to members-only portions of the TIVADC.org web site.

Membership services are primarily informational, although they also attempt to foster networking with other professionals to improve work opportunities and promote the welfare of the DC area media production community. They do not involve advocacy or lobbying for any political agenda. Most membership services are provided online or via US Mail, which are also not geographically limited.

Membership Services are designed and overseen by the Board and volunteers, with assistance from a paid membership database manager. The Board's Membership committee tracks membership and monitors the quality of member services and desired changes. Membership services are funded primarily through volunteer efforts and membership fees, with additional minor amounts of revenue from sale of advertising. Student memberships are \$48/year. Professional memberships are \$95/year, and Corporate Memberships are \$350/year for up to 5 employees. About 5% of the organization's time is devoted to activities and benefits available exclusively to members.

7. Special Events

TIVA-DC sponsors several special events each year that do not fall under the categories described previously:

- TIVA Night at Nationals Park: Early each summer, a group of TIVA-DC members and their immediate families attend a "Nats" game. The organization purchases a block of tickets and each attendee reimburses TIVA-DC for the cost of their ticket. The event is primarily for networking purposes.
- Government Video Expo: Each year at the Expo, TIVA-DC sponsors a seminar "Meet the Government Video Producers", which is widely attended by private sector producers and production companies interested in working with the government. In return organizing this seminar and for drawing in attendees by offering discounted memberships, the Expo gives TIVA-DC a booth at the Expo.

- Holiday Party: Each year in December, TIVA-DC hosts a holiday party that is primarily for networking purposes. Some of the proceeds are donated to the DC Central Kitchen or other charity. Members receive a discount on tickets.

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.*

Name	Title	Mailing Address	Compensation
Tim Flaherty	President Board of Directors	P.O. Box 284 Solomons, MD 20688	None
Carl Neubecker	Vice President/Marketing Chair Board of Directors	12803 Kettering Drive Oak Hill, VA 20171	None
Zohar Rom	Secretary Board of Directors	2807-E South Woodrow St. Arlington, VA 22206	None
Jacqueline Greff	Treasurer Board of Directors	1607 Lancaster Street Baltimore, MD 21231-3423	None
David Sibila	Competition Chair Board of Directors	701 Clarkson Dr. Springfield VA 22150	None
Patty Zubeck	Education/Outreach Chair Board of Directors	2606 S. Hayes St. Arlington, VA 22202	None
Valerie Yoscak	Financial Development Chair Board of Directors	Video Labs Corp. 15237 Display Court Rockville, MD 20850	None
Jim Pennington	Programming Chair Board of Directors	3020 Mt. Carmel Cemetery Rd. Brookeville, MD 20833	None
Gale Nemec	Publications Chair Board of Directors	3812 Elbert Ave. Alexandria VA 22305	None
Anne Schwab	Volunteer Chair Board of Directors	906 D Street N.E. Washington, DC 20002	None
David Geller	Member, Board of Directors	8801 Delfield Lane Fairfax, VA 22031	None
J.D. Mack	Member, Board of Directors	7801 Norfolk Avenue, T-2 Bethesda, MD 20814	None
Stephen Ames	Member, Board of Directors	P.O. Box 214 Alexandria, VA 22313	None
Leo Bauman	Member, Board of Directors	12725 Robindale Dr. Rockville MD 20853	None
Kraig Greff	Member, Board of Directors	1607 Lancaster Street Baltimore, MD 21231-3423	None

Part V, continued

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.

Name	Qualifications	Avg. Hours	Duties
Tim Flaherty	<ul style="list-style-type: none"> 25 yrs experience in the radio, television & newspaper industries Has served on the Board of Directors of 3 other organizations. 	30-80 hrs/mo	<p>As President:</p> <ul style="list-style-type: none"> In consultation with Vice President & rest of Board, establishes TIVA-DC initiatives & oversees programs & objectives. Works with Treasurer, Membership & Sponsorship Chairs to develop & meet financial goals. Supervises work of paid staff (if any), contractors & Support Team members. Sets agendas for & presides at Board meetings. Spokesperson & liaison with industry & government entities. With the Vice President, examines & approves, rejects or modifies all official statements & positions prior to release. Ultimately responsible for public image.
Carl Neubecker	<ul style="list-style-type: none"> VP, Media Management Division, The Maslow Media Group Degrees in marketing & business management >25 yrs experience in the commercial & Federal Government marketplace 	12-20 hrs/mo	<ul style="list-style-type: none"> As Vice President, assists the President in all duties as needed & handles Presidential duties when President is temporarily unavailable. As Marketing Chair, responsible for branding, web site and other initiatives to enhance TIVA-DC's public profile.
Zohar Rom	<ul style="list-style-type: none"> 20 years of film & video production 6 years as program coordinator of a non-profit 	16 hrs/mo	<p>As Secretary:</p> <ul style="list-style-type: none"> Takes minutes of meetings & circulates to Board members Monitors compliance with By-Laws & reports non-compliance to Board Maintains minutes & other basic documents & responds to questions. Monitors & distributes mail as necessary. Responds to general written inquiries, polices online forum & posts notices Sends pre-approved messages re event to email list & other information outlets.

Name	Qualifications	Avg. Hours	Duties
Jacqueline Greff	<ul style="list-style-type: none"> ▪ B.A. Chemistry, M.B.A., J.D., & M.A. Producing Film & Video ▪ Co-owner of video production business, Tonal Vision LLC ▪ Former President and Treasurer of ITVA-DC 	10-20 hrs/mo	<p>As Treasurer:</p> <ul style="list-style-type: none"> ▪ Recommends financial policies & procedures, & leads the budget development process. ▪ Works with Board Committees to develop & maintain a budget & financial procedures for major initiatives. ▪ Periodically reviews invoices & financial reports. ▪ Safeguards financial interests by keeping eye on bottom line at all times ▪ Answers questions re finances ▪ Supervises work of accountant ▪ Presents monthly reports to Board
David Sibila	<ul style="list-style-type: none"> ▪ >10 years developing & producing television programming & managing brand marketing for The Walt Disney Co. ▪ Owner, La Sibila Entertainment, Inc. 	10-15 hrs/mo	<ul style="list-style-type: none"> ▪ As Board Member at Large, works with Officers to oversee operations & accomplish Board responsibilities. ▪ As Competition Committee Chair, oversees Peer Awards & Peer Promise competition & awards ceremony to assure success and compliance with TIVA-DC's exempt purposes.
Patty Zubeck	<ul style="list-style-type: none"> ▪ 30 years at film/video production ▪ Public Affairs, documentary & dramatic directing experience ▪ Communication Director for USI, Inc. ▪ Volunteer coordinator for mentoring organization ▪ Grant writer for St. Croix Environmental Assn. 	15 hrs/week	<ul style="list-style-type: none"> ▪ As Board Member at Large, works with Officers to oversee operations & accomplish Board responsibilities. ▪ As Education/Outreach Chair, responsible for grant oversight and educational programs.
Valerie Yoscak	15 years experience in the film/video industry	10-15 hrs/mo	<ul style="list-style-type: none"> ▪ As Board Member at Large, works with Officers to oversee operations & accomplish Board responsibilities. ▪ As Financial Development Chair, designs programs for and recruits company, professional and meeting sponsors.
Jim Pennington	Owner & Business Director of DUO Media Productions	10-15 hrs/mo	<ul style="list-style-type: none"> ▪ As Board Member at Large, works with Officers to oversee operations & accomplish Board responsibilities. ▪ As Programming Chair, oversees planning and execution of meetings & special events.

Name	Qualifications	Avg. Hours	Duties
Gale Nemec	<ul style="list-style-type: none"> ▪ Producer of TV & radio, commercials, industrials & theatrical productions for children. ▪ Voice talent, actress, show host, performing arts teacher, & lyricist ▪ Serves on several other boards. 	10-15 hrs/mo	<ul style="list-style-type: none"> ▪ As Board Member at Large, works with Officers to oversee operations & accomplish Board responsibilities. ▪ As Publication Chair, oversees creation of the monthly newsletter and other print materials.
Anne Schwab	President & producer/ writer/director of the marketing firm, Creative Management Services, Washington, DC since 1988	15-20 hrs/mo	<ul style="list-style-type: none"> ▪ As Board Member at Large, works with Officers to oversee operations & accomplish Board responsibilities. ▪ As Volunteer Chair, oversees recruitment training and organization of volunteers for monthly meetings, Peer Awards & other functions.
David Geller	<ul style="list-style-type: none"> ▪ Former CEO of several software/internet advertising companies ▪ Co-owner & principal of internet marketing company (since 2000) ▪ Musician & composer 	5-10 hrs/mo	As Board Member at Large, works with Officers to oversee operations & accomplish Board responsibilities.
J.D. Mack	<ul style="list-style-type: none"> ▪ B.M. Music Management, James Madison University ▪ Co-owner of video production business Stage 2 A/V Productions. ▪ Video editor since 1993 	15-17 hrs/mo	As Board Member at Large, works with Officers to oversee operations & accomplish Board responsibilities.
Stephen Ames	~30 years experience in media production industry	5-10 hrs/mo	As Board Member at Large, works with Officers to oversee operations & accomplish Board responsibilities.
Leo Bauman	Montgomery County TVA volunteer & long-term fan of film & video production	5-10 hrs/mo	As Board Member at Large, works with Officers to oversee operations & accomplish Board responsibilities.
Kraig B. Greff	<ul style="list-style-type: none"> ▪ Co-owner of video production business, Tonal Vision LLC ▪ 40+ years experience performing, recording, composing & arranging music ▪ 20 years experience recording & editing audio for radio, TV & video 	5-10 hrs/mo	As Board Member at Large, works with Officers to oversee operations & accomplish Board responsibilities.

Part V, continued

5. Conflict of Interest Policy: Although we do not have a separate stand-alone conflict of interest policy, Section 10 of our Bylaws defines Standards of Conduct that require officers and directors with financial interests in a transaction to disclose such interest. Section 10 then describes the requirements for addressing the conflict of interest, and the corrective action to be taken in the event of violation.

TIVA-DC Bylaws

Section 10: Standards of Conduct & Methods of Removal

Standards of Conduct: Every member of the Board shall comport himself or herself at all times, whether at a Board meeting, a TIVA-DC function or elsewhere, in a manner that reflects well on TIVA-DC, and shall endeavor at all times to uphold a positive image of the Association, its activities and its Board. Every member of the Board shall serve TIVA-DC with the highest degree of undivided duty, loyalty, and care and shall undertake no enterprise to profit personally from their position with TIVA-DC. No Officer or Board member shall receive any payment of honoraria for their service as Directors or Officers. Members of the Board shall have no direct or indirect financial interest in the assets or leases of TIVA-DC. Any Director who individually or as part of a business or professional firm is involved in the business transaction or current professional services of that organization shall disclose the existence and nature of his or her financial interest and all material facts to the Board; the interested member may make a presentation at a Board meeting or committee meeting, but after such presentation, shall not participate in any deliberation or vote taken with respect to such transactions or services. Violation of the standards of conduct herein shall be grounds for removal from the Board.

- 5b&c. No one currently receiving compensation from TIVA-DC is a decision-maker in setting compensation. We have no employees, and the full Board determines compensation for professionals and independent contractors. No one on the Board has a close relationship with any of our independent contractors.

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

- 1a. Services provided to individuals include educational programs, educational newsletter, online educational and informational services, Peer Awards and Peer Promise Awards, and education/outreach services.
- 1b. Companies are allowed to submit entries in the Peer Awards competition.
Education/outreach services are offered to and through high schools and colleges, in addition to individuals.
2. Membership Services are provided only to members in good standing, i.e., whose membership dues are up to date. Membership is open to the general public interested in the film, video or multimedia production or communications field, subject to participation fees (membership dues). Membership services include our hard copy newsletter mailed directly to them, some sections of www.tivadc.org, and our iForum listserve, as well as discounted entry at educational programs and events.

See *Part IV, Narrative Description of Your Activities* for additional details.

Part VIII. Your Specific Activities

- 4a. Fundraising activities: The fundraising activities we are currently undertaking involve several members of the Board's Financial Development Committee who make personal solicitations for sponsorship support from a limited number of local companies. Currently, sponsorship support is requested in return for advertising and publicity, but in the future we plan to expand this to charitable activities. As described elsewhere, planned future programs to assist students and to help local filmmakers find grant funding will involve foundation and government grant solicitations. We do not have any other specific fundraising plans, but we are likely at some point to use mail, email and phone solicitations, and to accept donations on our web site.
- 4b. There are no written or oral contracts with any individuals or organizations to solicit charitable contributions for TIVA-DC. However, individual members are at times offered commissions for selling advertisements in the newsletter, Peer Awards Program, Production Guide, and other publications. Board Members are not eligible for commissions or other financial incentives.
- 4d. TIVA-DC activities are primarily in Washington, DC, Virginia and Maryland, and this is where most fundraising occurs. Peer Awards entries from elsewhere in the region are also allowed, although we have no plans to conduct fundraising beyond our primary service area.
- 4e. One of our long-term goals is to be able to help local filmmakers obtain grant funding for worthwhile documentaries and other films. This program might, for example, administer grant from foundations. This type of funding often has a number of requirements related to how the money can be spent, including types of expenses covered, content, quality and substance of the film, and geographic area. If we are able to implement this program, it would be with the oversight and involvement of appropriate CPA(s) and business managers. Otherwise, TIVA-DC will not maintain separate accounts for any individual, family, or organizational contributor under which the contributor has the right to advise on the use or distribution of funds.
10. In our monthly newsletter, we publish articles written by others in the industry. This newsletter is distributed free of charge to members and interested others.
Our Peer Awards displays and publishes excerpts from winning submissions. The Peer Awards charges a submission fee and an entry fee to the awards event. Event attendees receive a DVD with excerpts from the winning submissions. These submission excerpts are also shown at the event and elsewhere as publicity.
TIVA-DC does not own any rights in this intellectual property. We use it with permission from the copyright owners.
- 13b. Our long-term goal of having a program for administering filmmaker grants for charitable projects may involve distributions to organizations because filmmakers often create an incorporated business to manage film productions. This furthers our exempt purposes by empowering young media professionals and those with an important charitable message worthy of foundation funding.
Offering grants and scholarship awards may also involve distributions to the schools and universities in which they are enrolled.
- 13c, d, e, f & g TIVA-DC does not have written contracts with these organizations because these programs are not yet in existence and we are not currently involved in any distributions to organizations. If/when we put these programs in place, we will require application forms

and/or grant proposals and can provide them at that time. We have not developed these forms and procedures yet.

15. TIVA-DC has a close connection with MCAI-DC, the Washington, DC chapter of MCA-I. Their members are automatically admitted to membership in TIVA-DC. Their web page (www.mcaidc.org) links to the TIVA-DC web page for our meeting and event schedule. (See Schedule G, Successors to Other Organizations for a more thorough discussion of this relationship.)

Part IX. Financial Data

A. Statement of Revenues and Expenses, Line 7: Any revenue not otherwise listed above or on lines 9-12 below:

The amounts listed (\$245 in 2007, \$135 in 2008 and \$150 in 2010) are miscellaneous or uncategorized income.

Line 9: Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to your exempt purposes:

	2009	2008	2007	2010	Total
Totals	\$47,267	\$52,044	\$34,950	\$55,000	\$189,261
• Educational programs (meeting fees)	\$4,000	\$4,088	\$955	\$5,000	\$14,603
• Peer Awards Tickets	\$22,000	\$21,765	\$17,280	\$22,000	\$3,050
• Peer Awards entries	\$11,255	\$17,390	\$13,265	\$17,000	\$83,045
• Peer Awards – other income *	\$9,000	\$7,593	\$3,060	\$10,000	\$58,910
• Special Events	\$1,012	\$1,208	\$390	\$1,000	\$29,653

* Includes additional awards ordered by winners,

Line 15: Contributions, gifts, grants, and similar amounts paid out:

2009: \$500 honorarium to retiring President

2009: \$330 donation to DC Central Kitchen from Holiday Party proceeds

2008: \$617 for plaques for retiring Board members

2008: \$330 donation to DC Central Kitchen from Holiday Party proceeds

2010: Estimate of future contributions and gifts based on previous years experience

Line 23: Any expense not otherwise classified, such as program services:

	2009	2008	2007
Peer Awards expenses	\$34,500	\$32,276	\$13,289
• Awards	\$8,000	\$6,737	\$5,426
• Venue & catering expense	\$22,000	\$20,018	\$1,500
• Printing, copying, postage & delivery	\$4,500	\$5,521	\$6,363
Educational programs & events	\$6,500	\$3,960	\$3,315
• Special events expenses	\$3,500	\$687	\$3,015
• Educational program expenses (mostly catering/food)	\$3,000	\$3,273	\$300
Membership expenses	\$21,000	\$24,197	\$804
• Newsletter (layout, printing & mailing)	\$20,000	\$23,044	\$650
• Other membership expenses	\$1,000	\$1,154	\$154
General administrative expenses	\$5,800	\$6,453	\$1,981
• Bank charges	\$0	\$140	\$0
• Board & committee meetings - meals	\$1,000	\$1,044	\$45

• Credit card charges & equipment	\$2,800	\$2,882	\$1,858
• Insurance	\$400	\$255	\$0
• Internet fees	\$900	\$927	\$20
• Postage & delivery	\$50	\$150	\$30
• Supplies	\$150	\$239	\$28
• Tax	\$500	\$512	\$0
• Misc. expenses	\$0	\$304	

B. Balance Sheet, Line 6: Loans receivable:

MCAI-DC (formerly ITVA-DC): \$1,069

(Note: ITVA-DC was our predecessor organization.)

19. Have there been any substantial changes in your assets or liabilities since the end of the period shown above? If "Yes," explain:

Current assets have decreased from \$25,201 to less than \$15,000 because (1) some Peer Awards expenses must be paid before income is received, and (2) sponsor contributions have decreased in 2009 vs. 2008.

Schedule G. Successors to Other Organizations

2a. TIVA-DC was formed by "Associate Members" of ITVA-DC, the local DC chapter of the Media Communications Association-International (MCA-I) after relationships with the parent organization became strained.

2b&c. *Provide the tax status of the predecessor organization:* MCA-I (Media Communications Association – International) was a 501(c)(6) organization but applied for and has recently been granted 501(c)(3) status.

2e. Until late 2007, ITVA-DC, a chapter of the Media Communications Association-International (MCA-I), consisted mostly of local "associate" members, with only a few "international" MCA-I members. In June 2007, MCA-I requested ITVA-DC to change its name, threatening revocation of its charter if it did not. MCA-I also revised its Bylaws and the new version appeared to prohibit local chapters from having associate memberships.

As a result, the Board of ITVA-DC authorized several Board members to create a separate organization (TIVA-DC) to manage the local DC Peer Awards, as these awards could be viewed as competition to MCA-I's national awards program. Later that year, TIVA-DC revised its Bylaws to become a member organization, and the former ITVA-DC associate members became members of TIVA-DC, instead.

ITVA-DC still exists but has changed its name to MCAI-DC at the request of its parent organization. Although technically no longer affiliated, the two organizations have a cooperative relationship, and TIVA-DC extends membership privileges to MCAI-DC members. (MCAI-DC is not really an active organization any longer – it has no Board, does not plan meetings or events, no longer has a bank account, etc. MCA-I members located in the DC area really rely on TIVA-DC for local networking, educational programs, etc.)

3. MCA-I, headquartered in Madison, WI, is an international organization of media communications professionals that provides opportunities for networking, forums for education and resources for information.
4. *List the owners, partners, principal stockholders, officers, and governing board members of the predecessor organization. Attach a separate sheet if additional space is needed.* The list below represents the time period when TIVA-DC was created. The individuals listed below, with the exception of Jacqueline Greff, are members of the national MCA-I Board of Directors. Although the MCA-I Bylaws allowed local chapters to elect officers and appoint committees, they did not contain provisions for independent chapter Boards of Directors. A current list of MCA-I officers and directors is available at www.mca-i.org under "Contact Officers and Board of Directors."

Name	Address	Share/Interest
Lee Vogel, President	Business Video Solutions, Inc. 3810 N Mulberry Dr #202 Kansas City, MO 64116	n/a (non-profit)
Jeff Tow, President-Elect	Jeff Tow Creative PO Box 522 Cannonsburg, MI 49317	n/a (non-profit)
Laurie Clark, Secretary	Becker Communications, Inc. 5303 E. Jelinek Ave Schofield, WI 54476	n/a (non-profit)

Name	Address	Share/Interest
Paul Sendry, Treasurer	Northwestern Mutual 720 E Wisconsin Avenue Milwaukee, WI 53202	n/a (non-profit)
Mike Brown, Past President	Rockwell Automation 1201 South Second Street Milwaukee, WI 53204	n/a (non-profit)
Erin Fergusson, Board Member	American Family Mutual Insurance 6000 American Parkway PR-Q11J Madison, WI 53783	n/a (non-profit)
David Haneke, Board Member	Opening Moments Media, LLC 5151 N. 16th St., Suite D-136 Phoenix, AZ. 85016	n/a (non-profit)
Richard Kenitzer, Communications Director	Marshfield Clinic 1000 N Oak Avenue Marshfield, WI 54449	n/a (non-profit)
Steve King, Board Member	Screentime 68 Sale St, Freemans Bay PO Box 90530, AMSC Auckland 1142, New Zealand	n/a (non-profit)
Linda Lopez, Board Member	Tellmedia Communications, Inc. 736 West End Avenue New York, NY 10025	n/a (non-profit)
Lori O'Konek, Board Member	The o' Company Madison, Wisconsin Dallas, Texas	n/a (non-profit)
Clare Rabe-DeBoever, Membership Director	Baylor Health Care System Dallas, Texas	n/a (non-profit)
Susan Reetz, Board Member	Rucinski & Reetz Communication, LLC 604 Johnson Street Rothschild, WI 54474	n/a (non-profit)
Wayne Schulman	Bogen Imaging Inc., USA 565 East Crescent Avenue Ramsey, NJ 07446	n/a (non-profit)
Kenan Branam, Web Historian	Paradigm Communications, Inc. Houston, Texas	n/a (non-profit)
Connie Terwilliger, Web Master	42nd Street Productions PO Box 161018 San Diego, California 92176	n/a (non-profit)
Gary Shifflet, Media Festival & Scholarship Chair	Kinetic 02 Corporate Drive, Suite 200 Southfield, Michigan 48076	n/a (non-profit)
Jacqueline Greff President, MCAI-DC	Tonal Vision LLC 1607 Lancaster St. Baltimore, MD 21231	n/a (non-profit)

5. *Do or will any of the persons listed in line 4, maintain a working relationship with you? If "Yes," describe the relationship in detail and include copies of any agreements with any of these persons or with any for-profit organizations in which these persons own more than a 35% interest.*

December 2007 was the transition from ITVA-DC to MCAI-DC. Many ITVA-DC officers resigned and joined TIVA-DC. The exception was Jacqueline Greff, then President of ITVA-DC who remained President of MCAI-DC, in addition to becoming President of TIVA-DC. In January 2008, additional TIVA-DC Board members took office to form a complete TIVA-DC Board.

Other than statements on the respective organizations' web pages and organizational bylaws, there are no formal agreements between MCAI-DC, TIVA-DC and Jacqueline Greff. Jacqueline Greff does not own a share of either organization or have personal financial interests in either organization. MCAI-DC no longer has leadership or membership meetings, other than as joint meetings organized by TIVA-DC. Jacqueline Greff's role in MCAI-DC is primarily as a local contact for MCAI-DC officers and members.

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

- 1a. *Describe the types of educational grants you provide to individuals, such as scholarships, fellowships, loans, etc.*

TIVA-DC has long-term goals of improving media education. One of our long term goals, providing scholarships, will promote educational efforts for high school and college students interested in careers in the media, internet and the television industry. These scholarships will be non-discriminatory, based on merit, and open to applications from the general public.

- 1b. *Describe the purpose and amount of your scholarships, fellowships, and other educational grants and loans that you award.*

Educational grants will be provided through student applications for scholarships. Some scholarships will be administrated as part of the Peer Promise awards, e.g., when a student wins an honor or award in the juried competition, they can fast-track an application for a TIVA-DC stipend to assist their higher education in their media craft. Other scholarships awards will be based on an applicant's application, and the recommendation of their teachers or program chairs.

TIVA-DC will award educational stipends/scholarships based on a review panel of TIVA-DC board members, as well as invited jurors from area universities and colleges. These scholarships will be small stipends of \$500 or \$1000, paid directly to higher learning institutions (not awarded directly to students). The scholarships may cover tuition, or materials and related course fees and supplies.

- 1c. *If you award educational loans, explain the terms of the loans (interest rate, length, forgiveness, etc.).*

At this time, TIVA-DC does not intend to provide loans.

- 1d. *Specify how your program is publicized.*

TIVA-DC scholarships and educational grants will be publicized in TIVA-DC websites and publications. Annually, materials and information about TIVA-DC and scholarship opportunities will be emailed to high school and colleges in the DC-VA-MD metro area.

- 1e. *Provide copies of any solicitation or announcement materials.*

See attached.

- 1f. *Provide a sample copy of the application used.*

See attached.

2. *Do you maintain case histories showing recipients of your scholarships, fellowships, educational loans, or other educational grants, including names, addresses, purposes of awards, amount of each grant, manner of selection, and relationship (if any) to officers, trustees, or donors of funds to you? If "No," refer to the instructions.*

Case histories will be maintained for scholarship recipients for not less than 3 years.

3. *Describe the specific criteria you use to determine who is eligible for your program. (For example, eligibility selection criteria could consist of graduating high school students from a particular high school who will attend college, writers of scholarly works about American history, etc.)*

Criteria of eligibility: Students who attend public, charter, or private schools in the DC-VA-MD area, and have submitted a complete application with required references from teachers and school administrators. Students must submit a statement verifying their interest in a career in the media arts.

- 4a. *Describe the specific criteria you use to select recipients. (For example, specific selection criteria could consist of prior academic performance, financial need, etc.)*

Selection criteria is based on letters of recommendation submitted on behalf of student, and student's financial need.

- 4b. *Describe how you determine the number of grants that will be made annually.*

The number of grants each year will be based on funds available, based on allocation of resources by the TIVA-DC Board members.

- 4c. *Describe how you determine the amount of each of your grants.*

The amount of grants each year will be based on funds available, based on allocation of resources by the TIVA-DC Board members.

- 4d. *Describe any requirement or condition that you impose on recipients to obtain, maintain, or qualify for renewal of a grant. (For example, specific requirements or conditions could consist of attendance at a four-year college, maintaining a certain grade point average, teaching in public school after graduation from college, etc.)*

Scholarship recipients may apply for a renewal of a grant, by submitting recommendation from college or university media teachers, guidance counselors, or program coordinators.

5. *Describe your procedures for supervising the scholarships, fellowships, educational loans, or other educational grants. Describe whether you obtain reports and grade transcripts from recipients, or you pay grants directly to a school under an arrangement whereby the school will apply the grant funds only for enrolled students who are in good standing. Also, describe your procedures for taking action if the terms of the award are violated.*

Sole supervision of grants will be in the requirement of schools to guarantee that grant funds pay only for enrolled student who is in good standing. In the case of violations, school will be required to notify TIVA-DC and return part of all of grant to TIVA-DC, should student fail or withdraw from program within 90 days of award payment.

6. *Who is on the selection committee for the awards made under your program, including names of current committee members, criteria for committee membership, and the method of replacing committee members?*

The ad hoc selection committee would be the current or future members of the Peer Promise Committee, e.g., Patty Zubeck Means, Maria Barnes, John Douglas.

Criteria for membership:

- 1) Must be active TIVA member;
- 2) Must demonstrate interest in media education; must undergo formal consent of TIVA-DC board members to approve service to Scholarship Committee;

- 3) Must demonstrate a willingness to promote the scholarship fund to area businesses and related non-profit entities.

7. *Are relatives of members of the selection committee, or of your officers, directors, or **substantial contributors** eligible for awards made under your program?*

No relatives of members of the selection committee, or of other TIVA-DC officers, directors, or substantial contributors are eligible for awards made under this program.