

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

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

Read the instructions for each Part carefully.

A User Fee must be attached to this application.

If the required information and appropriate documents are not submitted along with Form 8718 (with payment of the appropriate user fee), the application may be returned to you.

Complete the Procedural Checklist on page 8 of the instructions.

Part I Identification of Applicant

1a Full name of organization (as shown in organizing document)	2 Employer identification number (EIN) (If none, see page 3 of the Specific Instructions .) : :
1b c/o Name (if applicable)	3 Name and telephone number of person to be contacted if additional information is needed ()
1c Address (number and street)	Room/Suite
1d City, town, or post office, state, and ZIP + 4. If you have a foreign address, see Specific Instructions for Part I, page 3.	4 Month the annual accounting period ends 5 Date incorporated or formed
1e Web site address	6 Check here if applying under section: a <input type="checkbox"/> 501(e) b <input type="checkbox"/> 501(f) c <input type="checkbox"/> 501(k) d <input type="checkbox"/> 501(n)
7 Did the organization previously apply for recognition of exemption under this Code section or under any other section of the Code? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," attach an explanation.	
8 Is the organization required to file Form 990 (or Form 990-EZ)? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach an explanation (see page 3 of the Specific Instructions).	
9 Has the organization filed Federal income tax returns or exempt organization information returns? . . . <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," state the form numbers, years filed, and Internal Revenue office where filed.	

10 Check the box for the type of organization. ATTACH A CONFORMED COPY OF THE CORRESPONDING ORGANIZING DOCUMENTS TO THE APPLICATION BEFORE MAILING. (See **Specific Instructions** for Part I, Line 10, on page 3.) See also Pub. 557 for examples of organizational documents.)

a Corporation—Attach a copy of the Articles of Incorporation (including amendments and restatements) showing approval by the appropriate state official; also include a copy of the bylaws.

b Trust— Attach a copy of the Trust Indenture or Agreement, including all appropriate signatures and dates.

c Association— Attach a copy of the Articles of Association, Constitution, or other creating document, with a declaration (see instructions) or other evidence the organization was formed by adoption of the document by more than one person; also include a copy of the bylaws.

If the organization is a corporation or an unincorporated association that has not yet adopted bylaws, check here

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) (Type or print name and title or authority of signer) (Date)

Part II Activities and Operational Information

- 1 Provide a detailed narrative description of all the activities of the organization—past, present, and planned. **Do not merely refer to or repeat the language in the organizational document.** List each activity separately in the order of importance based on the relative time and other resources devoted to the activity. Indicate the percentage of time for each activity. Each description should include, as a minimum, the following: **(a)** a detailed description of the activity including its purpose and how each activity furthers your exempt purpose; **(b)** when the activity was or will be initiated; and **(c)** where and by whom the activity will be conducted.

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- 2 What are or will be the organization's sources of financial support? List in order of size.

-
- 3 Describe the organization's fundraising program, both actual and planned, and explain to what extent it has been put into effect. Include details of fundraising activities such as selective mailings, formation of fundraising committees, use of volunteers or professional fundraisers, etc. Attach representative copies of solicitations for financial support.
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Part II Activities and Operational Information (Continued)

4 Give the following information about the organization's governing body:

a Names, addresses, and titles of officers, directors, trustees, etc.

b Annual compensation

c Do any of the above persons serve as members of the governing body by reason of being public officials or being appointed by public officials? Yes No
If "Yes," name those persons and explain the basis of their selection or appointment.

d Are any members of the organization's governing body "disqualified persons" with respect to the organization (other than by reason of being a member of the governing body) or do any of the members have either a business or family relationship with "disqualified persons"? (See **Specific Instructions** for Part II, Line 4d, on page 3.) Yes No
If "Yes," explain.

5 Does the organization control or is it controlled by any other organization? Yes No
Is the organization the outgrowth of (or successor to) another organization, or does it have a special relationship with another organization by reason of interlocking directorates or other factors? Yes No
If either of these questions is answered "Yes," explain.

6 Does or will the organization directly or indirectly engage in any of the following transactions with any political organization or other exempt organization (other than a 501(c)(3) organization): (a) grants; (b) purchases or sales of assets; (c) rental of facilities or equipment; (d) loans or loan guarantees; (e) reimbursement arrangements; (f) performance of services, membership, or fundraising solicitations; or (g) sharing of facilities, equipment, mailing lists or other assets, or paid employees? Yes No
If "Yes," explain fully and identify the other organizations involved.

7 Is the organization financially accountable to any other organization? Yes No
If "Yes," explain and identify the other organization. Include details concerning accountability or attach copies of reports if any have been submitted.

Part II Activities and Operational Information (Continued)

8 What assets does the organization have that are used in the performance of its exempt function? (Do not include property producing investment income.) If any assets are not fully operational, explain their status, what additional steps remain to be completed, and when such final steps will be taken. If none, indicate "N/A."

9 Will the organization be the beneficiary of tax-exempt bond financing within the next 2 years? Yes No

10a Will any of the organization's facilities or operations be managed by another organization or individual under a contractual agreement? Yes No

b Is the organization a party to any leases? Yes No

If either of these questions is answered "Yes," attach a copy of the contracts and explain the relationship between the applicant and the other parties.

11 Is the organization a membership organization? Yes No
If "Yes," complete the following:

a Describe the organization's membership requirements and attach a schedule of membership fees and dues.

b Describe the organization's present and proposed efforts to attract members and attach a copy of any descriptive literature or promotional material used for this purpose.

c What benefits do (or will) the members receive in exchange for their payment of dues?

12a If the organization provides benefits, services, or products, are the recipients required, or will they be required, to pay for them? N/A Yes No
If "Yes," explain how the charges are determined and attach a copy of the current fee schedule.

b Does or will the organization limit its benefits, services, or products to specific individuals or classes of individuals? N/A Yes No
If "Yes," explain how the recipients or beneficiaries are or will be selected.

13 Does or will the organization attempt to influence legislation? Yes No
If "Yes," explain. Also, give an estimate of the percentage of the organization's time and funds that it devotes or plans to devote to this activity.

14 Does or will the organization intervene in any way in political campaigns, including the publication or distribution of statements? Yes No
If "Yes," explain fully.

Part III Technical Requirements

1 Are you filing Form 1023 within 15 months from the end of the month in which your organization was created or formed? Yes No
If you answer "Yes," do not answer questions on lines 2 through 6 below.

2 If one of the exceptions to the 15-month filing requirement shown below applies, check the appropriate box and proceed to question 7.

Exceptions—You are not required to file an exemption application within 15 months if the organization:

- a Is a church, interchurch organization of local units of a church, a convention or association of churches, or an integrated auxiliary of a church. See **Specific Instructions**, Line 2a, on page 4;
- b Is not a private foundation and normally has gross receipts of not more than \$5,000 in each tax year; or
- c Is a subordinate organization covered by a group exemption letter, but only if the parent or supervisory organization timely submitted a notice covering the subordinate.

3 If the organization does not meet any of the exceptions on line 2 above, are you filing Form 1023 within 27 months from the end of the month in which the organization was created or formed? Yes No

If "Yes," your organization qualifies under Regulation section 301.9100-2, for an automatic 12-month extension of the 15-month filing requirement. Do not answer questions 4 through 6.

If "No," answer question 4.

4 If you answer "No" to question 3, does the organization wish to request an extension of time to apply under the "reasonable action and good faith" and the "no prejudice to the interest of the government" requirements of Regulations section 301.9100-3? Yes No

If "Yes," give the reasons for not filing this application within the 27-month period described in question 3. See **Specific Instructions**, Part III, Line 4, before completing this item. Do not answer questions 5 and 6.

If "No," answer questions 5 and 6.

5 If you answer "No" to question 4, your organization's qualification as a section 501(c)(3) organization can be recognized only from the date this application is filed. Therefore, do you want us to consider the application as a request for recognition of exemption as a section 501(c)(3) organization from the date the application is received and not retroactively to the date the organization was created or formed? . . . Yes No

6 If you answer "Yes" to question 5 above and wish to request recognition of section 501(c)(4) status for the period beginning with the date the organization was formed and ending with the date the Form 1023 application was received (the effective date of the organization's section 501(c)(3) status), check here and attach a completed page 1 of Form 1024 to this application.

Part III Technical Requirements (Continued)

7 Is the organization a private foundation?

- Yes** (Answer question 8.)
 No (Answer question 9 and proceed as instructed.)

8 If you answer "Yes" to question 7, does the organization claim to be a private operating foundation?

- Yes** (Complete Schedule E.)
 No

After answering question 8 on this line, go to line 14 on page 7.

9 If you answer "No" to question 7, indicate the public charity classification the organization is requesting by checking the box below that most appropriately applies:

THE ORGANIZATION IS NOT A PRIVATE FOUNDATION BECAUSE IT QUALIFIES:

- | | | |
|----------|--|--|
| a | <input type="checkbox"/> As a church or a convention or association of churches
(CHURCHES MUST COMPLETE SCHEDULE A.) | Sections 509(a)(1)
and 170(b)(1)(A)(i) |
| b | <input type="checkbox"/> As a school (MUST COMPLETE SCHEDULE B.) | Sections 509(a)(1)
and 170(b)(1)(A)(ii) |
| c | <input type="checkbox"/> As a hospital or a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital (These organizations, except for hospital service organizations, MUST COMPLETE SCHEDULE C.) | Sections 509(a)(1)
and 170(b)(1)(A)(iii) |
| d | <input type="checkbox"/> As a governmental unit described in section 170(c)(1). | Sections 509(a)(1)
and 170(b)(1)(A)(v) |
| e | <input type="checkbox"/> As being operated solely for the benefit of, or in connection with, one or more of the organizations described in a through d , g , h , or i (MUST COMPLETE SCHEDULE D.) | Section 509(a)(3) |
| f | <input type="checkbox"/> As being organized and operated exclusively for testing for public safety. | Section 509(a)(4) |
| g | <input type="checkbox"/> As being operated for the benefit of a college or university that is owned or operated by a governmental unit. | Sections 509(a)(1)
and 170(b)(1)(A)(iv) |
| h | <input type="checkbox"/> As receiving a substantial part of its support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. | Sections 509(a)(1)
and 170(b)(1)(A)(vi) |
| i | <input type="checkbox"/> As normally receiving not more than one-third of its support from gross investment income and more than one-third of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). | Section 509(a)(2) |
| j | <input type="checkbox"/> The organization is a publicly supported organization but is not sure whether it meets the public support test of h or i . The organization would like the IRS to decide the proper classification. | Sections 509(a)(1)
and 170(b)(1)(A)(vi)
or Section 509(a)(2) |

If you checked one of the boxes a through f in question 9, go to question 14. If you checked box g in question 9, go to questions 11 and 12. If you checked box h, i, or j, in question 9, go to question 10.

Part III Technical Requirements (Continued)

- 10** If you checked box **h, i, or j** in question 9, has the organization completed a tax year of at least 8 months?
 Yes—Indicate whether you are requesting:
 A definitive ruling. (Answer questions 11 through 14.)
 An advance ruling. (Answer questions 11 and 14 and attach two Forms 872-C completed and signed.)
 No—You must request an advance ruling by completing and signing two Forms 872-C and attaching them to the Form 1023.

- 11** If the organization received any unusual grants during any of the tax years shown in Part IV-A, **Statement of Revenue and Expenses**, attach a list for each year showing the name of the contributor; the date and the amount of the grant; and a brief description of the nature of the grant.

- 12** If you are requesting a definitive ruling under section 170(b)(1)(A)(iv) or (vi), check here and:
a Enter 2% of line 8, column (e), Total, of Part IV-A _____
b Attach a list showing the name and amount contributed by each person (other than a governmental unit or “publicly supported” organization) whose total gifts, grants, contributions, etc., were more than the amount entered on line **12a** above.

- 13** If you are requesting a definitive ruling under section 509(a)(2), check here and:
a For each of the years included on lines 1, 2, and 9 of Part IV-A, attach a list showing the name of and amount received from each “disqualified person.” (For a definition of “disqualified person,” see **Specific Instructions**, Part II, Line 4d, on page 3.)
b For each of the years included on line 9 of Part IV-A, attach a list showing the name of and amount received from each payer (other than a “disqualified person”) whose payments to the organization were more than \$5,000. For this purpose, “payer” includes, but is not limited to, any organization described in sections 170(b)(1)(A)(i) through (vi) and any governmental agency or bureau.

14 Indicate if your organization is one of the following. If so, complete the required schedule. (Submit only those schedules that apply to your organization. Do not submit blank schedules.)	Yes	No	If “Yes,” complete Schedule:
Is the organization a church?			A
Is the organization, or any part of it, a school?			B
Is the organization, or any part of it, a hospital or medical research organization?			C
Is the organization a section 509(a)(3) supporting organization?			D
Is the organization a private operating foundation?			E
Is the organization, or any part of it, a home for the aged or handicapped?			F
Is the organization, or any part of it, a child care organization?			G
Does the organization provide or administer any scholarship benefits, student aid, etc.?			H
Has the organization taken over, or will it take over, the facilities of a “for profit” institution?			I

Part IV Financial Data

Complete the financial statements for the current year and for each of the 3 years immediately before it. If in existence less than 4 years, complete the statements for each year in existence. If in existence less than 1 year, also provide proposed budgets for the 2 years following the current year.

A. Statement of Revenue and Expenses

		Current tax year	3 prior tax years or proposed budget for 2 years			
		(a) From to	(b)	(c)	(d)	(e) TOTAL
Revenue	1	Gifts, grants, and contributions received (not including unusual grants—see page 6 of the instructions)				
	2	Membership fees received				
	3	Gross investment income (see instructions for definition)				
	4	Net income from organization's unrelated business activities not included on line 3				
	5	Tax revenues levied for and either paid to or spent on behalf of the organization				
	6	Value of services or facilities furnished by a governmental unit to the organization without charge (not including the value of services or facilities generally furnished the public without charge)				
	7	Other income (not including gain or loss from sale of capital assets) (attach schedule)				
	8	Total (add lines 1 through 7)				
	9	Gross receipts from admissions, sales of merchandise or services, or furnishing of facilities in any activity that is not an unrelated business within the meaning of section 513. Include related cost of sales on line 22				
	10	Total (add lines 8 and 9)				
	11	Gain or loss from sale of capital assets (attach schedule)				
	12	Unusual grants				
	13	Total revenue (add lines 10 through 12)				
Expenses	14	Fundraising expenses				
	15	Contributions, gifts, grants, and similar amounts paid (attach schedule)				
	16	Disbursements to or for benefit of members (attach schedule)				
	17	Compensation of officers, directors, and trustees (attach schedule)				
	18	Other salaries and wages				
	19	Interest				
	20	Occupancy (rent, utilities, etc.)				
	21	Depreciation and depletion				
	22	Other (attach schedule)				
	23	Total expenses (add lines 14 through 22)				
	24	Excess of revenue over expenses (line 13 minus line 23)				

Part IV Financial Data (Continued)

B. Balance Sheet (at the end of the period shown)		Current tax year Date
Assets		
1	Cash	1
2	Accounts receivable, net	2
3	Inventories	3
4	Bonds and notes receivable (attach schedule)	4
5	Corporate stocks (attach schedule)	5
6	Mortgage loans (attach schedule)	6
7	Other investments (attach schedule)	7
8	Depreciable and depletable assets (attach schedule)	8
9	Land	9
10	Other assets (attach schedule)	10
11	Total assets (add lines 1 through 10)	11
Liabilities		
12	Accounts payable	12
13	Contributions, gifts, grants, etc., payable	13
14	Mortgages and notes payable (attach schedule)	14
15	Other liabilities (attach schedule)	15
16	Total liabilities (add lines 12 through 15)	16
Fund Balances or Net Assets		
17	Total fund balances or net assets	17
18	Total liabilities and fund balances or net assets (add line 16 and line 17)	18

If there has been any substantial change in any aspect of the organization's financial activities since the end of the period shown above, check the box and attach a detailed explanation

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

(Rev. September 1998)

Department of the Treasury
Internal Revenue Service

(See instructions on reverse side.)

**To be used with
Form 1023. Submit
in duplicate.**

Under section 6501(c)(4) of the Internal Revenue Code, and as part of a request filed with Form 1023 that the organization named below be treated as a publicly supported organization under section 170(b)(1)(A)(vi) or section 509(a)(2) during an advance ruling period,

<p align="center"><i>(Exact legal name of organization as shown in organizing document)</i></p>	}	and the	District Director of Internal Revenue, or Assistant Commissioner (Employee Plans and Exempt Organizations)
<p align="center"><i>(Number, street, city or town, state, and ZIP code)</i></p>			

consent and agree that the period for assessing tax (imposed under section 4940 of the Code) for any of the 5 tax years in the advance ruling period will extend 8 years, 4 months, and 15 days beyond the end of the first tax year.

However, if a notice of deficiency in tax for any of these years is sent to the organization before the period expires, the time for making an assessment will be further extended by the number of days the assessment is prohibited, plus 60 days.

Ending date of first tax year
(Month, day, and year)

Name of organization (as shown in organizing document)	Date
Officer or trustee having authority to sign	Type or print name and title
Signature ►	

For IRS use only

District Director or Assistant Commissioner (Employee Plans and Exempt Organizations)	Date
---	------

By ►

You must complete Form 872-C and attach it to the Form 1023 if you checked box **h**, **i**, or **j** of Part III, question 9, and the organization has not completed a tax year of at least 8 months.

For example: If the organization incorporated May 15 and its year ends December 31, it has completed a tax year of only 7½ months. Therefore, Form 872-C must be submitted.

- (a) Enter the name of the organization. This must be entered exactly as it appears in the organizing document. Do not use abbreviations unless the organizing document does.
- (b) Enter the current address.
- (c) Enter the ending date of the first tax year.

For example:

- (1) If the organization was formed on June 15 and it has chosen December 31 as its year end, enter December 31,
 - (2) If the organization was formed June 15 and it has chosen June 30 as its year end, enter June 30, In this example, the organization's first tax year consists of only 15 days.
- (d) The form must be signed by an authorized officer or trustee, generally the president or treasurer. The name and title of the person signing must be typed or printed in the space provided.
 - (e) Enter the date that the form was signed.

DO NOT MAKE ANY OTHER ENTRIES.

Additional Information

Private foundations that make grants to individuals for travel, study, or other similar purposes are required to obtain advance approval of their grant procedures from the IRS. Such grants that are awarded under selection procedures that have not been approved by the IRS are subject to a 10% excise tax under section 4945. (See Regulations sections 53.4945-4(c) and (d).)

If you are requesting advance approval of the organization's grant procedures, the following sections apply to line **1c**:

4945(g)(1)—The grant constitutes a scholarship or fellowship grant that meets the provisions of section 117(a) prior to its amendment by the Tax Reform Act of 1986 and is to be used for study at an educational organization (school) described in section 170(b)(1)(A)(ii).

4945(g)(2)—The grant constitutes a prize or award that is subject to the provisions of section 74(b), if the recipient of such a prize or award is selected from the general public.

4945(g)(3)—The purpose of the grant is to achieve a specific objective, produce a report or other similar product, or improve or enhance a literary, artistic, musical, scientific, teaching, or other similar capacity, skill, or talent of the grantee.

Attachments for 1023 Application

Peninsula Womens Chorus, EIN 20-0513547
P.O. Box 50532
Palo Alto, CA 94303

Attachment 3: Detailed Examples of Choral Activities, Part II, Q1

The board will plan, review, and approve the chorus activities each year (w/staff and singer input and assistance). These include:

- Concerts (85%, including rehearsals). Regular performances are integral to the mission of performing and promoting high-quality classical and contemporary music written for women's voices. These activities have occurred since 1966. Concerts and rehearsals include the following kinds of activities.
 - Collaborations with others in the Bay Area and around the world including: conductors, clinicians, other choirs, composers, dancers, other arts organizations
 - Commissioning new works for women's choirs
- Community Outreach. (5%). Typical examples (ongoing and done in the past) include:
 - The "Poetry and Music Project". In this project, local poets came into Bay Area elementary schools to help children write poems. Three American composers (selected by PWC) then chose text from this collection of poems and wrote a total of 9 new pieces, which PWC performed in a free concert that included the children poets and composers. The next season, PWC shared this concept at an international choral festival. Several directors approached Dr. Hennings and informed her that they would start their own similar projects in their hometowns. By working with school children and showing the relationship between poetry and music, and having some of their poems set to music, the children were encouraged to participate in several different cultural activities.
 - Presenting free concerts to the local community each year. This includes singing at the Season of Hope concert series in San Jose, and singing for the Carmelite Cloistered nuns, in Santa Clara.
 - Access to free open rehearsals with world-renowned directors, e.g. Maria Guinand of Venezuela.
 - Providing free tickets to our concerts to the local junior-high, high school, and college choirs.
 - Providing the music at several church services, allowing the regular choir to take a week off.
 - Free performances provided for the bicentennial celebration of St. Patrick's Seminary
 - Performing for the benefit of the (Sigma Alpha Iota) SAI fundraiser for musicians; performing to raise money for a church music fund; and for the East Palo Alto Montessori school fund.
 - Establishing and participating in the Northern California Womens Choral Festival. This brought women's choirs from around Northern California together to share music, with clinician evaluation and subsequent growth of each group. Three choirs attended the initial event; over the years, this has become very popular with more than 15-20 ensembles applying for attendance.
 - Joining with Helen Colijn, a survivor of WWII wartime camps and author of the book *Song of Survival: Women Interred*, the PWC performed many vocal orchestra concerts together, sharing this music with American and international audiences. The vocal orchestra music consisted of orchestral pieces set to women's voices from memory by women interred during WWII.
- Participating in choir festivals and conferences promoting women's choral music (5%). By participating in choral festivals and conferences around the world, the chorus members learn new and exciting repertoire from all areas of the world and are in turn sharing their musical experience and journey with others.
- CD productions (5%). Regular production of CDs enables the music performed by the PWC to be enjoyed by an international audience. The first PWC CD was produced in 1993.

Attachments for 1023 Application

Peninsula Womens Chorus, EIN 20-0513547
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Attachment 4: Sources of Financial Support, Part II, Q2

The Peninsula Womens Chorus has several sources of financial support.

- Foothill Community College District – sponsorship of Artistic Director’s Salary: \$30,000 per year
- Concert Ticket Sales: \$14,000-17,000 per year
- Individual Donors: \$15,000-20,000 per year including member/singer contributions
- Board member Contributions \$5000 per year
- Grants from Foundations: \$0-25,000 – varies depending on economy and specific requests and applications
- Other fundraising activities, e.g. scrip, benefit concert/gala, benefit drawing \$2500-\$3000 depending on event
- Other business sponsors, e.g. via program ads \$300-600 per year
- Paid Performances, e.g. for weddings (\$500 per year)
- CD Sales: \$1000-\$5000 per year

Attachment 5: Fundraising Program, Part II, Q3

- Planned. Funds Development Committee of volunteers has been formed as part of the strategic planning project in 2003-2004. This committee is tasked with developing a program that can fund a general manager on a yearly basis. Their first activity will be presenting the results of the strategic plan to our key donors and asking for challenge grant money that can be used with the general donor population (e.g. the individual donor campaign). Other activities may include a silent auction with items donated from the community. In addition, the PWC has been invited to participate in the Music and Arts Campaign for 2004, a program of the Arts Council Silicon Valley.
- Grant applications – a volunteer committee evaluates current and future planned projects; searches for possible grants; and makes applications. Our most recent grant is for \$2500 from Arts Council Silicon Valley, for organizational effectiveness, received in Dec 2003.
- Scrip participation. The PWC participates in the general scrip programs that enable a small percentage of purchases (e.g. up to 4% of Safeway grocery purchases) to be donated to the buyer’s charity of choice.

Attachment 5a: Sample Fundraising Letter

Attachment 5b: Invitation from Arts Council Silicon Valley to join the Music and Arts Campaign

Attachment 5c: Sample Grant Application

Attachments for 1023 Application

Peninsula Womens Chorus, EIN 20-0513547
P.O. Box 50532
Palo Alto, CA 94303

Attachment 6: Complete list of Board of Directors, Part II, Q4

Position	Name & address	Compensation
President	Ruthellen Dickinson, P.O. Box 50532, Palo Alto, CA 94303	\$0
Vice-President	Mary Lorey, P.O. Box 50532, Palo Alto, CA 94303	\$0
Treasurer	Andra Marynowski, P.O. Box 50532, Palo Alto, CA 94303	\$0
Secretary	Stewart Plock, P.O. Box 50532, Palo Alto, CA 94303	\$0
Chorus Coordinator	Kathie Underdal , P.O. Box 50532, Palo Alto, CA 94303	\$0
Artistic Director	Martin Benvenuto, P.O. Box 50532, Palo Alto, CA 94303	\$0
At Large	Kathy Fujikawa, P.O. Box 50532, Palo Alto, CA 94303	\$0
	Carey Sheffield, P.O. Box 50532, Palo Alto, CA 94303	\$0
	May Goodreau, P.O. Box 50532, Palo Alto, CA 94303	\$0
	Jennifer Murril, P.O. Box 50532, Palo Alto, CA 94303	\$0

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Attachment 7: Determination for Charges for Services, Part II, Q 12a

Charges for concert tickets are determined by doing a market survey of prices to similar events by similar exempt choral organizations in similar venues. Currently,

- Concert Prices are \$20.00/\$15.00 Seniors/Students, and
- CD Prices are \$15.00 (including sales tax)

Note that prices cover only a portion (< 1/2) of the production expenses of the chorus.

However, the chorus does provide free concerts to the community, e.g. a service at Grace Lutheran church and others, the “Meet Maria” event, the Poetry and Music concert, Season of Hope concerts, and concerts for the Carmelite Cloistered nuns of Santa Clara. Also, free tickets are made available to local junior-high, high school, and college choirs.

Attachments for 1023 Application

Peninsula Womens Chorus, EIN 20-0513547
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Attachment 8: Financial Data, Part IV, A: Statement of Revenue and Expenses

The Peninsula Womens Chorus, as an independent corporation, has been in existence since October 2003; less than 8 months. However, the financial data for the past three years is based on our working with Foothill College and the Foothill DeAnza Colleges Foundation, as our fiscal sponsor. We have also hired independent contractors and temporary employees via Foothill – paying for them from our funds maintained by the Foundation. We anticipate similar expenditures as a fiscally independent organization.

Line 6. Foothill College sponsors the payment of the Artistic Director’s salary. This is also included as an expense in line 18.

Line 7: Itemize other income (not including unusually large contributions and grants)

Line 7 Itemization	(a) 03-04	(b) 02-03	(c) 01-02	(d) 00-01	(e) Total
Reimbursement of Expenses	\$1,440	\$52,072	\$8,895	\$59,398	\$121,805
Line 7 total	\$1,440	\$52,072	\$8,895	\$59,398	\$121,805

Line 15 Contributions on behalf of others

Note: Financial assistance for conference/festival/convention attendance is awarded in confidentiality. The goal is to enable every singer, regardless of financial ability, to participate in the musical growth opportunities such as meeting with world-renowned composers and conductors. The following shows the breakdown of what was awarded. Amounts are paid directly to the appropriate agents (e.g. conference registration fees, hotel, airline) rather than to any individual.

- Fest500 in St. Johns, Canada, Summer 2003: 6 recipients for total of \$3312
- ACDA in Texas and Festival of Women’s Singing in Seattle, Spring & Summer of 2001: 11 recipients for total of \$6208

Line 22. Itemize COS (items not included elsewhere)

Line 22 Itemization	(a) 03-04	(b) 02-03	(c) 01-02	(d) 00-01	(e) Total
Advertising and Promotion	1,043	3,407	5,648	12,089	\$22,187
Operating Expenses	1,107	3,019	3,976	2,895	\$10,997
Production of CDs	3,796	6,896	1,967	11,194	\$23,853
Production of Concerts	1,727	5,439	5,797	5,309	\$18,272
Professional Fees	150	25,132	2,432	0	\$27,564
Festival/Conference Expense	2,900	57,172	7,693	65,856	\$133,621
Line 22 total	\$10,723	\$101,065	\$27,513	\$97,343	\$236,644

P.O. Box 400, San Juan Bautista, CA 95045
406 Second Street

Lupe Candelaria - Office Manager

831-623-2127 • Fax (831) 623-2433
email: lupe@oldmission-sjb.org • www.oldmission-sjb.org
Office hours: M-F 9:00 a.m.-4:00 p.m.

Attachments for 1023
Peninsula Women's Chorus
EIN 20-0513547
P. O. Box 50532
Palo Alto, CA 94303

9a

04.

DIOCESE OF MONTEREY

SHORT TERM USE AGREEMENT - FOR ORGANIZATION

Agreement, between Mission San Juan Bautista (herein "Parish"), and "Peninsula Women's Chorus", relating to the following facilities: Old Mission San Juan Bautista at Second & Mariposa Sts., San Juan Bautista, CA 95045.

Parish grants User permission to use such facilities for the following purpose: Concert at the Mission on the following dates and times:

MAY 16, 2004
4:00 PM-6:30PM

User agrees to pay the Parish for use of the facilities the sum of \$350.00 (\$350.00 per performance).

This permission is granted upon these additional terms and conditions and is non-assignable.

1. User shall leave the facilities in a clean and orderly condition; and if any alterations were allowed, restore the facilities to their original condition; and shall repair any damage arising out of the use of the facilities under this Agreement.
2. User agrees to indemnify and hold harmless the Diocese of Monterey and "Parish" from and against all liability, loss or damage from any cause whatever, including the negligence (active or passive) for the Diocese of Monterey, its officers, agents or employees, arising from the use of facilities or activities in and about the same by User, its representative or invitees.
3. User shall provide and maintain Commercial General Liability insurance during the period covered by this Agreement insuring the Diocese of Monterey against liability for Bodily Injury (including death) and property Damage from occurrences in or about the facilities or the use or condition thereof, with at least Combined Single Limits of \$1,000,000. Such policy or policies shall name as Additional Insured(s) the entities and persons named or described in Paragraph 4. Such insurance shall be primary and any other insurance available to the Diocese shall not be called upon to contribute. Such insurance of the User shall be evidenced by a certificate of insurance and endorsement furnished to:

Roman Catholic Bishop of Monterey, California A Corporation Sole

Attn.: Director of Insurance

P.O. Box 2048

Monterey, CA 93942

10 days prior to use of the facilities. Said insurance shall provide and the certificate and endorsement shall state that such insurance cannot be modified or canceled without **30 days** notice to the above address.

4. As used herein the term "Diocese of Monterey" includes the above named "parish," the Roman Catholic Bishop of Monterey, California a Corporation Sole, all other constituent organizations of the Diocese, and their officers, agents and employees.
5. User represents that it is organized and operates as a Non-Profit Organization, and that such facilities shall be used exclusively for religious, and/or charitable purposes, or for uses incidental thereto.
6. Parish may terminate this agreement, and permission to use such facilities, at any time for good cause without obligation except to refund any amount which User has thereto donated or paid.

SPECIAL PROVISIONS

1. Concert tickets may not be sold at the door of the church. However, user may sell concert tickets away from the doors of the church. A Mission representative will show you exactly where.
2. Anyone, whether they have purchased a ticket or not, who wants to get into the church to pray, either before or during the concert, must be allowed into the church.

Date: 8/10/03

Peninsula Women's Chorus
(Name of Organization)

By: May Jordan

Title: P.W.C. Site Coordinator

Mission San Juan Bautista

(Name of Parish)

Date: 8/13/03

J. Edward [Signature]
(Pastor Signature - Final Authorization)



Attachments for 1023
 Peninsula Women's Chorus
 EIN 20-0513547
 P. O. Box 50532
 Palo Alto, CA 94303

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Cubberley Community Center
 4000 Middlefield Road, T-2
 Palo Alto, Ca 94303
 Office Number: (650) 329-2418
 Fax Number: (650) 856-8756

Date: 03-Jul-03	Contract Number: 49357
Client: Marynowski Andra	Status: Tentative
Organization: Pennisula Women's Chorus	Business Number: (408)487-6157
Address: 1754 Las Joyas Court	Home Number: ()
Los Gatos CA 95032	Fax Number: (650)

i) Purpose of Use
 Cubberley - Classes
 41812 - Choral Rehearsals

ii) Conditions of Use
 You are responsible for adhering to all Rental Conditions as outlined on the backside of your Facility Use Application & Permit Form. At the end of your event make sure all tables, chairs and equipment are returned to their original position. Please dispose of any trash and place in proper receptacles. If room is unoccupied, a grace period of fifteen minutes prior to your event and after your event is allowed.

iii) Date and Times of Use
 Starting: Mon 08 Sep 03 06:30 PM
 Ending: Mon 10 May 04 10:00 PM
 Number of Bookings: 33
 Estimated Attendance: 60

Start Date	Facility	Day	Start Time	End Time	Hours	Hourly Rate	Subtotal	Additional Fees	Daily Subtotal
08-Sep-03	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
15-Sep-03	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
22-Sep-03	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
29-Sep-03	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
06-Oct-03	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
13-Oct-03	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
20-Oct-03	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
27-Oct-03	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
03-Nov-03	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
10-Nov-03	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
17-Nov-03	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
24-Nov-03	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
01-Dec-03	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
08-Dec-03	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
05-Jan-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
12-Jan-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
19-Jan-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
26-Jan-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
02-Feb-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
09-Feb-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
16-Feb-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50

Date: 03-Jul-03
Client: Marynowski Andra
Organization: Pennisula Women's Chorus
Address: 1754 Las Joyas Court
 Los Gatos CA 95032

Contract Number: 49357
Status: Tentative
Business Number: (408)487-6157
Home Number: ()
Fax Number: (650)

23-Feb-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
01-Mar-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
08-Mar-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
15-Mar-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
22-Mar-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
29-Mar-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
05-Apr-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
12-Apr-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
19-Apr-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
26-Apr-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
03-May-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50
10-May-04	M-2 Music Room	Mon	06:30 PM	10:00 PM	3.50	21.00	\$ 73.50	\$ 0.00	\$ 73.50

iv) Additional Fees

v) Payments

Rental Fees	Additional Fees	Sub Total of Fees	Refundable Deposit	Total Applied	Balance	Current
\$2,425.50	\$0.00	\$2,425.50	\$0.00	\$0.00	\$2,425.50	\$0.00

Monthly booking charges due on last day of the month prior to that in which the booking(s) will occur.

Date	Amount
Sunday, Aug 31,2003	\$294.00
Tuesday, Sep 30,2003	\$294.00
Friday, Oct 31,2003	\$294.00
Sunday, Nov 30,2003	\$147.00
Wednesday, Dec 31,2003	\$294.00
Saturday, Jan 31,2004	\$294.00
Sunday, Feb 29,2004	\$367.50
Wednesday, Mar 31,2004	\$294.00
Friday, Apr 30,2004	\$147.00

vi) Event Requirements

Additional Requirements

Date: 03-Jul-03
Client: Marynowski Andra
Organization: Pennisula Women's Chorus
Address: 1754 Las Joyas Court
Los Gatos CA 95032

Contract Number: 49357
Status: Tentative
Business Number: (408)487-6157
Home Number: ()
Fax Number: (650)

To pay by check:

Make checks payable to the *City of Palo Alto*.
Please include your Application and Contract Number and your organization name with each payment. Send checks to:
Cubberley Community Center
4000 Middlefield Road, T-2
Palo Alto, CA 94303

To pay by credit card:

Call (650) 329-2418 Monday thru Friday from 8:30 am - 5:30 pm.
Please have your Application and Contract Number and Visa or MasterCard ready.

A late fee of \$ 50.00 will be assessed for payments received after the due date.
Individual monthly statements will not be mailed so make sure to keep the original.

To make changes:

Four weeks before the event or program, all changes to date, time, equipment, or staff *must* be made in writing.
With-in four weeks before the event or program, all changes to date, time, equipment, or staff is subject to availability.
The day of the event or program, all changes will be at the approval of the Supervisor or Attendant and at the overtime fee.



MOUNTAIN VIEW PRINTING, INC.
 1228 LESHER RD. MOUNTAIN VIEW, CA 94043
 PHONE 650-965-9880 • FAX 650-965-9129

INVOICE

11406

SALES REFERENCE	DATE OF INVOICE
BILL	10/06/03
SHIP TO	
Peninsula Women's Chorus 1754 Las Joyas Court LOS GATOS, CA 95032 Attn: Deanna Tucker	

T O Peninsula Women's Chorus
 1754 Las Joyas Court
 LOS GATOS, CA 95032
 Attn: Deanna Tucker

ACCOUNT NO.	DATE SHIPPED	SHIPED VIA	COL. P.P.	FOUR POINT	TERMS	YOUR ORDER NUMBER
001010/06/03						
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT			
2800	Newsletters Friends of PWC	0.250	699.44			
1	Discount	0.000	-105.00			
			TOTAL	594.44		
				49.04		
				643.48		

Title of "Special Printing Aids" (negatives, etc.) passes to our customer. We will maintain said materials on file, although damage or loss will not be the responsibility of Mountain View Printing, Inc.

We installed a new 6 color press. take advantage!

Subtotal 594.44
 Sales Tax 49.04

THANK YOU

REQUESTED BY: Andrea Maymonden

APPROVED BY: _____

ACCOUNT CODE	OBJECT	AMOUNT
151027	4010	643.48

Attachments for 1023
 Peninsula Women's Chorus
 EIN 20-0513547
 P. O. Box 50532
 Palo Alto, CA 94303

9c

Peninsula Women's Chorus
EIN 20-0513547
P. O. Box 50532
Palo Alto, CA 94303

9d

INVOICE FOR SERVICES REND

- De Anza College
- Foothill College
- District Office

Invoice No. _____
 Purchase Order No. _____
 Account No. _____
 (10 Digit Number)

PAY TO:

(Name/Contractor) Rob Lenichuck

(Street Address) 342 Oxford Av.

(City/State/Zip Code) Palo Alto, CA 94306

(Phone Number) ⁶⁵⁰ ~~415~~ 336-3083 (Social Security or Tax ID.) 582-74-8805

Are you a Retiree under: STRS Yes No
 PERS Yes No

PAY: \$ 630.00

FOR SERVICES RENDERED (Description of Services): Trumpet Player
for 3 services in Dec + Organizer of other
players.

DATE SERVICES RENDERED: 12/6 (2), 12/7, 12/13, 12/15

SIGNATURES:

Rob Lenichuck 11/13/03
 (Provider of Services) (Date)

Andre Mamonovskii 11/10/2003
 (College/District Approval) (Date)

 (College/District Approval) (Date)

**INVOICE TO BE PROCESSED FOR PAYMENT AFTER COMPLETION OF SERVICES
PROCESSING TIME REQUIRED FOR PAYMENT IS APPROXIMATELY THREE WEEKS**



L.D.R.

L.D.R. INVOICE #3337

June 17, 2003

Client: Andra Marynowski
Peninsula Women's Chorus
1754 Las Joyas Ct.
Los Gatos, CA 95032

**LOCATION
DIGITAL
RECORDING**

Project: Recording services

1671 Naomi Ct.
Redwood City, CA 94061
TEL: (650) 556.1072
FAX: (650) 369.1951
E-mail: mixone@aol.com

Service	May 31, 2003 concert recording @ \$250.00	\$250.00
	June 1, 2003 concert recording @ \$250.00	\$250.00
	June 10, 2003 recording session 3.5 hours @ \$85.00/hour	\$297.50
	CD duplication of Take Up The Song CD - 1000 units - includes film	
	Production for label, shipping, sales tax	\$908.38
	Editing for December 2002 CD - 1 hours @ \$85.00/hour	\$85.00
	38 CD copies @ \$10.00 includes printed label, insert and tray card, jewel case	\$380.00

Materials:	3 - R-120 minute DAT Digital master Tapes @ \$15.00	\$45.00
	3 - C-90 minute cassettes @ \$4.00	\$12.00

CA Sales Tax: \$36.05

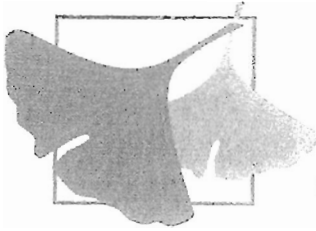
Invoice Total: \$2263.93

Deposit: N/A

Balance Due: \$2263.93

Terms: Due and payable upon receipt

Thank you for your payment and for choosing Location Digital Recording as your audio services provider.



P·E·N·I·N·S·U·L·A
Women's
C·H·O·R·U·S

Karen Linford Robinson, Artistic Director
Josephine Gandolfi, Pianist

Peninsula Women's Chorus
EIN 20-0513547
P.O. Box 50532
Palo Alto, CA ~~94303~~ #5a
94303

June 4, 2002

Dear Friends of the Peninsula Women's Chorus,

"Take Up the Song" has been the watchword of PWC this spring, and the spirit of that message is now carrying the chorus into the future. Our concerts are over, we're looking ahead to a new season, and we wanted to communicate with you—our friends, our family, and our many supporters.

As you know, this has been a challenging year for PWC. Adjusting to the death of our longtime artistic director, Patricia Hennings, has been very difficult. Although Patty had been seriously ill for the past several years, nothing could prepare us for this extremely painful loss.

Although we grieve, we continue to sing together. And fortunately, because of Patty's strong commitment to PWC and her years of personal investment in the chorus, we find ourselves with a firm foundation on which to build. The chorus board and members are working hard to continue the growth of this marvelous musical organization.

Under the direction of our new artistic director, Karen Linford Robinson, PWC's musical future is bright. Karen brings a wealth of talent, training, and experience to the podium. She has developed a close working relationship with Jodi Gandolfi, our pianist, and together they offer us superb musical leadership.

Our major challenge, as we move forward, is our finances. For many years we have operated with a very small budget, able to manage only because the chorus members, the director, and the pianist have all volunteered enormous amounts of their personal time and energy.

Although members of the chorus are committed to continuing their many volunteer jobs, the management of the organization has become more than we can handle on our own. We need to increase our budget, and we hope that you think highly enough of PWC that you will want to partner with us, as we look to the future.

Funds are needed to enable us to:

- Work with a consultant to develop a strategic plan
- Ensure competitive salaries for our artistic leadership
- Participate in international choral collaborations and festivals
- Continue our well-established tradition of commissioning new music for women's voices
- Renew our community outreach programs.

PWC has some exciting projects slated for the next two years. We are planning for a visit from renowned Venezuelan conductor Maria Guinand, auditioning to participate in a Newfoundland choral festival, and preparing for another Poetry and Music project. Great adventures await us!

We hope that you will choose to support PWC and become a part of our ongoing musical journey.

Sincerely,

Ruthellen Dickinson
President, Board of Trustees

P.S. We need your gift by July 15 in order to include it in our plans for the coming year.

4 North Second Street, Suite 210
San José, CA 95113-1305
phone 408-998-2787
facsimile 408-971-9458
www.artscouncil.org

Attachments for 1023
Peninsula Womens Chorus
EIN 20-0513547
P.O. Box 50532 # 56
Palo Alto, CA ~~94303~~
94303



September 9, 2003

Andra Marynowski
Peninsula Women's Chorus
Foothill DeAnza Community Colleges Foundation
Los Altos CA 94303

Dear Andra Marynowski:

This is your organization's invitation to join Music & Arts Campaign 2004. For 23 years, Arts Council Silicon Valley has provided fundraising training and technical assistance to small and mid-sized arts organizations such as yours.

Music & Arts is designed to maximize an organization's effectiveness in raising individual donations by engaging professional consultants to address defining goals and refining fundraising strategies through Workshops and individual consultation; while the Arts Council alleviates the administrative burden on participating organizations by assuming the coordination, database management, billing and bookkeeping tasks associated with an individual fundraising campaign as well as furnishing professional-quality, printed campaign materials and web-site promotion.

After reviewing your Community Arts Fund 2003 application, it is evident that your organization is in a great position to profit from this program. Your potential to succeed in raising individual donations is found in your expressed desire to further cultivate individual donations, the dedication and commitment of your Board and, of course, the strong artistic and educational merits of your program. A reminder that there are no up-front costs to your organization, only a service fee based solely on a modest percentage of donations received.

I look forward to discussing how we might more effectively serve Peninsula Women's Chorus in Music & Arts Campaign 2004. Feel free to contact me by phone (408) 998-2787 x214 or e-mail jfleitman@artscouncil.org. Enclosed please find a more complete description of the program and last year's brochure.

Again, the Arts Council is grateful for your contribution to the cultural vitality of Silicon Valley.

Sincerely yours,

A handwritten signature in cursive script that reads 'Judith Fleitman'.

Judith Fleitman
Grants Administrator
Program Manager, Music & Arts Campaign

Bruce W. Davis
executive director

A private nonprofit
in partnership with
the County of San

P·E·N·I·N·S·U·L·A
Womens
C·H·O·R·U·S

P.O. Box 50532
Palo Alto, CA 94303
650 327 3095

<http://www.pwchorus.org>
info@pwchorus.org

Martin Benvenuto, Artistic Director
Josephine Gandolfi, Pianist

Board of Directors: 2003-2004

Ruthellen Dickinson, President
Mary Lorey, Vice President
Andra Marynowski, Treasurer
Stew Plock, Secretary
Kathie Underdal, Chorus Coordinator
Sara Asher
Kathy Fujikawa
Jennifer Murrill
May Goodreau
Valerie Hornstein
Carey Sheffield
Judy Sweet

Sponsored in part by:

Foothill Community College

*Arts Council Silicon Valley,
including the programs from
Applied Materials*

*The David and Lucile Packard Family
Foundation*

Awards:

*Winner of Chorus America / ASCAP
Award for Adventurous Programming
in 1999 and 2003*

*Finalist for Margaret Hillis Award
for Choral Excellence in 2000*

March 31, 2004

Mr. Adam Standen
Department of the Treasury
P. O. Box 2508 – Room 4522
Cincinnati, Ohio 45201

RE: Peninsula Women's Chorus (EIN# 20-0513547) 1023 Application

Dear Mr. Standen:

This letter is in response to your letter dated March 15th (see attached).
The following attachments address the questions raised.

1. Explanation of CD revenue disbursements.
2. Explanation of wages and salaries.
3. Revised Financial Data sheet to include budgets for 2004-05 and 2005-06.

If you have any further questions, please contact me.

Sincerely,

Andra Marynowski
Treasurer, PWC
andrapwc@pacbell.net
Fax: 408-370-9314

Reply to March 15, 2004 Letter from IRS

Attachments for 1023 Application

Peninsula Womens Chorus (PWC), EIN 20-0513547
P.O. Box 50532 Palo Alto, CA 94303

Attachment 1: Explanation of CD Revenue Disbursements

1.) Your application indicates you receive revenue from CD Sales. Please answer the following questions:

- a) Are there or will there be copyrights on any of these CD's? If so, in whose name are the copyrights held? Please describe any relationships between members of your governing body and the copyright holders. Do the copyright holders receive any royalties? If so, please explain.*
- b) Please explain how the proceeds from the sale of CD's are distributed. Do the artists and/or copyright holders receive a portion of the proceeds? Please explain.*

(a) The Peninsula Women's Chorus (PWC) is the producer and holds the license for each CD that is produced for public sale.

Each time a CD is produced, the PWC applies for and acquires mechanical licenses (that is, we pay fees to e.g. Harry Fox Agency, Inc.) to cover copyrights to the composer(s) of the pieces on a given CD. The fees paid are based on the fee schedule and the number of CDs printed, as published by the Harry Fox Agency, Inc.

In addition, if the selected song was recorded with a guest artist, the guest artist signs a release giving his permission to make the recording and receives 5 complimentary CDs in lieu of any royalties.

Finally, each chorus singer signs a release form indicating that no individual compensation from the CD will be paid.

See attached copies of contracts, labeled attachment 1a1, 1a2, and 1a3.

The governing board has no relationship to the Harry Fox Agency, Inc. or any other copyright licensor. There is also no relationship between any guest artists and the governing board.

Therefore, no artists, copyright holder, or individual of the organization's governing body receives royalty payments or portion of the proceeds from the sale of CDs. Any and all rights to the proceeds are solely held by PWC.

(b) The artists and/or copyright holders do not receive a portion of the proceeds. The proceeds from the sales of the CDs are to cover our production expenses and to fund future CDs.

Reply to March 15, 2004 Letter from IRS

Attachments for 1023 Application

Peninsula Womens Chorus (PWC), EIN 20-0513547
P.O. Box 50532 Palo Alto, CA 94303

Attachment 2: Explanation of wages and salaries

2.) *Your financial information indicates that your organization pays salaries and wages. Please answer the following questions regarding these salaries and wages.*

- a) Briefly, describe the duties of each compensated individual.*
- b) Approximately, how many weekly hours will each compensated individual devote to your organization*
- c) Will any of these salaries be paid to an individual who is also a member of your governing body? If so, please provide a schedule, which lists the name and annual salary of each compensated member of your governing body.*
- d) Are compensated individuals allowed to vote on their own salaries?*

a &b) Compensated individuals include the following (see also attachment 3b--Revised Revenue/Expenses, explanations for line 6, 18, and 22):

- Artistic Director, an **employee of Foothill College**, paid directly by Foothill College. The salary is determined by the schedule for instructors at California Community colleges. The Artistic Director is a non-voting member of our governing board.
 - Duties: prepare and direct the chorus during rehearsals and concerts; select concert program; prepare CD program selection and audio editing; identify and recruit guest artists; identify future musical opportunities; create artistic vision
 - 20 hours per week
- Pianist, currently an employee of Foothill College, but planned to be an employee of PWC by July 2004. Funding for the pianist comes from PWC funds (e.g. ticket sales) and held in our Foothill Foundation account.
 - Duties: prepare and accompany the chorus during rehearsals and concerts; assist in concert program selection; assist in CD program selection and audio editing
 - 5-10 hours per week
- The Budgets in 2004-05 and 2005-06 reflect a projected hiring of a part-time General Manager.
 - Duties: assist with fundraising, marketing, and publicity. Develop and implement plans/schedules in each area. Coordinate volunteer assistants.
 - Up to 20 hours per week

c) No compensated individual is a member of the board/governing body of PWC.

d) No compensated individual is allowed to vote on his or her own salaries.

Part IV Financial Data

Complete the financial statements for the current year and for each of the 3 years immediately before it. If in existence less than 4 years, complete the statements for each year in existence. If in existence less than 1 year, also provide proposed budgets for the 2 years following the current year.

A. Statement of Revenue and Expenses

		Current tax year	3 prior tax years or proposed budget for 2 years			
		(a) From to	(b)	(c)	(d)	(e) TOTAL
Revenue	1 Gifts, grants, and contributions received (not including unusual grants—see page 6 of the instructions)					
	2 Membership fees received					
	3 Gross investment income (see instructions for definition)					
	4 Net income from organization's unrelated business activities not included on line 3					
	5 Tax revenues levied for and either paid to or spent on behalf of the organization					
	6 Value of services or facilities furnished by a governmental unit to the organization without charge (not including the value of services or facilities generally furnished the public without charge)					
	7 Other income (not including gain or loss from sale of capital assets) (attach schedule)					
	8 Total (add lines 1 through 7)					
	9 Gross receipts from admissions, sales of merchandise or services, or furnishing of facilities in any activity that is not an unrelated business within the meaning of section 513. Include related cost of sales on line 22					
	10 Total (add lines 8 and 9)					
	11 Gain or loss from sale of capital assets (attach schedule)					
	12 Unusual grants					
	13 Total revenue (add lines 10 through 12)					
Expenses	14 Fundraising expenses					
	15 Contributions, gifts, grants, and similar amounts paid (attach schedule)					
	16 Disbursements to or for benefit of members (attach schedule)					
	17 Compensation of officers, directors, and trustees (attach schedule)					
	18 Other salaries and wages					
	19 Interest					
	20 Occupancy (rent, utilities, etc.)					
	21 Depreciation and depletion					
	22 Other (attach schedule)					
	23 Total expenses (add lines 14 through 22)					
	24 Excess of revenue over expenses (line 13 minus line 23)					

Part IV Financial Data (Continued)

B. Balance Sheet (at the end of the period shown)		Current tax year Date
Assets		
1	Cash	1
2	Accounts receivable, net	2
3	Inventories	3
4	Bonds and notes receivable (attach schedule)	4
5	Corporate stocks (attach schedule)	5
6	Mortgage loans (attach schedule)	6
7	Other investments (attach schedule)	7
8	Depreciable and depletable assets (attach schedule)	8
9	Land	9
10	Other assets (attach schedule)	10
11	Total assets (add lines 1 through 10)	11
Liabilities		
12	Accounts payable	12
13	Contributions, gifts, grants, etc., payable	13
14	Mortgages and notes payable (attach schedule)	14
15	Other liabilities (attach schedule)	15
16	Total liabilities (add lines 12 through 15)	16
Fund Balances or Net Assets		
17	Total fund balances or net assets	17
18	Total liabilities and fund balances or net assets (add line 16 and line 17)	18

If there has been any substantial change in any aspect of the organization's financial activities since the end of the period shown above, check the box and attach a detailed explanation

Reply to March 15, 2004 Letter from IRS

Attachments for 1023 Application

Peninsula Womens Chorus, EIN 20-0513547
P.O. Box 50532 Palo Alto, CA 94303

Attachment 3: Financial Data, Part IV: Statement of Revenue and Expenses

Explanation for requested Revised Financial Data to include budgets for 2004-05 and 2005-06.

Line 6. Foothill College sponsors the payment of the Artistic Director's salary. This is also included as an expense in line 18. The Artistic Director is and will continue to be an employee of Foothill College

Line 7: Itemize other income (not including unusually large contributions and grants)

Line 7 Itemization	(a) 03-04	(b) 2004-05	(c) 2005-06	(e) Total
Reimbursement of Expenses	\$1,440	\$1,650	\$7,250	\$10,340
Line 7 total	\$1,440	\$1,650	\$7,250	\$10,340

Line 15 Contributions on behalf of others

Note: Financial assistance for conference/festival/convention attendance is awarded in confidentiality. The goal is to enable every singer, regardless of financial ability, to participate in the musical growth opportunities such as meeting with world-renowned composers and conductors. The following shows the breakdown of what is expected to be awarded. Amounts are paid directly to the appropriate agents (e.g. conference registration fees, hotel, airline) rather than to any individual.

- We estimate \$100 in 2004 to assist with registration costs.
- We estimate \$500 in 2005; \$100 for assistance with registration costs and \$400 for retreat assistance.

Line 18. Wages and Salaries

This includes:

- Artistic Director, *an employee of Foothill College*, paid directly by Foothill College (as explained in Line6 above)
- Pianist, currently an employee of Foothill College, but planned to be an employee of PWC by July 2004. Funding for the pianist today comes from PWC funds held in our Foothill Foundation account.
- Budgets in 2004-05 and 2005-06 reflect a projected hiring of a part-time General Manager

Line 22. Itemize COS (items not included elsewhere)

Line 22 Itemization	(a) 03-04	(b) 04-05	(c) 05-06	(e) Total
Advertising and Promotion	2,648	4,000	3,525	\$10,173
Operating Expenses	1,840	4,225	8,535	\$14,600
Production of CDs	5,681	1,538	1,413	\$ 8,631
Production of Concerts	2,088	4,050	4,150	\$10,288
Professional Fees	6,290	10,375	9,400	\$26,065
Festival/Conference Expense	\$2,900	0	\$7,000	\$ 9,900
Line 22 total	\$21,447	\$24,188	\$34,023	\$79,657

Note: Professional Fees include independent contractor payments, e.g. to the brass quartet that accompanied us for the Christmas 2003 concert series, or payments to a composer for a commissioned work. Note: In the original statement, independent contractors were accounted for under Line 18 (wages and salaries). These amounts have now been moved to Line22 (Professional Fees).

Internal Revenue Service
Director, Exempt Organizations
Rulings and Agreements

Department of the Treasury
P.O. Box 2508 - Room 4522
Cincinnati, Ohio 45201

Date: March 15, 2004

Employer Identification Number:

20-0513547

Person to Contact - Group #:

Adam Standen - 7827

ID# 31-07857

Contact Telephone Numbers:

513-263-3297 Phone

513-263-4488 Fax

Response Due Date:

April 5, 2004

Peninsula Women's Chorus
C/O Andra Marynowski
P.O. Box 50532
Palo Alto, CA 94303

Dear Sir or Madam:

Before we can determine whether your organization is exempt from Federal income tax, we must have enough information to show that you have met all legal requirements. You did not include the information needed to make that determination on your Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.

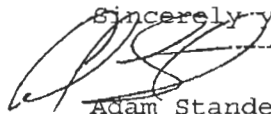
To help us determine whether your organization is exempt from Federal income tax, please send us the requested information by the above date. We can then complete our review of your application.

If we do not hear from you within that time, we will assume you do not want us to consider the matter further and will close your case. In that event, as required by Code section 6104(c), we will notify the appropriate state officials that, based on the information we have, we cannot recognize you as an organization of the kind described in Code section 501(c)(3). As a result, the Internal Revenue Service will treat your organization as a taxable entity. If we receive the information after the response due date, we may ask you to send us a new Form 1023.

In addition, if you do not provide the requested information in a timely manner, we will consider that you have not taken all reasonable steps to secure the determination you requested. Under Code section 7428(b)(2), your not taking all reasonable steps in a timely manner to secure the determination may be considered as failure to exhaust administrative remedies available to you within the Service. Therefore, you may lose your rights to a declaratory judgment under Code section 7428.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Adam Standen

Exempt Organizations Specialist

Enclosure

Letter 1312 (DO)

Page 2

Peninsula Women's Chorus
20-0513547

Note: Your response to this letter must be submitted over the signature of an authorized person or of an officer whose name is listed on page 3 of the application. If we do not receive your complete response by the due date, we will close your case temporarily. If you submit your response within 90 days after your case has been closed, we will re-open it for processing and you will neither have to file a new application nor lose your user fee.

PLEASE ATTACH A COPY OF THIS LETTER TO ALL CORRESPONDENCE.

Additional Information Requested:

1.) Your application indicates that you receive revenue from CD sales. Please answer the following questions:

a.) Are there or will there be copyrights on any of these CD's? If so, in whose name are the copyrights held? Please describe any relationships between members of your governing body and the copyright holders. Do the copyright holders receive any royalties? If so, please explain.

b.) Please explain how the proceeds from the sale of CD's are distributed. Do the artists and/or copyright holders receive a portion of the proceeds? Please explain.

2.) Your financial information indicate that your organization pays salaries and wages. Please answer the following questions regarding these salaries and wages:

a.) Briefly, describe the duties of each compensated individual.

b.) Approximately, how many weekly hours will each compensated individual devote to your organization?

c.) Will any of these salaries be paid to an individual who is also a member of your governing body? If so, please provide a schedule, which lists the name and annual salary of each compensated member of your governing body.

d.) Are compensated individuals allowed to vote on their own salaries?

3.) Since your organization has been incorporated for less than one year, you must provide the following financial information on the enclosed copy of page 8:

Column (b): Proposed budget for 2004.

Column (c): Proposed budget for 2005.

Page 2

Peninsula Women's Chorus
20-0513547

Note: Your response to this letter must be submitted over the signature of an authorized person or of an officer whose name is listed on page 3 of the application. If we do not receive your complete response by the due date, we will close your case temporarily. If you submit your response within 90 days after your case has been closed, we will re-open it for processing and you will neither have to file a new application nor lose your user fee.

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Column (b): Proposed budget for 2004.

Column (c): Proposed budget for 2005.

Page 3

Peninsula Women's Chorus
20-0513547

PLEASE DIRECT ALL CORRESPONDENCE REGARDING YOUR CASE TO:

US Mail:

Internal Revenue Service
Exempt Organizations
P. O. Box 2508
Cincinnati, OH 45201
ATT: Adam Standen
Room 4522
Group 7827

Street Address:

Internal Revenue Service
Exempt Organizations
550 Main St, Federal Bldg.
Cincinnati, OH 45202
ATT: Adam Standen
Room 4522
Group 7827



THE HARRY FOX AGENCY, INC.

a subsidiary of NATIONAL MUSIC PUBLISHER'S ASSOCIATION, Inc.

Peninsula Women's Chorus
EIN 20-0513547
P. O. Box 50532
Palo Alto, CA 94303

1 a 1

Dear Manufacturer:

The Harry Fox Agency, Inc. (HFA) has received your request for HFA mechanical licenses, which are written variations of the compulsory license provisions of the U.S. copyright Act.

Pursuant to the instructions of our publisher-principals, as a condition precedent to the issuance of such HFA licenses, you are required to remit a non-refundable payment in advance for 500 copies. On the reverse side of this letter, we have enclosed an invoice pursuant to such instructions. When HFA receives your payment in full, we will promptly issue the appropriate HFA mechanical license(s), which will authorize you to make and distribute up to 500 copies of the composition(s), as licensed for use on the particular phonorecord(s).

The amount payable is calculated at the current statutory mechanical royalty rate of 7.55 cents per song, or 1.45 cents per minute, whichever royalty formula yields the higher result. If the publisher(s) represented by HFA owns less than one hundred percent of the mechanical rights in the composition which is the subject of a license hereunder, the royalties due to HFA will be adjusted accordingly, and you will be required to account to the non-represented copyright owner(s) directly for its share of royalties.

If a song for which you requested a license has been excluded from the invoice, the request remains in process, and further information will be forwarded to you shortly. Please note that if the number of phonorecords manufactured and distributed by you should exceed 500 units, you will be required to remit royalties on a per unit basis for such overage at the maximum statutory royalty rate (as set forth above), 45 days after the end of each calendar quarter, subject in all respects to the mechanical license issued by HFA.

Sincerely yours,

Edward P. Murphy

Peninsula Women's Chorus
EIN 20-0513547
P. O. Box 50532
Palo Alto, CA 94303

© 1991 WELLS FARGO BANK

Pay to the Order of Wells Fargo Bank *Due* 18 Dec 00

One thousand fifty seven and 00/100 \$ 1,057.00 *Other*

PENINSULA WOMEN'S CHORUS
PATRICIA HENNING, DIRECTOR
ANDRJA MARNOWSKI, BUSINESS MANAGER
1754 LAS JOYAS CT., 650-327-3095
LOS GATOS, CA 95032

Wells Fargo Bank

Wendy J. Sandberg

⑆122101191⑆1125 0224 4254B2⑆

THE HARRY FOX AGENCY, INC. 711 THIRD AVENUE, NEW YORK, NEW YORK 10017

SUBSIDIARY OF NATIONAL MUSIC PUBLISHERS' ASSOCIATION, INC.

TO:

PENINSULA WOMEN'S CHOIR
% MARY LOUISE THOMASTON
2360 EMERSON STREET
PALO ALTO CA 94301

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NOVEMBER 15, 2000
TRX.NO. 1664365

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A. SONG CODE: E10267

TITLE: EL NOI DE LA MARE

WRITERS: CONRAD SUSA

B. INCOME PARTICIPANT(S):

E.C. SCHIRMER MUSIC CO.

100%

Peninsula Women's Chorus

EIN 20-0513547

P. O. Box 50532

Palo Alto, CA 94303

C. RECORD NO.: (CD) LDR-1003

ARTIST: PENINSULA WOMEN'S CHORUS

ROYALTY RATE: STATUTORY

PLAYING TIME: 2 MINUTE(S)

D. ADDITIONAL PROVISIONS:

THE AUTHORITY HEREUNDER IS LIMITED TO THE MANUFACTURE AND DISTRIBUTION
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ALBUM: CAROLS AND LULLABIES

DATE OF RELEASE: DECEMBER 2000

CONFIGURATION CODE: CD - COMPACT DISC

E.C. SCHIRMER MUSIC CO.
138 IPSWICH STREET
BOSTON MA 02215

Very truly yours,

THE HARRY FOX AGENCY, INC.

Edward P. Murphy

We acknowledge receipt of a copy hereof:

PENINSULA WOMEN'S CHOIR

Mary Louise Thomaston



(ORIGINAL)

Peninsula Women's Chorus
EIN 20-0513547
P. O. Box 50532
Palo Alto, CA 94303

October 9, 2000

Peninsula Women's Chorus
Attn: MaryLouise Meckler
Address: 2360 Emerson St., Palo Alto, CA 94301 U.S.A.
Phone: 650-327-3095
Email: mmeckler@kestrelsolutions.com/pfhennings@aol.com

MECHANICAL LICENSE AGREEMENT

Label: n/a
Title: Carols and Lullabies
Artist: Peninsula Women's Chorus
Release Date: December 1, 2000
Maximum Initial Quantity Manufactured: CDs: 2,000; Audiotapes: 0

WHEREAS Cypress Publishing (Licensor) is the owner of the copyright of its edition of the musical work(s) entitled

"Missa Brevis" including "Kyrie, Sanctus and Agnus Dei"

and WHEREAS, as Peninsula Women's Chorus (Licensee) wishes to manufacture recordings of this musical work.

In consideration of this license, Licensee agrees to pay Licensor royalty fee of U.S. \$0.07 per unit per manufactured, or a total of \$420.00.

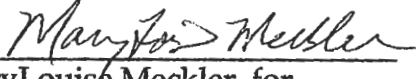
Licensee agrees to include on Licensee's Compact Disc label or backliner the musical work title, the composer, and the publisher as follows:

**"Missa Brevis", by Ramona Luengen
Cypress Publishing**

This agreement shall be binding upon the heirs, legal representatives, successors, and assigns of each of us.

AGREED TO:

By: 
Diane Loomer, Cypress Publishing

By: 
MaryLouise Meckler, for
Peninsula Women's Chorus

I agree to release the Peninsula Women's Chorus (the "Chorus") and
Northridge College from any obligation to pay me any additional
remuneration for the use of my name, likeness, or voice/instrument in
connection with the Chorus performance listed below. I release the
Chorus to use my performance in the production of a CD, and for possible
broadcast on choral music programs such as the First Art Radio Series.
I explicitly release the Chorus from any obligation to pay for such
license.

Peninsula Women's Chorus
EIN 20-0513547
P. O. Box 50532
Palo Alto, CA 94303

1a2

Performance Information:

Performer: Rich Kristad

Composer: Lon Harrison

Title of Work: Here is Holiness

Instrument: percussion

Dates of Performance/Recording Session: June 1997

Signature: Richard Kristad

Date: 10/9/98

Print Name: Richard Kristad

Peninsula Women's Chorus
EIN 20-0513547
P. O. Box 50532
Palo Alto, CA 94303

1 a3

PENINSULA WOMEN'S CHORUS
Member Release Form

I am a volunteer singer with the Peninsula Women's Chorus (the "Chorus"), an unincorporated membership association operated under the auspices of Foothill College. As a member of the Chorus, I agree as follows:

I agree to release the Chorus and Foothill College from any obligation to pay me any remuneration for my participation, either in performance or other volunteer labor, or for the use of my name, likeness, or voice in connection with Chorus performances and activities. I grant the Chorus and Foothill College a perpetual non-exclusive license to use, sell, publish or broadcast photographs and audio and video recordings of Chorus performances and activities which include me, and I explicitly release them from any obligation to pay me for such license.

Executed as of: 10-27-97

Signature: Judith M. Sweet

Print Name: Judith M. Sweet

I request that the Chorus exclude my name from mention on the Chorus web pages (Internet).

Signature: _____