

FiftyForward Headquarters

174 Rains Avenue
Nashville, TN 37203
(615) 743-3400 Phone
(615) 743-3480 Fax

CONNECT WITH US

fiftyforward.org
[facebook.com/FiftyForward](https://www.facebook.com/FiftyForward)
[@FiftyForward](https://www.instagram.com/FiftyForward)
Forward Focus

FiftyForward Locations

Davidson County

Bordeaux
Donelson Station
Knowles
Madison Station
J. L. Turner

Williamson County

College Grove
Martin Center

FiftyForward Volunteer Programs

Retired Senior Volunteer Program (RSVP)
Friends Learning in Pairs (FLIP)
Foster Grandparents

FiftyForward Living at Home Services

Adult Day Services
Care Management
Care Team
Conservatorship
Meals on Wheels
Victory Over Crime

FiftyForward Endowment

FiftyForward Travel

The Larry Keeton Theatre (Senior Center for the Arts)

FiftyForward Signature Events

Crown Affair
Hats Off to Bordeaux!
Martin Masters
Meals on Wheels Golf Tournament
Music and Memories
Whistlestop
Viva la Diva

June 30, 2015

Franklin City Hall

ATTN: The Franklin Board of Mayor and Alderman

109 3rd Avenue South

Franklin, TN 37064

To BOMA:

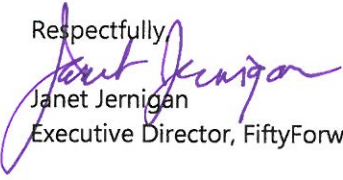
FiftyForward requests the review of a new event date for the agency's 5K/10K Viva la Diva race previously approved by the City for Saturday, November 14, 2015. In light of the reasons listed below it is our hope that the city approves the new requested event date of Saturday, November 21, 2015:

1. While it is known that races are continuing to pop up each weekend and that there is competition on any given weekend we discovered that the Nashville Marathon and Half Marathon also has a 5K race portion to their event scheduled for November 14, 2015. This event attracts thousands of runners and while the event occurs in Davidson County it would still impact our registration numbers and outreach to running clubs.
2. Course safety and logistics are a priority for any race—especially with the demographic we serve and the attendees we attract to the Viva la Diva event. In order to provide the utmost safety for our race participants the agency is contracting with a well-known and respected race management company to provide some course and logistic services. The company was booked for another event on the pre-approved date but are available on November 21, 2015.
3. Last year, the nonprofit agency Girls on The Run participated in our 5K as their end of season running event. This truly made the race a wonderful intergenerational experience and inspired both the young girls and older runners. The Girls on the Run have a set program timeline they must adhere to each season. The pre-approved November 14 date would cut their season short. However, with the extra week they would be able to participate on November 21, 2015.

While we are aware of the Hills and Hollers event in Thompson Station on November 21 we do not anticipate any competition with the event.

For these reasons, FiftyForward respectfully requests your review of the following application for November 21, 2015.

Respectfully,


Janet Jernigan
Executive Director, FiftyForward


Anna Claire Hoffman
Executive Leadership Team/ Race Director

OFFICE USE ONLY:
Permit No:



HISTORIC
FRANKLIN
TENNESSEE

CITY OF FRANKLIN EVENT PERMIT APPLICATION

*Application is Due 90 Days Prior to Scheduled Event.
Please read application carefully and fully complete each section.
A non-refundable application fee of \$100 is due at time of filing.*

Note: Filing this application does not guarantee that your request will be granted.

Please check
all that apply:

- street closure parade
 other special event beer served (*separate permit required*)

Please supply the following information. For additional space, use separate sheets of paper and attach to the application.

1) Location requested (if Temporary Street Closure only, list major roads to be closed):

- | | | |
|---------------------|----------------------|---|
| __ Aspen Grove Park | ___ Liberty Park | ___ Eastern Flank BattleField Park |
| __ Fieldstone Farms | ___ Pinkerton Park | |
| __ Jim Warren Park | ___ Harlinsdale Farm | Other: <u>See Attachment "A"</u> |

2) Name/purpose of event: Viva la Diva Run

3) Date or dates of event: Saturday, November 21, 2015

4) Time of Event: 8:00am – 10:30am

5) Time of Street Closure (if applicable): _____

Set-Up Date/Time: 11/21 5:30am – 7:00a Tear-down Date/Time: 11/21 11:00am – 1:00pm

*Note: Two (2) hours will be added before set-up time and two hours (2) will be added after tear-down to allow time for clean-up. Event is responsible for payment of Franklin Police Officers during this time. Read Additional Requirements section for more information.

6) Name of Applicant and Organization Requesting Permit:

Anna Claire Hoffman on behalf of FiftyForward

a) Address: 174 Rains Ave. Nashville, TN 37203

b) Phone: 615-743-3402 c) Cell: 615-305-6624 d) Fax: 615-743-3480

e) E-mail address: achoffman@fiftyforward.org

7) Person in charge on day of event: Anna Claire Hoffman

Cell: 615-305-6624 E-mail address: achoffman@fiftyforward.org



8) Name and Cell Number of at least two others available on day of event:

Name: Janet Jernigan Cell: 615-218-9897 E-mail address: jjernigan@fiftyforward.org

Name: Pam Brown Cell: 615-878-0392 E-mail address: pbrown@fiftyforward.org

9) DETAILED description of event (use additional sheets):

Please see attachment "B"

10) **ENCLOSE A DETAILED MAP** of event site, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such event will occur. **For large-scale events, map should be obtained from the City's GIS division. Please see attachment "C"**

11) An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:

Estimated participants: 1,200 ; Volunteers: 150; Spectators: 200

12) Please **attach a list** containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee. **Please see attachment "D"**

13) Is your organization based in Williamson County? Circle Yes or No

(if no, please state where: Nashville – with services in Williamson County – Attachment "E")

14) Is your organization authorized to do business in Tennessee? Circle Yes or No

15) Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization? Circle Yes or No. If yes, please attach copy of IRS tax exemption letter providing proof of status.

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. Yes – see attachment "B"

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No.

18) Is this event a fundraiser? Circle Yes or No. If yes, what organization will be benefactor of event? What percentage of funds will they receive? FiftyForward 100%

19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.



- 20) Will any sound amplification equipment be used during the event? Circle Yes or No. If no, please skip to Question #22.
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)? *Announcements, Awards presentation, Entertainment – all sound will be on Nissan property.*

- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
DJ, Band, Event Emcee

- 23) During what time period is sound amplification requested? 6:30 am – 11:30am
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). tbd

- 25) Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for the event? Circle Yes or No. If yes, Applicant must give specific details as to the location and type of games/activities, i.e. inflatables, Horseshoes, relay races, etc. along with the name of the company providing the stages and/or activities. Applicant must also include a copy of that company's insurance certificate indicating coverage and listing the City of Franklin as additional insured. ***For stages, tents, inflatables, etc. constructed on site prior to the event, that date must be included on Certificate of Insurance provided to the City of Franklin. Stages MUST be removed from site at end of event. ***Rented inflatables/interactives that are set-up and manned by applicant must be included specifically in applicant's Certificate of Insurance.
Please see attachment "C" for location of tents and stage.
- 26) What, if any, vendors will be present at event? (i.e medical related, shirts, arts, etc.) **Please provide detailed list.** Use additional sheets. To be determined.
- 27) Will food, beverages, or merchandise be sold or given away? Circle Yes or No. If yes, clean-up is required. Please provide name of clean-up provider, contact, and phone number of person on-site during event. See Question #28. Volunteers will be responsible for clean-up under the supervision of Volunteer Coordinator, Robin Johnson 615-210-4557 (mobile)

- 28) Events under 200 participants require a \$250 refundable security deposit at the time of approval. For events over 200, a \$1000 security deposit is required upon approval. If clean-up is not done properly, the organization requesting the permit will be fined (See Attachment A). Applicant's event coordinator or representative and a City of Franklin representative will conduct a Pre-Event meeting prior to event date for Pre-Event Check List Site Review. *At the end of the event, a Post-Event Check List shall be completed by the Applicant's event coordinator, or representative, and a City of Franklin representative to re-assess the site for trash and damage, and to secure with caution tape and signage (provided by event group) any tents left for removal.* Damage deposit will be refunded after a satisfactory Post Event Check List has been completed and signed off on by both the City of Franklin and organization requesting event.



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- 29) **NOTE:* Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. A copy of this agreement shall be filed along with this application. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. *Please read Additional Requirements section of this application for more information.*
- 30) Will you require a temporary water tap? Circle Yes or No. If yes, please list exact locations:

- 31) Will alcohol, beer, and/or wine be given away or sold? Circle Yes or No. If yes, a permit from the relevant board is required. *Please read Additional Requirements section of this application for more information.*
- 32) Will your event include tents or other temporary structures, propane use, or open flames? Circle yes or no. Events using tents of size 20 x 10 or larger require permitting from Franklin Fire Department. Safety measures must be provided on all tents, especially those set-up prior to the actual event. Tents should be taken down the date the event has ended. *Please read Additional Requirements section of this application for more information.*
- 33) Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information. See attached.*

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The City of Franklin does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d). For more information or to file a complaint against the City of Franklin under Title VI of the 1964 Civil Rights Act, contact the Title VI Coordinator:

Risk Manager
City of Franklin
109 Third Avenue South
Franklin, Tennessee 37064
615.791.3277

The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



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FRANKLIN
TENNESSEE

PLEASE READ ATTACHMENTS BEFORE SIGNING APPLICATION.

- 1) I/We agree to abide by all ordinances and regulations of the City of Franklin and all conditions placed upon the event by the City Administrator and the Board of Mayor and Aldermen.
- 2) I/We do swear or affirm that all of the information given in this application is true and complete.
- 3) I/We do hereby agree to assume the defense of and indemnify and save harmless the City, its aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such event and the activities permitted in connection there with, and to submit a certificate of insurance prior to the event in an amount acceptable to the City Administrator.
- 4) I/We agree to provide a copy of this signed Event Application to any vendors, planners, and related parties associated with the event to ensure they are familiar with the guidelines set forth herein.
- 5) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 6) I/We understand that granting of Special Event Permit does not imply granting of other permit that is separately required.
- 7) The application for an event permit shall be filed not less than 90 days nor more than 364 days prior to the scheduled date of such event. Suggested filing is at least 180 days prior to scheduled event. Events should not be advertised or promoted until an event permit has been obtained from the City. Failure to file in a timely manner may result in denial of a permit.
- 8) The City reserves the right to require one or more City of Franklin police officers or other emergency personnel be present at any and all events that occur within the city limits. Please budget for this request at a rate of \$30 per hour at a minimum of two (2) hours.

BY: John Jeungwon, Executive Director Date: 6/30/15
 (Signature and title – must be officer of organization)

Approved by the Board of Mayor and Aldermen on _____, 20__.

 Dr. Ken Moore, Mayor

 Eric S. Stuckey, City Administrator

If you have questions concerning your request, please call 615-550-6606.

Return application to:
 City Administrator's Office
 City Hall
 109 Third Ave South
 Franklin, TN 37065
 615-791-3217
 615-790-0469 (FAX)

VIVA LA DIVAS NEW 5K, FRANKLIN, TN

After start in the front visitor's parking lot of Nissan North America Headquarter, continue via the Exit Drive. Turn left onto the left lane of southbound Carothers Pkwy. Turn left on Nissan Parking Garage Road and circle the perimeter. Turn right onto the right southbound lane of Carothers Parkway, then right onto the bicycle lane of East McEwen Drive. Turn right at the I-65 entrance ramp, then immediately right onto Liberty Road. Turn right on Crescent Centre Drive, then right onto the right southbound lane of Carothers Pkwy. Turn right at Nissan entrance, then immediately left onto the Exit Drive to the finish.

Map URL: <https://www.runningahead.com/maps/7bc176747804485fa9f20cddec423923?unit=mi>

Start: On Nissan Visitors Parking Lot, in line with tree at the end of Entrance Drive.

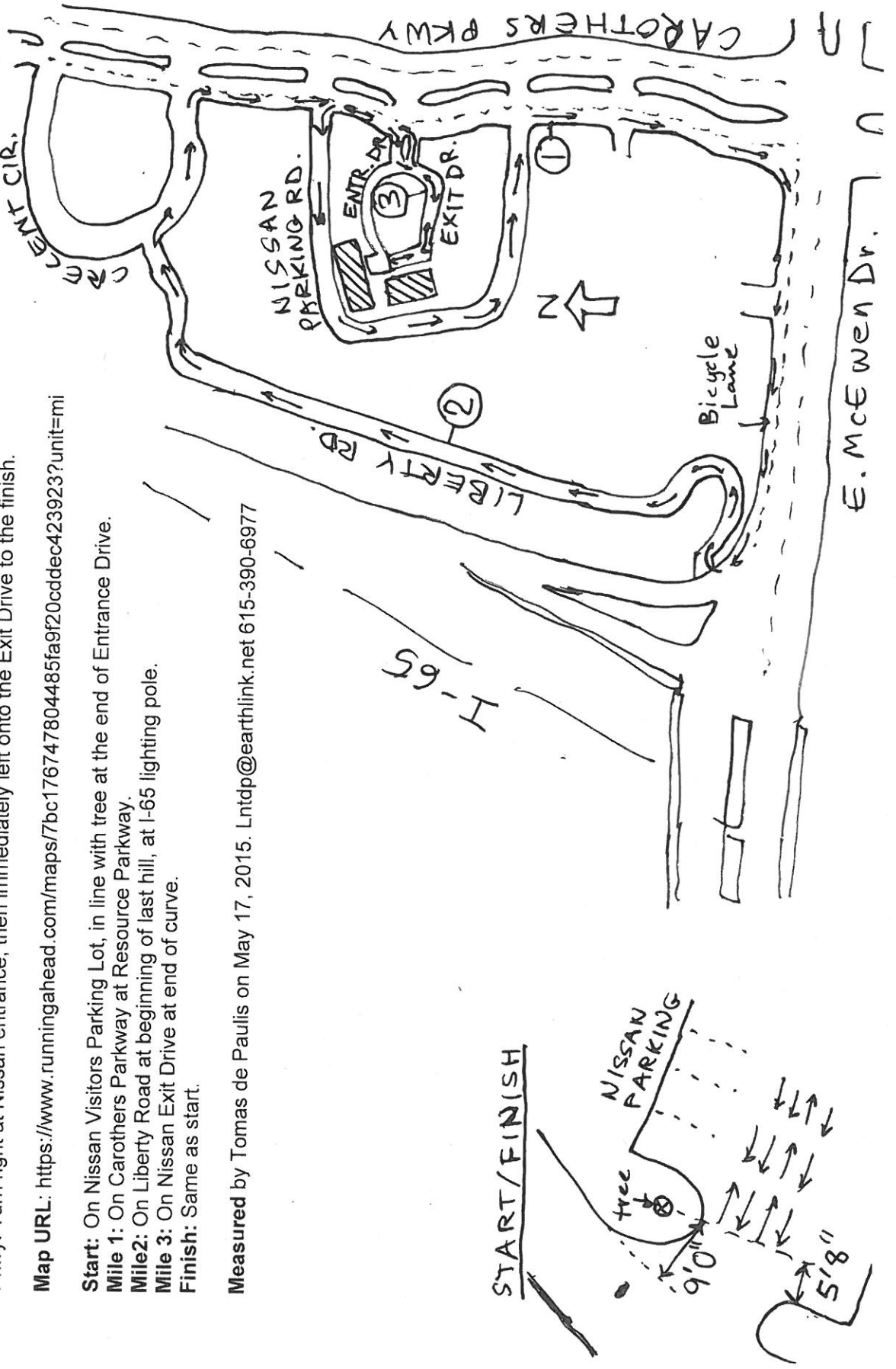
Mile 1: On Carothers Parkway at Resource Parkway.

Mile 2: On Liberty Road at beginning of last hill, at I-65 lighting pole.

Mile 3: On Nissan Exit Drive at end of curve.

Finish: Same as start.

Measured by Tomas de Paulis on May 17, 2015. Lntdp@earthlink.net 615-390-6977



VIVA LA DIVA NEW 10K, FRANKLIN, TN

After start in the front visitor's parking lot of Nissan North America Headquarter, continue via the Exit Drive. Turn left onto the right lane of northbound lane of Carothers Pkwy. Turn right into the parking lot of Healthways Inc, then right onto the right eastbound lane of Cool Springs Blvd. Turn right on Carronbridge Way, then right on Waterbury Circle. Turn right on Autumn Lake Trail, continue the loop, then right back on Waterbury Circle. Turn right on Canton Stone Drive, then left on Brickston Street. Turn right on Waterbury Circle, then veer right on Carronbridge Way. Turn right onto the right eastbound lane of Cool Springs Blvd, then right onto the bicycle lane of East McEwen Drive. Turn right at the I-65 entrance ramp, then immediately right onto Liberty Road. Turn left on Crescent Centre Drive, then right onto the right southbound lane of Carothers Pkwy. Turn right at Nissan entrance, then immediately left onto the Exit Drive to the finish.

START/FINISH

Map URL: <https://www.runningahead.com/maps/fdb1394b1b0b451aa76e42ba9f7ae4e5?unit=mi>

Start: On Nissan Visitors Parking Lot, in line with tree at the end of Entrance Drive.

Mile 1: On Cool Springs Boulevard at the end of 2nd median tree grove past Billingsby Court.

Mile 2: On Canton Stone Drive at # 314.

Mile 3: On Cool Springs Boulevard 20 yards past Avalon subdivision entrance.

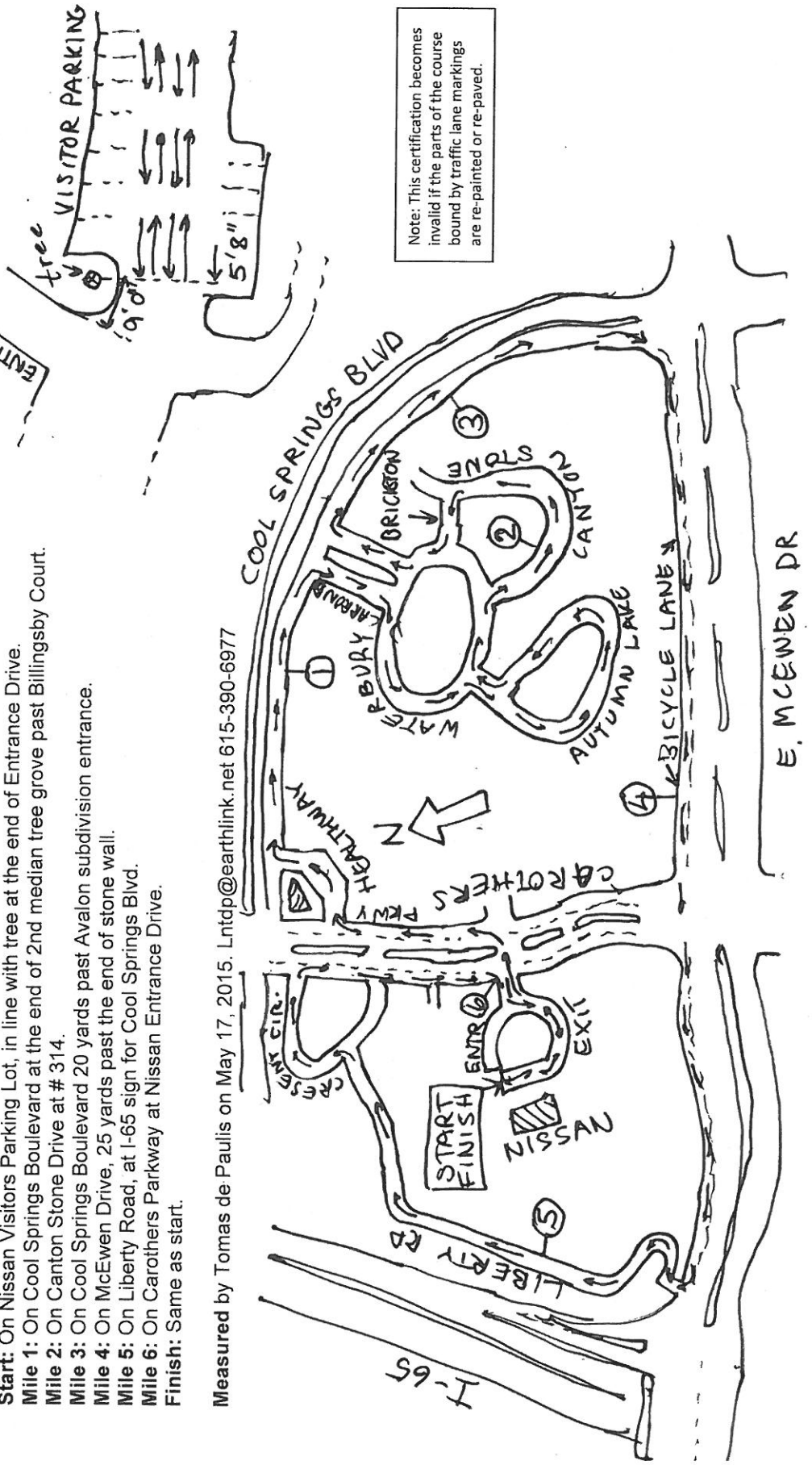
Mile 4: On McEwen Drive, 25 yards past the end of stone wall.

Mile 5: On Liberty Road, at I-65 sign for Cool Springs Blvd.

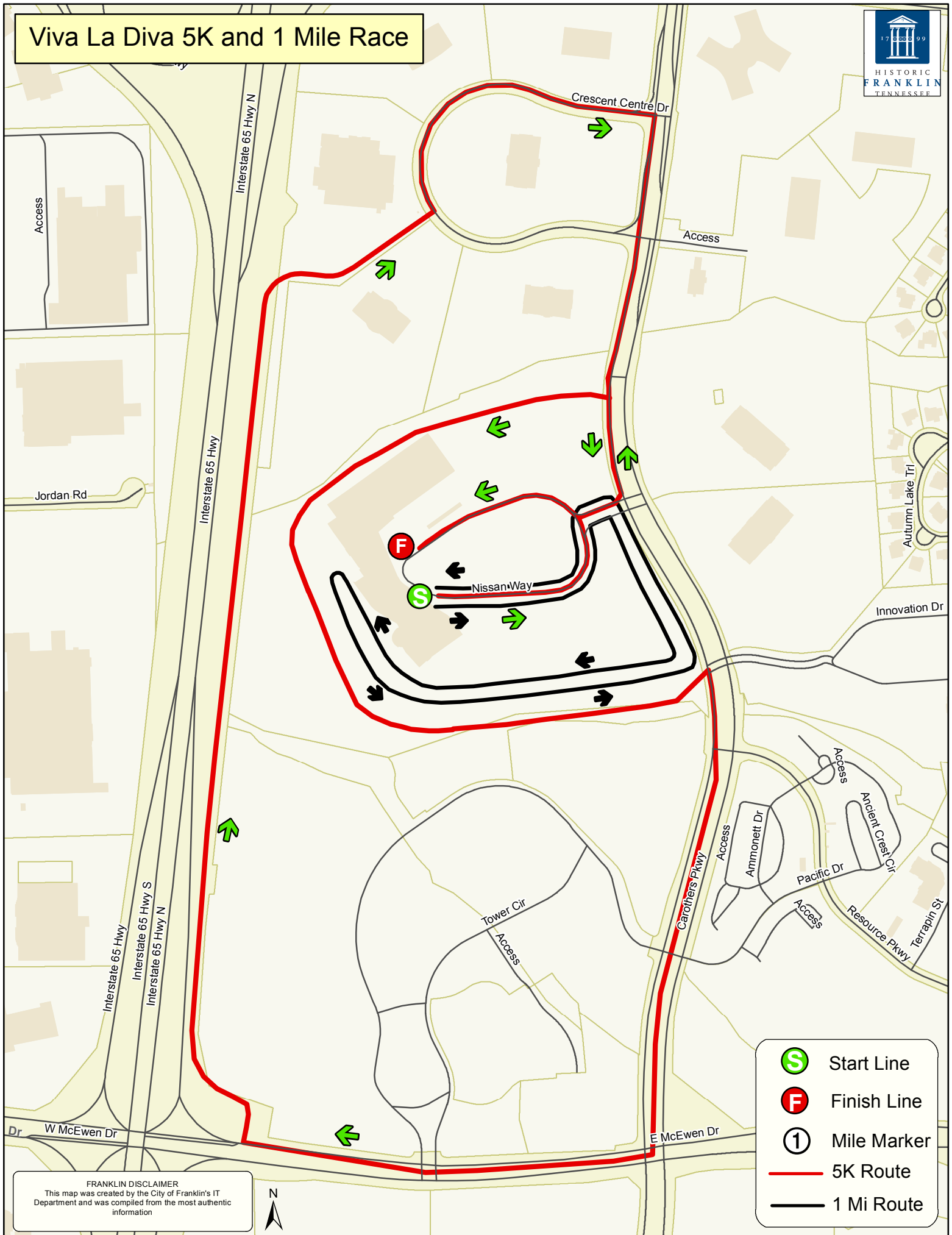
Mile 6: On Carothers Parkway at Nissan Entrance Drive.

Finish: Same as start.

Measured by Tomas de Paulis on May 17, 2015. Lntdp@earthlink.net 615-390-6977



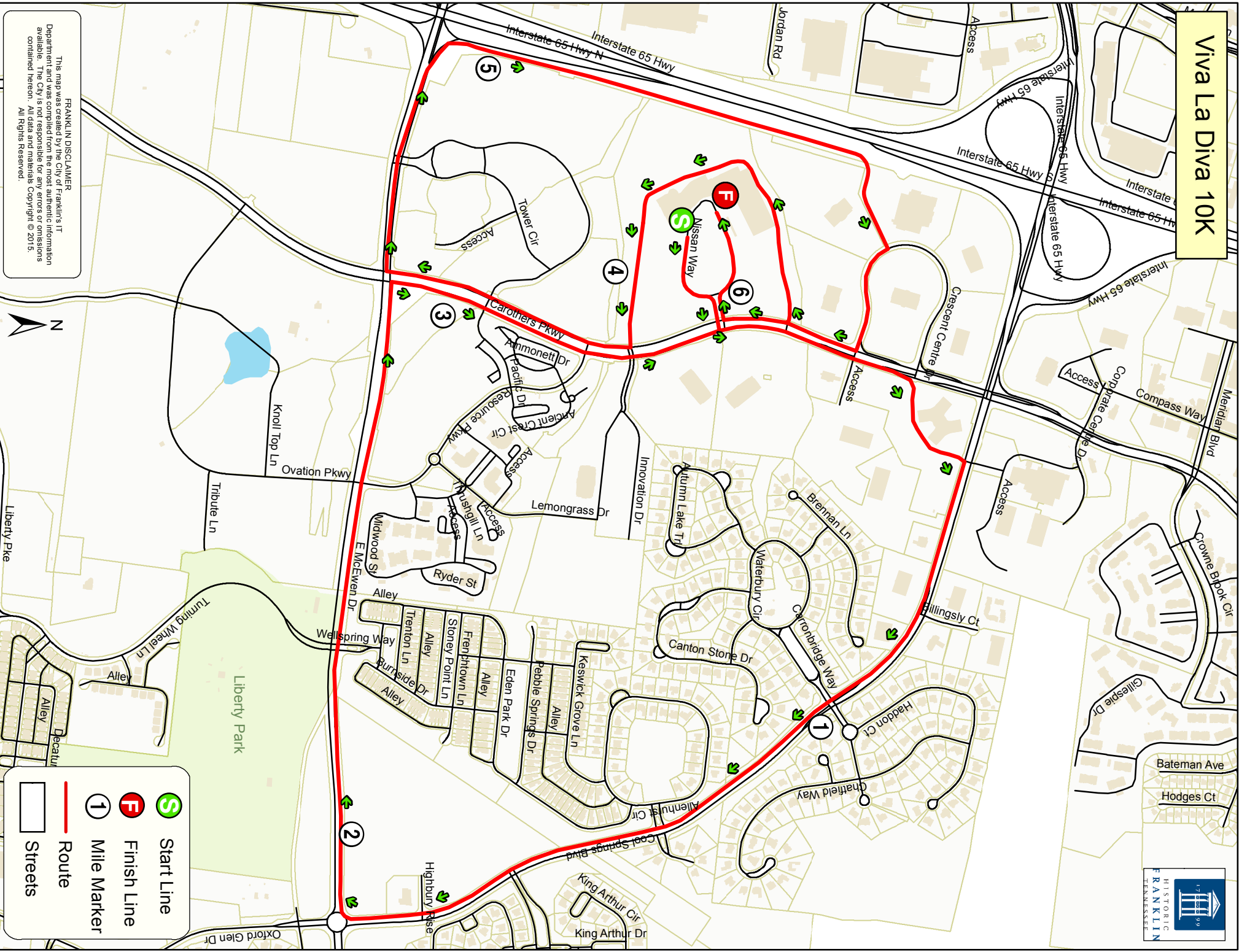
Viva La Diva 5K and 1 Mile Race



FRANKLIN DISCLAIMER
This map was created by the City of Franklin's IT Department and was compiled from the most authentic information

- S** Start Line
- F** Finish Line
- 1** Mile Marker
- 5K Route
- 1 Mi Route

Viva La Diva 10K



FRANKLIN DISCLAIMER
This map was created by the City of Franklin's IT Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained hereon. All data and materials Copyright © 2015. All Rights Reserved.



	Start Line
	Finish Line
	Mile Marker
	Route
	Streets

Viva la Diva Run – City of Franklin Event Application

Attachment B:

9.) Detailed description of the event:

Saturday, November 21, 2015 will be the 5th annual Viva la Diva Run for Diva's and Dude's in the Cool Springs area of Franklin, Tennessee. This race is presented by FiftyForward as an event to promote and benefit health, wellness and safety programs for older adults. It is one of five (5) events (Girls on the Run, Girls Tri it On, Team Belladium Cycling Event, Susan G. Komen Race for the Cure and Viva la Diva) marketed in the Making a Move series to promote health and wellness in Middle Tennessee.

It is the intention of FiftyForward that Viva la Diva benefits the residents and businesses of Franklin and Williamson County. It is an integral part of Nissan's employee health and wellness program with a large number of employees participating as volunteers and/or race participants.

In 2014, more than 1,200 participants registered to run/walk the certified 5K or 10K courses. Participants, spectators, volunteers and sponsors enjoyed entertainment and appearances by local officials on the Nissan campus. Team Magic will provide race management services and Williamson Medical Center will provide medical services.

Proposed changes for the 2015 Viva la Diva Run:

- **Eliminate one loop on the 10K course that caused congestion in 2014.**

16) Participation Fees:

Event	Fee by 10/1	10/1 – 11/18	Race Day
5K	\$30.00	\$35.00	\$40.00
10K	\$35.00	\$40.00	\$45.00
5K&10K	\$40.00	\$45.00	\$50.00

ATTACHMENT C – DETAILED MAP OF EVENT SITE



Viva la Diva 2015 Steering Committee Roster

Anna Claire Hoffman, Co-Race Director

174 Rains Ave.
Nashville, TN 37203
achoffman@fiftyforward.org
615-743-3402

Beth McCaskill, Co-Race Director

150 Third Avenue South, Suite 2800
Nashville, TN 37201
615-259-6502 phone • 615-742-6293 fax
BMcCaskill@bassberry.com

Janet Jernigan, Executive Director

174 Rains Ave.
Nashville, TN 37203
jjernigan@fiftyforward.org
615-743-3404

Robin Johnson, Volunteer Coordinator

174 Rains Ave.
Nashville, TN 37203
rjohnson@fiftyforward.org
615-743-3424

Linda Smith, Registration Coordinator

174 Rains Ave.
Nashville, TN 37203
lsmith@fiftyforward.org
615-743-3412

Betsey Hoskins, Nissan

One Nissan Way
Franklin, TN 37067
Betsey.hoskins@nissan-usa.com
615-725-5022

Pam Brown, Sponsorships

Development Director
615-743-3434
pbrown@fiftyforward.org

Misa Acox, Website/Marketing

615-743-3430
macox@fiftyforward.org

Susan Sizemore, Marketing/PR

615-743-3411
ssizemore@fiftyforward.org

Laura Tidwell, Committee Volunteer

lstidwell@nespower.com

Caroline Butler, Committee Volunteer

csbutler@comcast.net

FiftyForward Events Coordinator

Elizabeth Ralph or Alice Whitson

Vicki Smith, Primary Nissan Contact

Senior Manager, Nissan
Vicki.smith@nissan-usa.com

Faye Yates, Race Chip Timing

President, Team Magic
2315 Eugenia Ave.
Nashville, TN 37211
faye@team-magic.com

Gail Sonia, Race Consultant

4038 Clovercroft Rd.
Franklin, TN 37067
gailsonia@gmail.com
615-397-0978

Attachment E:

13.) Is your organization based in Williamson County?

FiftyForward, formerly Senior Citizens, Inc., is a private, nonprofit organization with the mission of enriching the lives of adults 50+ by providing opportunities for health, well being and lifelong learning. The organization operates seven lifelong learning centers across Davidson and Williamson County. While the corporate office is based in Nashville, Davidson County the agency serves the residents of Williamson County through two centers—FiftyForward Martin Center located off of Concord Road and FiftyForward College Grove off of Horton Highway—in addition to a number of varying programs and services offered outside of the centers.

Services provided to Franklin residents include:

- In-home care management services for frail, low income, homebound older adults through our Living at Home Program. Approximately, 40 individuals benefit from these services annually.
- Social, recreational, educational, health/wellness and volunteer activities, classes and events are implemented for active older adults at the FiftyForward Martin Center and FiftyForward College Grove centers. In 2014, the two centers served more than 2,200 Williamson County and Franklin city residents. Additionally, several hundred other Williamson County residents of all ages participate in the agency's community events. Some signature events include Martin Music and Memories at the Franklin Theatre, Martin Masters Art Show at the FiftyForward Martin Center and the Viva la Diva Race at Nissan America's Headquarters.
- FiftyForward's Retired Senior Volunteer Program (RSVP) members regularly provide volunteer service within Williamson County thru our popular Friends Learning in Pairs (FLIP) program. FLIP serves four elementary schools in FSSD and eight schools within the Williamson County school system. In 2014, 268 Williamson County students received assistance from the program. This intergenerational tutoring program serves students (K – 4th grade) who are struggling with basic reading and arithmetic skills through weekly one-on-one guidance and mentoring during the school day.

Viva la Diva Run – City of Franklin Race Application

Good Neighbor Letter Contact List 2015

- Businesses along Carothers (Quail Hollow to Cool Springs Boulevard)
- Business along Carothers (Liberty Pike to Quail Hollow)
- Businesses along Cool Springs Blvd. (Carothers to McEwen)
- Neighborhoods on Cool Springs Boulevard:
 - Carronbridge Subdivision
 - The Enclave of Carronbridge
 - Ashton Park
 - Avalon

- Neighborhoods on McEwen Dr.
 - The Venue of Cool Springs

Neighborhood Associations of the above have been very helpful in getting the word out about Viva la Diva by sending out email notification to residents along with our Good Neighbor letter.

Lane closure signs are posted along the route approximately 7 days prior to race day.



November 9, 2015

Dear Resident;

The 5th Annual Viva la Diva Run will take place on Saturday, November 21, 2015 from approximately 8:00am – 10:30am. Viva la Diva is an event to benefit FiftyForward programs that support the health, wellness and safety of women, men, girls and boys of all ages.

A 5k race will start at 8:00am and a 10k race at 9:00am at the Nissan Headquarters on Carothers Parkway. Participants may run or walk one or both races. Portions of Cool Springs Boulevard, McEwen Drive, and Carothers Parkway will experience temporary lane closures under the direction of course monitors and the Franklin Police Department. If your road is impacted, it should be only for a short period of time, and we have taken every precaution to keep any traffic issues to a minimum. All roads will be open by 10:30am.

Impact to Cool Springs Blvd. (between Carothers & McEwen Dr.)
Runners will be using one lane from approximately 9:05 – 9:25am

Impact to McEwen Dr. (between Cool Springs Blvd. & Carothers)
Runners will be using one lane from approximately 9:10 – 9:40am)

We apologize for any inconvenience, and we sincerely appreciate your cooperation and support of this event. We hope you will join us by participating in Viva la Diva as a runner, walker or volunteer.

If you have any questions or concerns, please visit the Viva la Diva website at: www.vivaladivairun.org for event information and a detailed map of the race routes with anticipated road closure times.

Sincerely,

Anna Claire Hoffman, Race Manager
174 Rains Avenue
Nashville, TN 37203
615-743-3402

City Administrator's Office
City Hall
109 Third Ave. South
Franklin, TN 37065
615-791-3217



TENNESSEE DEPARTMENT OF REVENUE

Certificate of Exemption

SENIOR CITIZENS, INC.
174 RAINS AVE
NASHVILLE TN 37203-5319
[Barcode]

June 7, 2011

Account Type: S&U EXEMPT

Account No.: 100149466

Under the provisions of T.C.A. Section 67-6-322, the organization named above is granted authority from the Tennessee Department of Revenue to make purchases, without payment of the Sales or Use Tax, of tangible personal property or taxable services to be used or consumed by the organization itself or to be given away.

The organization must furnish the suppliers of goods and services with a COPY of this exemption certificate. The lower portion of the certificate must be properly completed. The organization MUST retain the original certificate for copy purposes. The supplier will maintain a file copy as evidence of exemption. Later purchases do not require the submission of additional copies. Invoices must contain the name of the organization and the number given above.

This authority does not extend to purchases made by representatives of the organization when the items purchased or services rendered are paid for with personal funds. It does not extend to items purchased to be resold.

THE ORGANIZATION MUST NOTIFY THE DEPARTMENT IMMEDIATELY IF IT CEASES TO EXIST, MOVES, OR IN ANY WAY CHANGES THE ORGANIZATION FROM ITS PRESENT FORM.

EFFECTIVE DATE July 1, 2011

Richard H. Roberts
COMMISSIONER OF REVENUE

TO BE COMPLETED BY THE ORGANIZATION (please print)

TO: SUPPLIER'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

I _____ as an authorized representative of the organization named above affirm that the purchases made under this authority will be used and consumed by the organization or will be given away. I further affirm that the organization will not use this authority to purchase items for resale.

Under penalty of perjury, I affirm this to be a true and correct statement.

PRINT NAME OF ORGANIZATION : _____

PRINT NAME OF PURCHASER: _____

SIGNATURE OF PURCHASER: _____