

# Form 1023 Checklist

(Revised December 2013)

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

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

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

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

Schedule A	Yes ___ No <input checked="" type="checkbox"/>	Schedule E	Yes ___ No <input checked="" type="checkbox"/>
Schedule B	Yes ___ No <input checked="" type="checkbox"/>	Schedule F	Yes ___ No <input checked="" type="checkbox"/>
Schedule C	Yes ___ No <input checked="" type="checkbox"/>	Schedule G	Yes ___ No <input checked="" type="checkbox"/>
Schedule D	Yes <input checked="" type="checkbox"/> No ___	Schedule H	Yes <input checked="" type="checkbox"/> No ___

- An exact copy of your complete articles of organization (creating document). Absence of the proper purpose and dissolution clauses is the number one reason for delays in the issuance of determination letters.
- Location of Purpose Clause from Part III, line 1 (Page, Article and Paragraph Number) 1,3,1
  - Location of Dissolution Clause from Part III, line 2b or 2c (Page, Article and Paragraph Number) or by operation of state law 9, a
- Signature of an officer, director, trustee, or other official who is authorized to sign the application.
- Signature at Part XI of Form 1023.
- Your name on the application must be the same as your legal name as it appears in your articles of organization.

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

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

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

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

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

(00) OMB No. 1545-0056

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

▶ (Use with the June 2006 revision of the Instructions for Form 1023 and the current Notice 1382)

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

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

**Part I Identification of Applicant**

<b>1</b> Full name of organization (exactly as it appears in your <b>organizing document</b> )		<b>2</b> c/o Name (if applicable)	
The Society of American Military Engineers Foundation			
<b>3</b> Mailing address (Number and street) (see instructions)		Room/Suite	<b>4</b> Employer Identification Number (EIN)
607 Prince Street			81-1960637
City or town, state or country, and ZIP + 4		<b>5</b> Month the annual accounting period ends (01 - 12)	
Alexandria, Virginia 22314		12	
<b>6</b> Primary contact (officer, director, trustee, or <b>authorized representative</b> )		<b>b</b> Phone: 703-549-3800 ext 110	
<b>a</b> Name: Joseph Schroedel		<b>c</b> Fax: (optional) 703-684-0231	
<b>7</b> Are you represented by an authorized representative, such as an attorney or accountant? If "Yes," provide the authorized representative's name, and the name and address of the authorized representative's firm. Include a completed Form 2848, <i>Power of Attorney and Declaration of Representative</i> , with your application if you would like us to communicate with your representative.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>8</b> Was a person who is not one of your officers, directors, trustees, employees, or an authorized representative listed in line 7, paid, or promised payment, to help plan, manage, or advise you about the structure or activities of your organization, or about your financial or tax matters? If "Yes," provide the person's name, the name and address of the person's firm, the amounts paid or promised to be paid, and describe that person's role.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>9a</b> Organization's website: <a href="http://www.samefoundation.org">www.samefoundation.org</a> (under development)			
<b>b</b> Organization's email: (optional)			
<b>10</b> Certain organizations are not required to file an information return (Form 990 or Form 990-EZ). If you are granted tax-exemption, are you claiming to be excused from filing Form 990 or Form 990-EZ? If "Yes," explain. See the instructions for a description of organizations not required to file Form 990 or Form 990-EZ.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>11</b> Date incorporated if a corporation, or formed, if other than a corporation. (MM/DD/YYYY)		03 / 23 / 2016	
<b>12</b> Were you formed under the laws of a <b>foreign country</b> ? If "Yes," state the country.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

**Part II Organizational Structure**

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

- 1 Are you a **corporation**? If "Yes," attach a copy of your articles of incorporation showing **certification of filing** with the appropriate state agency. Include copies of any amendments to your articles and be sure they also show state filing certification.  **Yes**  **No**
- 2 Are you a **limited liability company (LLC)**? If "Yes," attach a copy of your articles of organization showing certification of filing with the appropriate state agency. Also, if you adopted an operating agreement, attach a copy. Include copies of any amendments to your articles and be sure they show state filing certification. Refer to the instructions for circumstances when an LLC should not file its own exemption application.  **Yes**  **No**
- 3 Are you an **unincorporated association**? If "Yes," attach a copy of your articles of association, constitution, or other similar organizing document that is dated and includes at least two signatures. Include signed and dated copies of any amendments.  **Yes**  **No**
- 4a Are you a **trust**? If "Yes," attach a signed and dated copy of your trust agreement. Include signed and dated copies of any amendments.  **Yes**  **No**
- b Have you been funded? If "No," explain how you are formed without anything of value placed in trust.  **Yes**  **No**
- 5 Have you adopted **bylaws**? If "Yes," attach a current copy showing date of adoption. If "No," explain how your officers, directors, or trustees are selected.  **Yes**  **No**

**Part III Required Provisions in Your Organizing Document**

The following questions are designed to ensure that when you file this application, your organizing document contains the required provisions to meet the organizational test under section 501(c)(3). Unless you can check the boxes in both lines 1 and 2, your organizing document does not meet the organizational test. **DO NOT file this application until you have amended your organizing document.** Submit your original and amended organizing documents (showing state filing certification if you are a corporation or an LLC) with your application.

- 1 Section 501(c)(3) requires that your organizing document state your exempt purpose(s), such as charitable, religious, educational, and/or scientific purposes. Check the box to confirm that your organizing document meets this requirement. Describe specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document. Refer to the instructions for exempt purpose language. Location of Purpose Clause (Page, Article, and Paragraph): Articles of Inc., Par. 3 and 9(a)
- 2a Section 501(c)(3) requires that upon dissolution of your organization, your remaining assets must be used exclusively for exempt purposes, such as charitable, religious, educational, and/or scientific purposes. Check the box on line 2a to confirm that your organizing document meets this requirement by express provision for the distribution of assets upon dissolution. If you rely on state law for your dissolution provision, do not check the box on line 2a and go to line 2c.
- 2b If you checked the box on line 2a, specify the location of your dissolution clause (Page, Article, and Paragraph). Do not complete line 2c if you checked box 2a. Articles of Incorporation, Par 9(d)
- 2c See the instructions for information about the operation of state law in your particular state. Check this box if you rely on operation of state law for your dissolution provision and indicate the state:

**Part IV Narrative Description of Your Activities**

Using an attachment, describe your *past*, *present*, and *planned* activities in a narrative. If you believe that you have already provided some of this information in response to other parts of this application, you may summarize that information here and refer to the specific parts of the application for supporting details. You may also attach representative copies of newsletters, brochures, or similar documents for supporting details to this narrative. Remember that if this application is approved, it will be open for public inspection. Therefore, your narrative description of activities should be thorough and accurate. Refer to the instructions for information that must be included in your description.

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

- 1a List the names, titles, and mailing addresses of all of your officers, directors, and trustees. For each person listed, state their total annual **compensation**, or proposed compensation, for all services to the organization, whether as an officer, employee, or other position. Use actual figures, if available. Enter "none" if no compensation is or will be paid. If additional space is needed, attach a separate sheet. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
Mr. Roger Wozny	Founding Board Member	607 Prince Street Alexandria, Virginia 22314	none
LTG Robert Van Antwerp	Founding Board Member	607 Prince Street Alexandria, Virginia 22314	none
Maj Gen Delwyn Eulberg	Founding Board Member	607 Prince Street Alexandria, Virginia 22314	none
VADM Michael Loose	Founding Board Member	607 Prince Street Alexandria, Virginia 22314	none
Col F.H. Griffis	Founding Board Member	607 Prince Street Alexandria, Virginia 22314	none

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

**b** List the names, titles, and mailing addresses of each of your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation. Do not include officers, directors, or trustees listed in line 1a.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
None		.....	
		.....	
		.....	
		.....	
		.....	

**c** List the names, names of businesses, and mailing addresses of your five highest compensated independent contractors that receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
None		.....	
		.....	
		.....	
		.....	
		.....	

The following "Yes" or "No" questions relate to *past, present, or planned* relationships, transactions, or agreements with your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, and 1c.

- 2a** Are any of your officers, directors, or trustees **related** to each other through **family or business relationships**? If "Yes," identify the individuals and explain the relationship.  Yes  No
  - b** Do you have a business relationship with any of your officers, directors, or trustees other than through their position as an officer, director, or trustee? If "Yes," identify the individuals and describe the business relationship with each of your officers, directors, or trustees.  Yes  No
  - c** Are any of your officers, directors, or trustees related to your highest compensated employees or highest compensated independent contractors listed on lines 1b or 1c through family or business relationships? If "Yes," identify the individuals and explain the relationship.  Yes  No
- 
- 3a** For each of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c, attach a list showing their name, qualifications, average hours worked, and duties.
  - b** Do any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c receive compensation from any other organizations, whether tax exempt or taxable, that are related to you through **common control**? If "Yes," identify the individuals, explain the relationship between you and the other organization, and describe the compensation arrangement.  Yes  No
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- 4** In establishing the compensation for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, and 1c, the following practices are recommended, although they are not required to obtain exemption. Answer "Yes" to all the practices you use.
    - a** Do you or will the individuals that approve compensation arrangements follow a conflict of interest policy?  Yes  No
    - b** Do you or will you approve compensation arrangements in advance of paying compensation?  Yes  No
    - c** Do you or will you document in writing the date and terms of approved compensation arrangements?  Yes  No

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

- d** Do you or will you record in writing the decision made by each individual who decided or voted on compensation arrangements?  Yes  No
- e** Do you or will you approve compensation arrangements based on information about compensation paid by **similarly situated** taxable or tax-exempt organizations for similar services, current compensation surveys compiled by independent firms, or actual written offers from similarly situated organizations? Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation.  Yes  No
- f** Do you or will you record in writing both the information on which you relied to base your decision and its source?  Yes  No
- g** If you answered "No" to any item on lines 4a through 4f, describe how you set compensation that is **reasonable** for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c.
- 
- 5a** Have you adopted a **conflict of interest policy** consistent with the sample conflict of interest policy in Appendix A to the instructions? If "Yes," provide a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," answer lines 5b and 5c.  Yes  No
- b** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you for setting their own compensation?
- c** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you regarding business deals with themselves?
- Note:** A conflict of interest policy is recommended though it is not required to obtain exemption. Hospitals, see Schedule C, Section I, line 14.
- 
- 6a** Do you or will you compensate any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, or 1c through **non-fixed payments**, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are determined, who is eligible for such arrangements, whether you place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation.  Yes  No
- b** Do you or will you compensate any of your employees, other than your officers, directors, trustees, or your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year, through non-fixed payments, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are or will be determined, who is or will be eligible for such arrangements, whether you place or will place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation.  Yes  No
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- 7a** Do you or will you purchase any goods, services, or assets from any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such purchase that you made or intend to make, from whom you make or will make such purchases, how the terms are or will be negotiated at **arm's length**, and explain how you determine or will determine that you pay no more than **fair market value**. Attach copies of any written contracts or other agreements relating to such purchases.  Yes  No
- b** Do you or will you sell any goods, services, or assets to any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such sales that you made or intend to make, to whom you make or will make such sales, how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you are or will be paid at least fair market value. Attach copies of any written contracts or other agreements relating to such sales.  Yes  No
- 
- 8a** Do you or will you have any leases, contracts, loans, or other agreements with your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," provide the information requested in lines 8b through 8f.  Yes  No
- b** Describe any written or oral arrangements that you made or intend to make.
- c** Identify with whom you have or will have such arrangements.
- d** Explain how the terms are or will be negotiated at arm's length.
- e** Explain how you determine you pay no more than fair market value or you are paid at least fair market value.
- f** Attach copies of any signed leases, contracts, loans, or other agreements relating to such arrangements.
- 
- 9a** Do you or will you have any leases, contracts, loans, or other agreements with any organization in which any of your officers, directors, or trustees are also officers, directors, or trustees, or in which any individual officer, director, or trustee owns more than a 35% interest? If "Yes," provide the information requested in lines 9b through 9f.  Yes  No

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

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

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

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

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

**Part VII Your History**

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

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

**Part VIII Your Specific Activities**

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

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

**Part VIII Your Specific Activities (Continued)**

**4a** Do you or will you undertake **fundraising**? If "Yes," check all the fundraising programs you do or will conduct. (See instructions.)  **Yes**  **No**

- mail solicitations  phone solicitations  
 email solicitations  accept donations on your website  
 personal solicitations  receive donations from another organization's website  
 vehicle, boat, plane, or similar donations  government grant solicitations  
 foundation grant solicitations  Other

Attach a description of each fundraising program.

**b** Do you or will you have written or oral contracts with any individuals or organizations to raise funds for you? If "Yes," describe these activities. Include all revenue and expenses from these activities and state who conducts them. Revenue and expenses should be provided for the time periods specified in Part IX, Financial Data. Also, attach a copy of any contracts or agreements.  **Yes**  **No**

**c** Do you or will you engage in fundraising activities for other organizations? If "Yes," describe these arrangements. Include a description of the organizations for which you raise funds and attach copies of all contracts or agreements.  **Yes**  **No**

**d** List all states and local jurisdictions in which you conduct fundraising. For each state or local jurisdiction listed, specify whether you fundraise for your own organization, you fundraise for another organization, or another organization fundraises for you.

**e** Do you or will you maintain separate accounts for any contributor under which the contributor has the right to advise on the use or distribution of funds? Answer "Yes" if the donor may provide advice on the types of investments, distributions from the types of investments, or the distribution from the donor's contribution account. If "Yes," describe this program, including the type of advice that may be provided and submit copies of any written materials provided to donors.  **Yes**  **No**

**5** Are you **affiliated** with a governmental unit? If "Yes," explain.  **Yes**  **No**

**6a** Do you or will you engage in **economic development**? If "Yes," describe your program.  **Yes**  **No**

**b** Describe in full who benefits from your economic development activities and how the activities promote exempt purposes.  **Yes**  **No**

**7a** Do or will persons other than your employees or volunteers **develop** your facilities? If "Yes," describe each facility, the role of the developer, and any business or family relationship(s) between the developer and your officers, directors, or trustees.  **Yes**  **No**

**b** Do or will persons other than your employees or volunteers **manage** your activities or facilities? If "Yes," describe each activity and facility, the role of the manager, and any business or family relationship(s) between the manager and your officers, directors, or trustees.  **Yes**  **No**

**c** If there is a business or family relationship between any manager or developer and your officers, directors, or trustees, identify the individuals, explain the relationship, describe how contracts are negotiated at arm's length so that you pay no more than fair market value, and submit a copy of any contracts or other agreements.

**8** Do you or will you enter into **joint ventures**, including partnerships or **limited liability companies** treated as partnerships, in which you share profits and losses with partners other than section 501(c)(3) organizations? If "Yes," describe the activities of these joint ventures in which you participate.  **Yes**  **No**

**9a** Are you applying for exemption as a childcare organization under section 501(k)? If "Yes," answer lines 9b through 9d. If "No," go to line 10.  **Yes**  **No**

**b** Do you provide child care so that parents or caretakers of children you care for can be **gainfully employed** (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k).  **Yes**  **No**

**c** Of the children for whom you provide child care, are 85% or more of them cared for by you to enable their parents or caretakers to be gainfully employed (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k).  **Yes**  **No**

**d** Are your services available to the general public? If "No," describe the specific group of people for whom your activities are available. Also, see the instructions and explain how you qualify as a childcare organization described in section 501(k).  **Yes**  **No**

**10** Do you or will you publish, own, or have rights in music, literature, tapes, artworks, choreography, scientific discoveries, or other **intellectual property**? If "Yes," explain. Describe who owns or will own any copyrights, patents, or trademarks, whether fees are or will be charged, how the fees are determined, and how any items are or will be produced, distributed, and marketed.  **Yes**  **No**



**Part VIII Your Specific Activities (Continued)**

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

**Part VIII Your Specific Activities (Continued)**

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

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

**Part IX Financial Data**

For purposes of this schedule, years in existence refer to completed tax years. If in existence 4 or more years, complete the schedule for the most recent 4 tax years. If in existence more than 1 year but less than 4 years, complete the statements for each year in existence and provide projections of your likely revenues and expenses based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. If in existence less than 1 year, provide projections of your likely revenues and expenses for the current year and the 2 following years, based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. (See instructions.)

**A. Statement of Revenues and Expenses**

	Type of revenue or expense	Current tax year	3 prior tax years or 2 succeeding tax years			(e) Provide Total for (a) through (d)
		(a) From <u>07/07/16</u> To <u>12/31/16</u>	(b) From <u>07/07/17</u> To <u>12/31/17</u>	(c) From <u>07/07/18</u> To <u>12/31/18</u>	(d) From ..... To .....	
<b>Revenues</b>	<b>1</b> Gifts, grants, and contributions received (do not include unusual grants)	1,095,000	1,120,000	995,000		3,210,000
	<b>2</b> Membership fees received	0	0	0		0
	<b>3</b> Gross investment income	25,469	77,316	126,989		229,774
	<b>4</b> Net unrelated business income	0	0	0		0
	<b>5</b> Taxes levied for your benefit	0	0	0		0
	<b>6</b> Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)	0	0	0		0
	<b>7</b> Any revenue not otherwise listed above or in lines 9-12 below (attach an itemized list)	0	0	0		0
	<b>8</b> Total of lines 1 through 7	1,120,469	1,197,316	1,121,989		3,439,774
	<b>9</b> Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)	0	0	0		0
	<b>10</b> Total of lines 8 and 9	1,120,469	1,197,316	1,121,989		3,439,774
<b>11</b> Net gain or loss on sale of capital assets (attach schedule and see instructions)	0	0	0		0	
<b>12</b> Unusual grants	0	0	0		0	
<b>13</b> Total Revenue Add lines 10 through 12	1,120,469	1,197,316	1,121,989		3,439,774	
<b>Expenses</b>	<b>14</b> Fundraising expenses	5,000	15,000	15,000		
	<b>15</b> Contributions, gifts, grants, and similar amounts paid out (attach an itemized list)	35,000	100,000	125,000		
	<b>16</b> Disbursements to or for the benefit of members (attach an itemized list)	0	0	0		
	<b>17</b> Compensation of officers, directors, and trustees	0	0	0		
	<b>18</b> Other salaries and wages	0	0	45,000		
	<b>19</b> Interest expense	0	0	0		
	<b>20</b> Occupancy (rent, utilities, etc.)	0	0	0		
	<b>21</b> Depreciation and depletion	0	0	0		
	<b>22</b> Professional fees	0	15,000	10,000		
	<b>23</b> Any expense not otherwise classified, such as program services (attach itemized list)	0	0	0		
	<b>24</b> Total Expenses Add lines 14 through 23	40,000	130,000	195,000		

Part IX Financial Data (Continued)

B. Balance Sheet (for your most recently completed tax year)

Year End: 2015

(Whole dollars)

Table with columns for line number, description, and amount. Rows include Assets (Cash, Accounts receivable, Inventories, Bonds and notes receivable, Corporate stocks, Loans receivable, Other investments, Depreciable and depletable assets, Land, Other assets) and Liabilities (Accounts payable, Contributions, gifts, grants, etc. payable, Mortgages and notes payable, Other liabilities). Total Assets and Total Liabilities are both 0. Line 19: Have there been any substantial changes in your assets or liabilities since the end of the period shown above? If "Yes," explain. [ ] Yes [x] No

Part X Public Charity Status

Part X is designed to classify you as an organization that is either a private foundation or a public charity. Public charity status is a more favorable tax status than private foundation status. If you are a private foundation, Part X is designed to further determine whether you are a private operating foundation. (See instructions.)

- 1a Are you a private foundation? If "Yes," go to line 1b. If "No," go to line 5 and proceed as instructed. [ ] Yes [x] No
b As a private foundation, section 508(e) requires special provisions in your organizing document in addition to those that apply to all organizations described in section 501(c)(3). Check the box to confirm that your organizing document meets this requirement, whether by express provision or by reliance on operation of state law. [ ]
2 Are you a private operating foundation? To be a private operating foundation you must engage directly in the active conduct of charitable, religious, educational, and similar activities, as opposed to indirectly carrying out these activities by providing grants to individuals or other organizations. If "Yes," go to line 3. If "No," go to the signature section of Part XI. [ ] Yes [ ] No
3 Have you existed for one or more years? If "Yes," attach financial information showing that you are a private operating foundation; go to the signature section of Part XI. If "No," continue to line 4. [ ] Yes [ ] No
4 Have you attached either (1) an affidavit or opinion of counsel, (including a written affidavit or opinion from a certified public accountant or accounting firm with expertise regarding this tax law matter), that sets forth facts concerning your operations and support to demonstrate that you are likely to satisfy the requirements to be classified as a private operating foundation; or (2) a statement describing your proposed operations as a private operating foundation? [ ] Yes [ ] No
5 If you answered "No" to line 1a, indicate the type of public charity status you are requesting by checking one of the choices below. You may check only one box.
The organization is not a private foundation because it is:
a 509(a)(1) and 170(b)(1)(A)(i)—a church or a convention or association of churches. Complete and attach Schedule A. [ ]
b 509(a)(1) and 170(b)(1)(A)(ii)—a school. Complete and attach Schedule B. [ ]
c 509(a)(1) and 170(b)(1)(A)(iii)—a hospital, a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital. Complete and attach Schedule C. [ ]
d 509(a)(3)—an organization supporting either one or more organizations described in line 5a through c, f, g, or h or a publicly supported section 501(c)(4), (5), or (6) organization. Complete and attach Schedule D. [x]

**Part X Public Charity Status (Continued)**

- e 509(a)(4)—an organization organized and operated exclusively for testing for public safety.
- f 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit.
- g 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public.
- h 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross **investment income** and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions).
- i A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status.

**6** If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

**a Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at [www.irs.gov](http://www.irs.gov) or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling.

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

For Organization

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

.....  
(Type or print name of signer)

.....  
(Date)

.....  
(Type or print title or authority of signer)

For IRS Use Only

.....  
IRS Director, Exempt Organizations

.....  
(Date)

**b Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii).

(i) (a) Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. \_\_\_\_\_

(b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box.

(ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**. If the answer is "None," check this box.

(b) For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box.

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

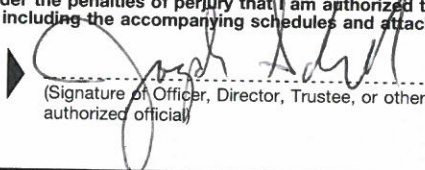
**Part XI User Fee Information**

You must include a user fee payment with this application. It will not be processed without your paid user fee. If your average annual gross receipts have exceeded or will exceed \$10,000 annually over a 4-year period, you must submit payment of \$850. If your gross receipts have not exceeded or will not exceed \$10,000 annually over a 4-year period, the required user fee payment is \$400. See instructions for Part XI, for a definition of **gross receipts** over a 4-year period. Your check or money order must be made payable to the United States Treasury. *User fees are subject to change. Check our website at [www.irs.gov](http://www.irs.gov) and type "User Fee" in the keyword box, or call Customer Account Services at 1-877-829-5500 for current information.*

- 1** Have your annual gross receipts averaged or are they expected to average not more than \$10,000?  Yes  No  
 If "Yes," check the box on line 2 and enclose a user fee payment of \$400 (Subject to change—see above).  
 If "No," check the box on line 3 and enclose a user fee payment of \$850 (Subject to change—see above).
- 2** Check the box if you have enclosed the reduced user fee payment of \$400 (Subject to change).
- 3** Check the box if you have enclosed the user fee payment of \$850 (Subject to change).

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

**Please Sign Here**

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

**Joseph Schroedel**

(Type or print name of signer)

**Executive Director**

(Type or print title or authority of signer)

**19 May 2016**  
 (Date)

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

**Schedule D. Section 509(a)(3) Supporting Organizations**

**Section I Identifying Information About the Supported Organization(s)**

**1** State the names, addresses, and EINs of the supported organizations. If additional space is needed, attach a separate sheet.

Name	Address	EIN
<b>Society of American Military Engineers</b>	<b>607 Prince Street Alexandria, Virginia 22308</b>	<b>53 - 0196491</b>
		-

**2** Are all supported organizations listed in line 1 public charities under section 509(a)(1) or (2)? If "Yes," go to Section II. If "No," go to line 3.  **Yes**    **No**

**3** Do the supported organizations have tax-exempt status under section 501(c)(4), 501(c)(5), or 501(c)(6)?  **Yes**    **No**

If "Yes," for each 501(c)(4), (5), or (6) organization supported, provide the following financial information:

- Part IX-A. Statement of Revenues and Expenses, lines 1-13 and
- Part X, lines 6b(ii)(a), 6b(ii)(b), and 7.

If "No," attach a statement describing how each organization you support is a public charity under section 509(a)(1) or (2).

**Section II Relationship with Supported Organization(s)—Three Tests**

To be classified as a supporting organization, an organization must meet one of three relationship tests:

Test 1: "Operated, supervised, or controlled by" one or more publicly supported organizations, or

Test 2: "Supervised or controlled in connection with" one or more publicly supported organizations, or

Test 3: "Operated in connection with" one or more publicly supported organizations.

**1** Information to establish the "operated, supervised, or controlled by" relationship (Test 1)  
Is a majority of your governing board or officers elected or appointed by the supported organization(s)? If "Yes," describe the process by which your governing board is appointed and elected; go to Section III. If "No," continue to line 2.  **Yes**    **No**

**2** Information to establish the "supervised or controlled in connection with" relationship (Test 2)  
Does a majority of your governing board consist of individuals who also serve on the governing board of the supported organization(s)? If "Yes," describe the process by which your governing board is appointed and elected; go to Section III. If "No," go to line 3.  **Yes**    **No**

**3** Information to establish the "operated in connection with" responsiveness test (Test 3)  
Are you a trust from which the named supported organization(s) can enforce and compel an accounting under state law? If "Yes," explain whether you advised the supported organization(s) in writing of these rights and provide a copy of the written communication documenting this; go to Section II, line 5. If "No," go to line 4a.  **Yes**    **No**

**4** Information to establish the alternative "operated in connection with" responsiveness test (Test 3)  
**a** Do the officers, directors, trustees, or members of the supported organization(s) elect or appoint one or more of your officers, directors, or trustees? If "Yes," explain and provide documentation; go to line 4d, below. If "No," go to line 4b.  **Yes**    **No**

**b** Do one or more members of the governing body of the supported organization(s) also serve as your officers, directors, or trustees or hold other important offices with respect to you? If "Yes," explain and provide documentation; go to line 4d, below. If "No," go to line 4c.  **Yes**    **No**

**c** Do your officers, directors, or trustees maintain a close and continuous working relationship with the officers, directors, or trustees of the supported organization(s)? If "Yes," explain and provide documentation.  **Yes**    **No**

**d** Do the supported organization(s) have a significant voice in your investment policies, in the making and timing of grants, and in otherwise directing the use of your income or assets? If "Yes," explain and provide documentation.  **Yes**    **No**

**e** Describe and provide copies of written communications documenting how you made the supported organization(s) aware of your supporting activities.

**Schedule D. Section 509(a)(3) Supporting Organizations (Continued)**

**Section II Relationship with Supported Organization(s)—Three Tests (Continued)**

- 5** Information to establish the “operated in connection with” integral part test (Test 3)  
Do you conduct activities that would otherwise be carried out by the supported organization(s)? If “Yes,” explain and go to Section III. If “No,” continue to line 6a.  Yes  No
- 6** Information to establish the alternative “operated in connection with” integral part test (Test 3)
- a** Do you distribute at least 85% of your annual **net income** to the supported organization(s)? If “Yes,” go to line 6b. (See instructions.)  Yes  No  
If “No,” state the percentage of your income that you distribute to each supported organization. Also explain how you ensure that the supported organization(s) are attentive to your operations.
- b** How much do you contribute annually to each supported organization? Attach a schedule.
- c** What is the total annual revenue of each supported organization? If you need additional space, attach a list.
- d** Do you or the supported organization(s)  **earmark**  your funds for support of a particular program or activity? If “Yes,” explain.  Yes  No
- 7a** Does your organizing document specify the supported organization(s) by name? If “Yes,” state the article and paragraph number and go to Section III. If “No,” answer line 7b.  Yes  No
- b** Attach a statement describing whether there has been an historic and continuing relationship between you and the supported organization(s).

**Section III Organizational Test**

- 1a** If you met relationship Test 1 or Test 2 in Section II, your organizing document must specify the supported organization(s) by name, or by naming a similar purpose or charitable class of beneficiaries. If your organizing document complies with this requirement, answer “Yes.” If your organizing document does not comply with this requirement, answer “No,” and see the instructions.  Yes  No
- b** If you met relationship Test 3 in Section II, your organizing document must generally specify the supported organization(s) by name. If your organizing document complies with this requirement, answer “Yes,” and go to Section IV. If your organizing document does not comply with this requirement, answer “No,” and see the instructions.  Yes  No

**Section IV Disqualified Person Test**

You do not qualify as a supporting organization if you are **controlled** directly or indirectly by one or more **disqualified persons** (as defined in section 4946) other than **foundation managers** or one or more organizations that you support. Foundation managers who are also disqualified persons for another reason are disqualified persons with respect to you.

- 1a** Do any persons who are disqualified persons with respect to you, (except individuals who are disqualified persons only because they are foundation managers), appoint any of your foundation managers? If “Yes,” (1) describe the process by which disqualified persons appoint any of your foundation managers, (2) provide the names of these disqualified persons and the foundation managers they appoint, and (3) explain how control is vested over your operations (including assets and activities) by persons other than disqualified persons.  Yes  No
- b** Do any persons who have a family or business relationship with any disqualified persons with respect to you, (except individuals who are disqualified persons only because they are foundation managers), appoint any of your foundation managers? If “Yes,” (1) describe the process by which individuals with a family or business relationship with disqualified persons appoint any of your foundation managers, (2) provide the names of these disqualified persons, the individuals with a family or business relationship with disqualified persons, and the foundation managers appointed, and (3) explain how control is vested over your operations (including assets and activities) in individuals other than disqualified persons.  Yes  No
- c** Do any persons who are disqualified persons, (except individuals who are disqualified persons only because they are foundation managers), have any influence regarding your operations, including your assets or activities? If “Yes,” (1) provide the names of these disqualified persons, (2) explain how influence is exerted over your operations (including assets and activities), and (3) explain how control is vested over your operations (including assets and activities) by individuals other than disqualified persons.  Yes  No



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

**Section I** *Names of individual recipients are not required to be listed in Schedule H. Public charities and private foundations complete lines 1a through 7 of this section. See the instructions to Part X if you are not sure whether you are a public charity or a private foundation.*

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

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

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

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

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

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

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

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

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

**SOCIETY OF AMERICAN MILITARY ENGINEERS FOUNDATION**

EIN 81-1960637

May 19, 2016

**IRS FORM 1023 ATTACHMENT OF SUPPLEMENTAL INFORMATION**

**Part IV—Narrative Description of Activities**

The Society of American Military Engineers Foundation (applicant here or “Foundation”) was founded to support The Society of American Military Engineers (the “Society”). The Society (EIN 53-0196491) was founded in 1920 following the close of World War I in order to maintain the joint capabilities of the military and the private engineering sector that had been so necessary to the success of the war effort and which were known to be critical to ensure America’s readiness and national security. In 1924, the Society was incorporated for educational and scientific and charitable purposes in the District of Columbia. It subsequently was granted recognition as a 501(c)(3) organization. The Society is approaching its 100<sup>th</sup> year anniversary. For information regarding the Society, see [www.same.org](http://www.same.org).

The Society is a national (some international chapters as well) organization with chapters (called posts) throughout the country. A national headquarters staff for the Society as a whole is located in Alexandria, Virginia with a paid staff of 23 full time employees headed by the Executive Director. BGen Joseph Schroedel, USA Ret. Is the Executive Director of the Society and Executive Director of the Foundation. He is also the authorized representative of the Foundation submitting this application.

The Society has a membership base of approximately 30,000, with approximately 1600 firms engaged in the military engineering field, broadly construed, as “sustaining member” firms. The Society recently completed a revamping of its strategic mission through its “SAME Strategic Plan 2020,” a copy of which is attached.

There are currently 105 posts along with 63 university level student chapters in the Society. The posts operate somewhat independently. All of the posts are operated by volunteers, each with a board of directors and officers. The posts are granted their 501(c)3 tax exempt status due to their affiliation with the Society. The posts conduct membership meetings of their membership and educational events. Most posts have established scholarship and education funds. On an annual basis, the posts of the Society award approximately \$1 million in scholarships.

In addition, the national headquarters of the Society established its own Education and Mentoring Fund (“Fund”) in 2011. The Fund has a little under \$1,000,000 of corpus with the Fund’s assets derived from Society member contributions and contributions from the Society itself primarily generated from the profit of specific events conducted by the Society each year.

In 2015, the Society decided to build upon its Fund and to create the separate Foundation as a national means of resourcing the professional development of its membership and related purposes of the Society and to further scholarship efforts. A task force was established to study the matter and report out to the Society, and on March 23, 2016, the Foundation was incorporated in the District of Columbia, the same incorporation jurisdiction of the Society.

The Foundation will permit a separation of the philanthropic objectives of the Society from the Society's day to day operations. The Foundation expects to raise money nation-wide from donations primarily from the Society's membership and from events the Society and the Foundation will undertake. The Foundation will provide a secure and beneficial repository for charitable contributions and other bequeaths from members of the Society and the public at large in furtherance of the purposes and objectives of the Society. Initially, the Foundation will accept the transfer of the Society's Education and Mentoring Fund. Previous donor imposed restrictions on any funds transferred to the Foundation will be honored. The Executive Committee of the Society's Board of Direction will approve the transfer of the corpus of the Education and Mentoring Fund to the Foundation.

In 2016, the Foundation expects to add to the corpus of the Education and Mentoring Fund an additional \$200,000 from memorial donation opportunities from the Society's membership and the transfer of event profits generated by the national Society. In 2017, a major corporate fund raising campaign will be undertaken with a goal of raising an additional \$1,100,000 largely from the corporate sustaining membership companies that are members of the Society. In 2020, when the Society celebrates its centennial year, the Foundation hopes to have seen its growth to a corpus of \$5,000,000.

In return, the Foundation will fund scholarships for students particularly in the areas of science, technology, engineering and mathematics ("STEM"). The Foundation will also provide support and assistance to the Society's posts to operate and manage the posts' scholarship efforts. The Foundation will fund travel expenses of high school students to attend construction camps that the Society runs with the various military engineering services. There currently are four such camps that run annually for a week's time. See <http://www.same.org/Engineering-Construction>.

To accomplish its purposes, the opening business plan for the Foundation contemplates (and by percentage of volunteer time):

1. Memorializing important contributions to the Society by its members with the collection of membership data and creating a data base of service records of those members having served this Country in uniform. (25%)
2. Providing a means and method to recognize the passing of Society members through acts of memorial, coordinating memorial and burial services at the request of family and providing service records when so requested by family members. (5%)
3. Providing an effective tax exempt repository for gifts in memoriam, estate planning bequeaths, and gifts by individual and corporate donors in furtherance of the purposes of the Society itself. (5%)
4. Providing a secure repository for charitable trust bequests, endowments, trust and estate distributions and gifts that are given in furtherance of the Society's mission. (5%)
5. Providing a means through which donors can contribute assets to the Foundation in furtherance of the charitable purposes of the Society. (5%)

6. Advocating within the Society for the development of endowment funds and providing appropriate means by which endowment funds can be accumulated and managed to provide long term support of the operations of the Society. (5%)
7. Encourage donors to contribute assets and funds that will benefit the engineering-architecture and construction communities that are the backbone of the Society. (10%)
8. Funding programs, services and opportunities that are aligned with the Society's strategic mission including such things as the construction camps for high school students. (20%)
9. Ensuring the recognition of donors through specific programs and opportunities that are developed and managed by the Foundation. (20%)

All of these activities will support the charitable, educational and scientific purposes of the Foundation and the Society and it will be a full time endeavor. No activities are anticipated outside the exempt purposes of the Foundation and supported Society.

The activities of the Foundation will be undertaken all by volunteers. The paid headquarters staff of the Society will provide administrative support to the Foundation. The Society's national office will serve as office for the Foundation. The Executive Director of the Society will serve as Executive Director of the Foundation. The Foundation will have no payroll of its own in the foreseeable future. It will separately have its own board of directors and a council of trustees, all of whom will be volunteers.

The Board of Directors will essentially run the Foundation. Currently, only a five member Founding Board of Directors is in place. Additional members will be selected and added to the Foundation's board. A procedure is in place for selecting the additional board members.

The Chair of the Board will be selected by the Board of Directors of the Society. All other Foundation board members shall be appointed by the Executive Committee of the Board of Direction of the Society. It is expected that many members of the Foundation Board shall have been or will concurrently be members of the Society Board.

There currently are no designated officers of the Foundation. The bylaws of the Foundation provide that the Chairman of the Foundation Board shall also serve as President of the Foundation. The Foundation Board in consultation with the Society Board shall select the other officers of the Foundation in the near future.

There will be committees of the Board including an investment committee, an audit committee, a scholarship awards committee, and an outside accounting firm to be determined.

There will also be a Council of Trustees, who will serve as advisors to the Board on fundraising, program, and related financial matters. No members of the Council of Trustees have yet been selected. The Founding Board has established criteria to be a member of the Council of Trustees to include (1) philanthropic experience, (2) some current or previous tie to the United States military, and (3) some relationship with the architect-engineer-construction community engaged in military engineering, security and national defense.

### Part V—Questions 1a and 2a

The current full membership of the Foundation’s Board of Directors is listed in response to question 1a. As stated above, the Board will be enlarged in the near future. Question 2a asks if any of the directors are related through business relationships. Also as stated above, some Board members of the Foundation may have been Board members of the Society. Otherwise, there will be no other relationships.

### Part V-- Compensation—Question 3a

Gen.. Schroedel, the Executive Director of the Society, is the senior paid employee of the Society’s full time national staff. The Society is the controlling organization of the Foundation with the Society Board recommending and Executive Committee appointing the members of the Board of Directors of the Foundation. Gen. Schroedel will also serve as Executive Director of the Foundation, but without added pay. He will also serve as ex officio member of both Boards of Directors. The Foundation will have no payroll or independent contractors or paid officers or directors in the foreseeable future.

All Foundation Board members and officers must be members in good standing of the Society. Exceptions for non-members to be part of the Board may be approved by the Executive Committee of the Society Board. The Chair of the Foundation Board must be a former member of the Society’s Board of Direction, the Foundation Board of Direction or the Foundation Council of Trustees. The Chair of the Foundation Board also serves as the President of the Foundation. Other qualifications for Foundation Board membership are specified in the “Foundation Board Nominating Procedures” and include:

- Unquestioned ethics
- Strong multilevel communications skills
- Complete understanding of and commitment to the Society’s mission, vision, and strategic plan
- Complete understanding of the Foundation’s purposes
- Preferred experience with other philanthropic organizations
- Diverse background to represent the full spectrum of Society membership
- Willingness to actively participate in fundraising activities

It is anticipated that Directors will commit an average of 10 hours per quarter to execute their duties. Duties of the Directors include all fiduciary, legal, strategic and fundraising activities of the Foundation Board. Further, the Board is responsible for planning, developing, and implementing the cultivation, solicitation and stewardship of Foundation supporters and funds. The Directors shall also establish policies and programs of the Foundation and exercise all powers of the Foundation and lawful acts permitted by statute, the Articles of Incorporation and the Foundation Bylaws.

### Part V—Question 4

As explained above, the Foundation will not be paying any compensation or other financial benefits to anyone in the foreseeable future. Should any compensation be appropriate in the future, the

foundation will follow the policies of the Employee Handbook of the Society. In such a situation, the Foundation will follow a conflicts of interest policy, will approve compensation in writing in advance of paying compensation and will document in writing all such arrangements.

#### Part V-- Conflict of Interest Policy—Questions 5a-c

The Foundation's conflict of interest policies are in part set forth in paragraph 6.4 of Article 6 of its Bylaws and paragraph 9 (b) of the Articles of Incorporation. In addition, the Foundation follows the policy of the Society regarding conflicts of interest. (see attached). Any conflict, as defined in the policy, must be reported to the Executive Director who in turn will report it to the Board of Directors. According to the policy, the Board will decide any recourse.

#### Part V—Foundation Support—Questions 8, 9

The Society national staff shall provide all administrative and logistics support for the Foundation within existing office space. These services will be provided free of charge to the Foundation.

#### Part VI -- Receipt of Benefits—Question 1a

The Foundation will in the near-future provide funds and assistance to others through four programs as follows: (1) scholarships to individuals attending higher education STEM (science, technology, engineering and mathematics) courses of study; initially, the Foundation is announcing a scholarship in memory of those having served in the Vietnam conflict and a scholarship dedicated in memory of the Gulf War; (2) awarding stipends and expense reimbursement for individuals in high school to attend week long construction and engineering camps sponsored by the Society and the engineering branches of the military services (Army, Air Force, Navy, Marine Corps) held once each year; (3) stipends to cover travel and attendance expenses of military and civilian government personnel to attend special events such as small business conferences or joint education and training programs undertaken by the Society; and (4) professional development scholarships to cover costs for Society mission related professional development and licensure programs.

Scholarship recipients will be selected by a scholarship awards committee with a zero-conflicts mandate. High school attendees to the construction and engineering camps are selected by the Society's individual posts either by the post board of directors or awards committees, and the stipends and reimbursements are available to all selected. The stipends and expense reimbursement of military and civilian government attendance at select Society functions are available to all that attend.

#### Part VIII—Fundraising Activities—Questions 4a and 4d

While specific fundraising programs have not been prepared, the Foundation will continue efforts of the Society to grow its Education and Mentoring Fund being transferred to the Foundation. A

website for the Foundation under development will offer a link for contributions. A “flyer” will be prepared for distribution to Society members informing all of the establishment of the Foundation and its availability for bequests and contributions. Fundraising will be conducted only by and for the Foundation and its volunteers.

With Society membership spread throughout the 50-states, it is anticipated that fundraising will be generated from all 50 states.

Part VIII—Specific Activities—Question 15

The Foundation is a supporting organization to the Society of American Military Engineers, a 501(c)(3). The Society controls the Foundation with appointment authority of the membership of the Foundation’s Board of Directors and officers. The Society Board of Direction will approve the budget of the Foundation on an annual basis. In addition, the paid staff of the Society serves as staff to the Foundation without separate or added compensation, and Society offices serve as offices for the Foundation. With regard to programs such as scholarship awards and construction and engineering camp attendance stipends, the Foundation will implement the efforts previously undertaken by the Society and develop further scholarships and scholarship programs.

Part IX – Financial Data

The following is a summary of the projected itemized list of contributions, grants and other similar amounts paid out:

	<u>2016</u>	<u>2017</u>	<u>2018</u>
STEM College Scholarships	\$7,000	\$20,000	\$25,000
Stipends	8,750	25,000	31,250
Student STEM camp attendance	5,250	15,000	18,750
Professional Development Scholarship	<u>14,000</u>	<u>40,000</u>	<u>50,000</u>
	<u>\$35,000</u>	<u>\$100,000</u>	<u>\$125,000</u>

Schedule D—Supporting Organizations--Section II—Question 1

The Bylaws of the Foundation provide that the Chair of the Foundation’s Board of Directors shall be appointed by the Board of Direction of the Society (par 2.1.2) and that all other members of the Foundation’s Board of Directors are appointed by the Society’s Executive Committee of the Society’s Board of Direction (par 2.1.3). The Foundation’s bylaws also provide that all Foundation Board members shall be members in good standing of the Society (par 2.1.3).



Schedule H—Organizations Providing Scholarships--Section I—Question 1

The Foundation will offer scholarships to students who are pursuing their college degrees in the STEM field (science, technology, engineering and mathematics). Initially, there will be two scholarships awarded, one to support a student from which a family member lost his life serving the United States military in the Viet Nam conflict and the second to support a student from which a family member lost his life serving the United States military in the Gulf Wars. The scholarship amounts will be determined after the fundraising campaign, but is annually anticipated to be between \$5,000 and \$10,000 for a maximum of five years. This program is being publicized in the Society's magazine which is published six times a year and by notifying and seeking the input of the 105 posts. These scholarships and campaigns are being announced at the Society's Joint Engineer Training Conference this May 23, 2016 following the opening keynote address to be given by astronaut Captain Mark Kelly in Phoenix, Arizona. Nominations for these scholarships will be submitted to the Society's headquarters. They will be reviewed by a scholarship awards committee appointed by the Founding Board of the Foundation. Recipients will be based on both merit and need.

The Foundation will also be providing expense reimbursement to high school students attending construction camps offered in the summer jointly by the Society and the military services, including the Army, Air Force, Navy and Marine Corps. This is an on-going program conducted by the Society and the Foundation will assume the reimbursements of these attendee expenses. The Society's posts select those attendees, and normally every applicant who has applied for a camp is admitted. These expenses have totaled approximately \$100,000 the past few years and amount to an investment of approximately \$1,100 per individual attendee.

The Foundation will also pick up a stipend program by which the Society covers the expenses of military and Department of Defense civilians traveling to attend conferences given by the Society. This program arose as a result of appropriation cutbacks that have severely limited travel ability of military personnel. Reimbursements cover hotel and airfare costs. This program is announced to all Society leadership. This program has cost approximately \$95,000 over the past two years, and is expected to continue at that level. There is no selection process. It is open to all Society members that are serving their military organizations.

The Foundation is negotiating cost reductions for members to attend professional development and licensure programs provided by other organizations in fields related to the Society and military engineering. As the endowment increases, the Foundation intends to cover all of remained reduced costs for such educational career advancement programs. This professional development scholarship program will be open to all active Society members.

The Foundation does not envision granting loans.

Schedule H—Question 2

For scholarships, each recipient will be assigned a “mentor” from the Society membership who shall keep in contact with individual scholarship recipients and who shall report status of each recipient to the Foundation for the duration of the scholarship and beyond. There will be a tracking record maintained for each scholarship recipient.

#### Schedule H—Question 3

The scholarships will be available on a national basis to any graduating high school student intending to further his or her education in a STEM field. The expense reimbursements are available to any student attending the jointly offered camps, and those individuals come from throughout the country. Similarly the expenses offered to military and DOD civilians is open to all Society members in the military or DOD component.

#### Schedule H—Organizations Providing Scholarships--Section I—Question 4a

The criteria for scholarship selection will be high school students in good standing who have proven their motivation, academic potential and leadership potential. Letters of reference will be required from adults who know them as well as teachers, counselors or other school officials (teachers, coaches, etc), or activity leaders (scouting programs, extracurricular activities, etc).

#### Schedule H—Organizations Providing Scholarships--Section I—Question 4b

Initially, two scholarships per year will be awarded. The amounts will be determined by the scholarship awards committee of the Foundation based in large part on merit or need. Since this will be a new program, it will be monitored closely by the Board of the Foundation and future budget will be set based on an overall ceiling determined by the Board based in part on fund raising and returns on investment.

#### Schedule H—Organizations Providing Scholarships--Section I—Question 4c

Scholarship recipients must demonstrate progress toward their intended degree at the end of each year in order to be eligible for continuation.

#### Schedule H—Organizations Providing Scholarships--Section I—Question 5

The scholarship recipients are assigned a mentor who holds a Fellow status in the Society. Mentors are responsible for monitoring progress of scholarship awardees and for assisting the scholarship recipient if they need assistance such as tutoring or other guidance. Mentors will review grades of scholarship recipients.

#### Schedule H—Organizations Providing Scholarships--Section I—Question 6

The selection committee will be determined by the Board of Directors of the Foundation on an

annual basis.

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Corporations Division (Version 6, October 2011)



The Society of American Military Engineers Foundation  
EIN 81-1960637

DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

**Dear Customer:**

We would like to congratulate you on formation or authorization of your entity in the District of Columbia. This process establishes the legal creation or gives authority of the entity to conduct business within the District of Columbia, but does not license the entity's activity, issue the permit or register for taxation purposes. **It is your responsibility to ensure compliance in those areas.**

Feel free to access our website at [www.dkra.dc.gov](http://www.dkra.dc.gov) or D.C. Government Business Resource Center at [www.brc.dc.gov](http://www.brc.dc.gov) or DCRA Small Business Resource Center at <http://dkra.ecenterdirect.com> to get more information or links to facilitate this effort.

Every domestic and foreign corporation, Limited Liability Company, Limited Liability Partnership, Limited Partnership (effective 01/12), General and Limited Cooperative Association, Business Trust (effective 01/12) is required to file two-year reports with Corporations Division to maintain good standing within the District of Columbia.

**Report Online Filing:** Go to CorpOnline site at <https://corp.dkra.dc.gov>, create the profile, access the online services main page (use Internet Explorer 7 or IE8), click on "file periodic report" link and proceed. Online filers must pay by using the credit card. Once report is filed, print the last confirmation page for your records.

Entity Type	First Report Due**	Subsequent Reports Due
Business Corporation Non-Profit Corporation Limited Liability Company Limited Liability Partnership Limited Partnership* General Cooperative Association Limited Cooperative Association** Business Trust*	April 1 <sup>st</sup> of the very next year from the year of registration**	April 1st every two years thereafter

\*Limited Cooperative Association, Limited Partnership and Business Trust – effective 01/12.

\*\*Foreign entities might be liable for back reports if commenced business prior to registration.

NOTE: **Walk-in Customers** will be charged expedite fee for one day service in the amount of \$100 in addition to regular filing fees.

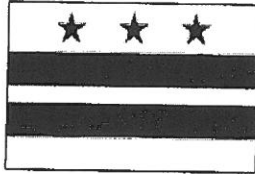
THANK YOU FOR YOUR COOPERATION.

**Corporations Division Contact Information**

- Websites* - <https://corp.dkra.dc.gov/> - CorpOnline portal for online filings.  
[www.dkra.dc.gov](http://www.dkra.dc.gov) (click on "Licensing/Registration" link and then click "Corporate Registration")
- Walk-In* - Business License Center, 2nd Floor,  
1100 4<sup>th</sup> Street, S.W., Washington, DC 20024;  
**Expedited Fee Apply for Walk-In Transactions.**
- Hours* - 0830am-0415pm Monday-Friday; 0930am-0415pm on Thursdays
- Phone:* - (202) 442-4400 (option 5)
- Mailing Address* - DCRA/Corporations Division, P.O. Box 92300, Washington, DC 20090

Initial File #: N00005383872

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
CORPORATIONS DIVISION



**C E R T I F I C A T E**

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

SOCIETY OF AMERICAN MILITARY ENGINEERS FOUNDATION

**Effective Date:** 3/23/2016

**IN WITNESS WHEREOF I** have hereunto set my hand and caused the seal of this office to be affixed as of 3/23/2016 11:28 AM



Business and Professional Licensing Administration

A handwritten signature in cursive script that reads 'Patricia E. Grays'.

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PATRICIA E. GRAYS  
Superintendent of Corporations  
Corporations Division

Muriel Bowser  
Mayor

Tracking #: 9Qwo0lBt

ARTICLES OF INCORPORATION OF THE  
SOCIETY OF AMERICAN MILITARY ENGINEERS FOUNDATION

A District of Columbia Nonprofit Corporation

One or more persons acting as the incorporator or incorporators under the provisions of Title 29 of the District of Columbia Code (Business Organizations Act), adopt the following Articles of Incorporation:

1. Name: The name of the corporation is the Society of American Military Engineers Foundation (the "Corporation").
2. Incorporation: The Corporation is incorporated as a nonprofit corporation under D.C. Code Title 29, Chapter 4.
3. Purpose: The purposes for which the Corporation is organized are: charitable, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Code), including but not limited to support of the educational and scientific purposes of The Society of American Military Engineers.
4. Members: The Corporation shall not have members.
5. Board of Directors: The Corporation shall be managed by a Board of Directors. The appointment of directors and their terms of office are as stated in the bylaws of the Corporation.
6. Initial Directors: Five individuals shall serve as the initial directors of the Corporation until their successors are selected and qualified. Their names and addresses are:

LTG Robert Van Antwerp, P.E., USA (Ret.), F.SAME  
607 Prince Street, Alexandria, VA 22314

VADM Michael Loose, P.E., USN (Ret.), F.SAME  
607 Prince Street, Alexandria, VA 22314

Maj Gen Delwyn Eulberg, P.E., USAF (Ret.), F.SAME  
607 Prince Street, Alexandria, VA 22314

COL F.H. (Bud) Griffis, P.E., PhD, USA (Ret.), F.SAME  
607 Prince Street, Alexandria, VA 22314

Mr. Roger Wozny, P.E., LEED AP, F.SAME  
607 Prince Street, Alexandria, VA 22314

7. Incorporator: The name and address of the incorporator of the Corporation is:

BG Joseph Schroedel, P.E., USA (Ret.), F.SAME  
607 Prince Street, Alexandria, VA 22314

8. Registered Office and Agent: The initial registered office of the Corporation is 1090 Vermont Avenue, NW, Suite 910, Washington, DC 20005. The initial registered agent of the Corporation at that address is Registered Agent Solutions.

9. Additional Provisions: Additional provisions pertaining to the Corporation are:

(a) The Corporation is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Code).

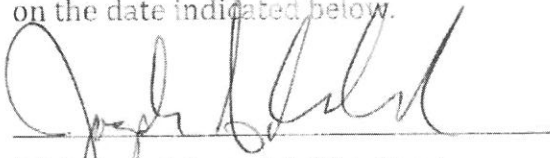
(b) No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

(c) Notwithstanding any other provisions of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Code), or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Code).

(d) Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code

(or the corresponding provision of any future United States Internal Revenue Code),  
as the Board of Directors shall determine.

As witness to these statements, I have signed these Articles of Incorporation  
on the date indicated below.



BG Joseph Schroedel, USA (Ret.)

Incorporator

21 March 2016

Date



**BYLAWS  
OF THE  
SOCIETY OF AMERICAN MILITARY ENGINEERS FOUNDATION  
A Nonprofit Corporation  
Adopted April 28, 2016**

**ARTICLE 1. GENERAL**

**1.1 Name.** The name of the corporation is the Society of American Military Engineers Foundation (the "Foundation").

**1.2 Incorporation.** The Foundation is a nonprofit corporation without members, incorporated in the District of Columbia. The principal office of the Foundation is as determined by the Foundation Board of Directors.

**1.3 Affiliation.** The Foundation is affiliated with the Society of American Military Engineers (the "Society").

**1.4 Purposes.** The purposes of the Foundation are as stated in the Articles of Incorporation.

**ARTICLE 2. MANAGEMENT**

**2.1 Foundation Board of Directors.** The Foundation shall be managed by its Board of Directors (the "Foundation Board").

**2.1.1 Responsibilities of the Foundation Board.** The Foundation Board shall have fiduciary, legal, strategic and fundraising responsibilities, including the responsibilities of planning, developing and implementing the cultivation, solicitation and stewardship of Foundation supporters and funds, and determining and implementing appropriate development and fund management policies. The Foundation Board shall establish the policies and programs of the Foundation, and exercise all such powers of the Foundation and do all such lawful acts and things as are permitted by statute, the Articles of Incorporation and these Bylaws.

**2.1.2 Chair of the Foundation Board.** The Chair of the Foundation Board shall be a member in good standing of the Society and shall have served on the Society's Board of Direction or the Foundation Board of Directors or the Foundation's Council of Trustees. The Chair of the Foundation Board shall be appointed by the Board of Direction of the Society. The Chair of the Foundation Board shall also serve as President of the Foundation.

**2.1.3 Composition of the Foundation Board.** The Foundation Board shall consist of up to fifteen (15) Directors but not less than five (5) Directors. All Directors must be members in good standing of the Society throughout their term of membership on the Foundation Board. All Directors other than the Chair of the Foundation Board shall be appointed by the Executive

Committee of the Society's Board of Direction. All Board appointments shall give due consideration to contribution levels to the Foundation. The Executive Director shall serve on the Foundation Board in an *ex-officio*, non-voting capacity.

**2.1.4 Term of Directors.** All Directors of the Foundation Board shall serve two (2) year terms. Terms shall be staggered.

**2.1.5 Vacancies.** A Director vacancy shall be filled for the unexpired portion of the term by appointment of the Executive Committee of the Society.

**2.1.6 Resignation or Removal of Directors.** A Director may resign at any time by giving written notice of such resignation to the Secretary. Any Director may be removed by a two-thirds (2/3) vote of the Foundation Board.

**2.1.7 Board Quorum.** The presence of a majority of Directors at a meeting of the Board shall constitute a quorum. Where a quorum is present, a majority of votes carries any action except where provided otherwise by law or by these Bylaws.

**2.1.8 Board Action Without a Meeting.** Any action required or permitted to be taken at a meeting of the Foundation Board may be taken without a meeting if all members of the Foundation Board consent in writing to such action.

**2.1.9 Monetary Commitment.** Members of the Foundation Board are expected to make an annual monetary contribution to the Foundation during their term of office.

**2.2 Foundation Council of Trustees.** The Foundation shall also have a Council of Trustees (the "Council of Trustees").

**2.2.1 Responsibilities of the Council of Trustees.** The Council of Trustees shall serve as philanthropic and financial advisors to the Foundation Board. Primary responsibilities of the Council of Trustees include making recommendations and overseeing finances of the Foundation and reporting to the Foundation Board. The Council of Trustees may assist the Foundation with other activities and programs, as well as accepting assignments from the Foundation Board and managing programs pursuant to instructions from the Foundation Board. The Council of Trustees will not have fiduciary responsibilities to the Foundation or Foundation Board and shall not be deemed investment advisors to the Foundation, and shall serve the Foundation in a consulting capacity only.

**2.2.2 Composition of the Council of Trustees.** The Council of Trustees shall consist of a minimum of five (5) members appointed by the Foundation Board, one (1) of which shall be a current Foundation Board member who shall serve as Chair of the Council of Trustees. Except for the Chair of the Council, who also is a member of the Foundation Board, members of the Council of Trustees shall not be entitled to vote on matters brought before the Foundation Board.

**2.3 Executive Director.** The Foundation shall have an Executive Director who shall be responsible for the executive management of the Foundation. The Executive Director of the

Society shall serve as the Executive Director of the Foundation unless otherwise determined by the Society's Board of Direction.

**2.3.1 Responsibilities of the Executive Director.** The Executive Director shall serve as the chief staff officer of the Foundation and shall be responsible to the Foundation Board and President for the effective administration and operation of the Foundation and its headquarters in accordance with the provisions of the Articles of Incorporation, the Bylaws and policies established by the Foundation Board and the Society Board of Direction. The Executive Director shall also serve as management interface between the Foundation and the Society and shall facilitate communication and interface between the Foundation Board and the Council of Trustees.

### ARTICLE 3. OFFICERS

**3.1 Officers.** The Officers of the Foundation shall be a President, a Vice President, a Secretary, and a Treasurer, who are elected by and from the Foundation Board members. All Officers shall exercise such powers and perform such duties as shall be set forth in these Bylaws and as may be determined from time to time by the Foundation Board. Any number of offices may be held by the same person, provided, however, in no event shall the same individual serve as President and Treasurer.

#### **3.1.1 President.**

**3.1.1.1 Qualifications.** The President shall be a member of the Foundation Board.

**3.1.1.2 Term.** The President shall serve a two (2) year term and may be elected to serve additional terms.

**3.1.1.3 Vacancy.** Vacancy in the office of President shall be filled for the unexpired portion of the term by the Vice President.

**3.1.1.4 Compensation.** The President does not receive compensation for services but may be reimbursed for expenses.

**3.1.1.5 Duties.** The President, by virtue of office, shall chair the Foundation Board and preside at all meetings of the Foundation Board. The President shall be an *ex-officio* member of all Foundation Board committees. The President, in coordination with the Executive Director, shall provide annually to the Society Board of Direction and to the Society membership a report of the financial and operational status of the Foundation.

#### **3.1.2 Vice President.**

**3.1.2.1 Qualifications.** The Vice President shall be a member of the Foundation Board.

**3.1.2.2 Term.** The Vice President shall serve a two (2) year term and may be elected to serve additional terms.

**3.1.2.3 Vacancy.** Vacancy in the office of Vice President shall be filled for the unexpired portion of the term by a qualified member of the Foundation Board as determined and appointed by the Foundation Board.

**3.1.2.3.1 Vacancy Exception.** If a vacancy occurs concurrently in the offices of President and Vice President, the Secretary or Treasurer who has served on the Foundation Board for the longest period of time shall assume the President's duties and the other individual shall assume the Vice President's duties. An election shall be conducted by the Foundation Board within sixty (60) days to elect a President and Vice President to fill the unexpired terms.

**3.1.2.4 Compensation.** The Vice President does not receive compensation for services but may be reimbursed for expenses.

**3.1.2.5 Duties.** The Vice President acts in place of the President when the President is unavailable. The Vice President shall also perform those duties that are assigned by the Foundation Board.

### **3.1.3 Secretary.**

**3.1.3.1 Qualifications.** The Secretary shall be a member of the Foundation Board.

**3.1.3.2 Term.** The Secretary shall serve a two (2) year term and may be elected to serve additional terms.

**3.1.3.3 Vacancy.** Vacancy in the office of Secretary shall be filled for the unexpired portion of the term by a qualified member of the Foundation Board as determined and appointed by the Foundation Board.

**3.1.3.4 Compensation.** The Secretary does not receive compensation for services but may be reimbursed for expenses.

**3.1.3.5 Duties.** The Secretary maintains the corporate records and shall act as Secretary at all meetings of the Foundation Board, and is responsible for corporate notices, agendas and minutes. The Secretary shall also perform those duties that are assigned by the Foundation Board.

### **3.1.4 Treasurer.**

**3.1.4.1 Qualifications.** The Treasurer shall be a member of the Foundation Board.

**3.1.4.2 Term.** The Treasurer shall serve a two (2) year term and may be elected to serve additional terms.

**3.1.4.3 Vacancy.** Vacancy in the office of Treasurer shall be filled for the unexpired portion of the term by a qualified member of the Foundation Board as determined and appointed by the Foundation Board.

**3.1.4.4 Compensation.** The Treasurer does not receive compensation for services but may be reimbursed for expenses.

**3.1.4.5 Duties.** The Treasurer serves as the financial officer of the Foundation, responsible for oversight of its revenues and expenditures and reporting on the financial affairs of the Foundation to the Foundation Board and to the Society's Board of Direction. The Treasurer shall also perform those duties that are assigned by the Foundation Board.

#### ARTICLE 4. MEETINGS

**4.1 Meetings.** Meetings of the Foundation Board shall be called by the President at the time and place of choosing. Advance notice of meetings and the business to be conducted shall be provided to the Foundation Board. Meetings of the Council of Trustees shall be called by the Chair of the Council of Trustees with advance notice of the time and place of meeting and the business to be conducted. Committees composed exclusively of Foundation Board members may be delegated Board authority; all other committees shall be advisory.

#### ARTICLE 5. COMMITTEES

**5.1 Committees.** The Foundation Board has the authority and responsibility to create and disband committees as necessary, establish duties, set criteria and credentials of committee members, and approve committee appointments as recommended by the President. Committee members shall serve for one (1) year unless extended by reappointment or terminated by action of the Foundation Board.

#### ARTICLE 6. ADMINISTRATIVE

**6.1 Auditors.** Auditors may be appointed or terminated by the Foundation Board as determined by the Board.

**6.2 Indemnification.** Directors, Officers, and other authorized agents of the Foundation shall be indemnified by the Foundation against claims for liability arising in connection with their positions in the Foundation or activities on behalf of the Foundation to the full extent permitted by law.

**6.3 Fiscal Year.** The fiscal year of the Foundation shall be the calendar year.

**6.4 Conflict of Interest.** A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration that is, or appears to be, contrary to the best interests of the Foundation, or in which the interests of an individual or another

organization other than the Foundation has the potential to be placed above those of the Foundation. Any interested Officer, Director, or other individual must disclose in writing the existence of any actual or possible Conflict of Interest and all material facts pertaining thereto to the Foundation Board. A signed Conflict of Interest statement shall be required annually from all members of the Foundation Board and the Council of Trustees.

**6.5 Limitations.** All policies and activities of the Foundation shall be consistent with applicable federal, state and local antitrust, trade, regulation, or other legal requirements. No Foundation policies or activities shall contravene the governing documents of the Society. No Officer, Director, committee member, employee, agent, or representative of the Foundation shall have any right, authority, or power to expend money of the Foundation, to incur liability on its behalf, or to make any commitment that shall be deemed to bind or involve the Foundation in any expense or financial liability, unless such expenditure, liability, or commitment has been budgeted or otherwise authorized by the Foundation Board.

**6.6 Parliamentary Authority.** The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Foundation in all cases to which they are applicable and in which they are not inconsistent with the laws of the District of Columbia or with the Foundation's Bylaws.

## ARTICLE 7. AMENDMENTS

**7.1 Amendments.** These Bylaws may be amended at any meeting of the Foundation Board by a majority vote where a quorum is in attendance, provided, however, that no change to these Bylaws will become effective until approved by the Society Board of Direction.

**Society of American Military Engineers Foundation  
Conflict of Interest Policy Statement  
Annual Compliance Statement**

The Society of American Military Engineers Foundation (Foundation) follows a conflict of interest policy designed to protect the Foundation's interest whenever a transaction may occur that might benefit the private interest of an officer, director, or employee of the Foundation. Officers, directors, and employees have an obligation to disclose those situations that may result in a conflict of interest, or appearance of a conflict.

**I hereby acknowledge that I read and understand the conflict of interest policy of the Society of American Military Engineers Foundation, and agree to comply with its terms.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Officer
- Director
- Employee

**DEFINITION OF TERMS:**

**Officer:** Board Officer (e.g., President, VP, Executive Director, Treasurer – officers of the Board of Direction)

**Director:** Board of Directors (not employee with title Director)

**Employee:** Everyone who is employed

**CONFLICT OF INTEREST POLICY**  
For Officers, Directors, and Employees

1. Purpose. The purpose of this conflict of interest policy is to protect the Society of American Military Engineers Foundation's (Foundation) interest whenever a transaction may occur that might benefit the private interest of an officer, director, or employee of the Foundation. It is the duty of all officers, directors and employees to be aware of this policy and to identify conflicts of interest, or situations that may result in the appearance of a conflict, and to disclose those situations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
2. Conflict of Interest Defined. A conflict of interest may occur when an officer, director, or employee has a financial or personal interest that is in conflict with the interests of the Foundation. A conflict of interest extends to situations involving close relatives of an officer, director, or employee. Close relatives include spouse, parents, children, brothers, and sisters.
3. Policy. Individuals who serve as officers, directors, and employees perform their fiduciary and employment responsibilities in preserving the mission of the Foundation and avoid possible conflicts between personal interests and the Foundation's interests. To avoid conflicts of interest (actual or potential), officers, directors and employees shall disclose any financial or personal interest he or she may have in any matter pending before the Foundation and shall refrain from participating in any discussion or vote relative to the area of conflict.
4. Procedure
  - a. Duty to Disclose - In connection with any actual or potential conflict of interest, the officer, director, or employee must disclose the financial or other interest and all material facts. Disclosure shall be made to the Foundation Executive Director. If the Executive Director has an actual or potential conflict, he or she must disclose that to the Foundation President.
  - b. Recusal of Self – Any officer, director, or employee may recuse himself or herself at any time from involvement in any decision or discussion if he or she believes they have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
  - c. Determining Whether a Conflict Exists - For a disclosure involving the Foundation, the Board of Directors shall review the material facts to determine if a conflict of interest exists and what action is to be taken. The person who has the conflict or potential conflict of interest shall not participate in or be permitted to hear discussion on the conflict of interest disclosure.
  - d. Remedial Action – The Board of Directors shall determine remedial action. Remedial action may include abstention from Board vote or other actions that eliminate the appearance of a conflict. Each Board member shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts.
  - e. Recording. Meeting minutes shall contain the names of persons who disclosed or otherwise were found to have an actual or potential conflict of interest, the nature of the interest, the Board's decision as to whether a conflict of interest in fact exists, and action taken.
5. Annual Statement and Compliance Review. To ensure the Foundation operates in a manner consistent with its purposes and does not engage in activities that could jeopardize its tax-exempt status, this policy shall be reviewed annually by each officer, director, and employee and acknowledged in writing. The Executive Director shall monitor policy compliance. Questions about this policy should be directed to the Foundation's Executive Director.



# 2020 **SAME** Strategic Plan

## *Towards Our Centennial*



*Dedicated to National Security Since 1920*

# 2020 SAME Strategic Plan

**VALUE:** The Society of American Military Engineers offers professional and personal development, networking and community involvement to individuals of all ages committed to contributing to our national security, by leading a collaborative and focused coalition of organizations that creates opportunities to address and resolve issues that enhance our national security posture.

**MISSION:** SAME leads collaborative efforts to identify and resolve national security infrastructure-related challenges.

**2020 VISION:** SAME is recognized as the multi-disciplined integrator of military, public, private, and academic national infrastructure-related capabilities to produce viable solutions for America's national security.

## GOAL 1: Relationships

*Lead efforts to foster trust and understanding through communications and collaboration among military, public, private, academic, and professional A/E/C organizations.*

### OBJECTIVES:

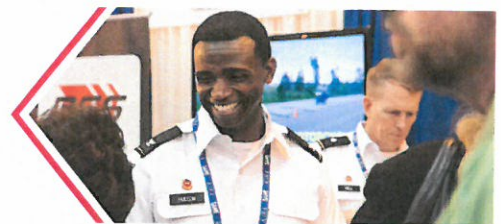
1. **By 2020:** Firmly establish one key multi-member partnership per goal with other professional organizations (for example, IFMA, AFE, APPA, and APWA to support the Facilities Management Workshop), delivering outcomes by identifying the issue, presenting the problem and the solution that partnering will achieve. Establish bilateral partnerships that provide value to members (such as the American Bar Association and Defense Related Associations).
2. **By 2020:** Develop a portfolio of SAME professional publications of high quality content that informs, educates, enlightens, and reinforces our culture.
3. **By 2020:** SAME leads efforts to promote inclusion of SAME membership, professional disciplines, small, medium and large companies, and federal, state and local public agencies at the Post and National levels while engaging other professional organizations through joint meetings, workshops and conferences to promote SAME goals and objectives.  
At the National level:
  - **By 2020:** The Joint Engineer Training Conference is recognized as the premier national training event for all federal, military, civilian and private sector engineers across the A/E/C industry and related professional societies, and by veteran support non-federal entities as the nation's annual celebration of support to veteran engineers. Fully integrate the JECO program and integrate the efforts of all other military engineering societies.
  - **By 2020:** The Small Business Conference is recognized by industry and the federal government as the primary Federal Small Business Conference serving the A/E/C industry.
  - **By 2020:** The Facilities Management Workshop is recognized as the premier training event for the professional development of federal installation managers.
  - SAME National assists Posts and Regions in the development of workshops, technical sessions and meetings.
4. **By 2020:** The SAME Industry-Government Engagement Plan is effectively producing viable solutions that enhance industry/government collaboration and add value to joint efforts to improve America's infrastructure. Establish local recognition of the role of SAME among all levels of government, industry, academic and business interests.

## GOAL 2: Leadership and Mentoring

*Leverage SAME's culture of service to develop sustainable growth of leaders for our profession.*

### OBJECTIVES:

1. Develop a succession plan at Post and National levels linking engagement to leadership growth opportunities to meet members' needs.
2. SAME Posts use national and local training initiatives to effectively engage volunteers to achieve greater results and maximize volunteers' time.
3. Posts grow active participation by 5 percent per year. Posts foster active participation by leveraging opportunities presented in the SAME Post Best Practices System, SAME programs, and the offerings of SAME Committees & Councils. Active participation is defined as moving more members to an active role by expanding opportunities that meet members' interests while contributing to the *SAME Strategic Plan* (goal is 25 percent or better participation).
4. Posts grow government/military segment of Post membership by 5 percent per year (SAME is the professional society of choice for all federal engineers: Active Duty, National Guard, Reserves, and civilians).
5. Utilize SAME Fellows and senior leaders to mentor Young Members and students.





### GOAL 3: Professional Development and Personal Growth

*Develop tailored opportunities and supporting resource plans to train, educate and promote credentialing of members in order to help them grow personally while they pay it forward through direct contributions to the development of future professionals.*

#### OBJECTIVES:

1. **By 2020:** The SAME Foundation principal is over \$5 million and is funding member professional development initiatives, including establishing SAME as the portal for SAME members to access professional development offerings of other professional societies.
2. **By 2020:** SAME provides members with robust programs for training, continuing education, credentialing and advanced degrees.
3. Develop our nation's future engineers and grow prospective members of the Society through STEM outreach efforts, scholarships, and engagement of College Student Chapters.
  - **By 2020:** SAME will be recognized nationally as a leader in STEM initiatives at the primary and secondary school levels. Partnerships with diverse organizations (such as Boy and Girl Scouts of America, Department of Defense Schools and others) contributes to enhancing the positive image of the profession among youth and leads to producing engineers and allied professionals.
    - Fully implement a STEM Corner section in *The Military Engineer*.
    - Develop tools to track effectiveness of STEM outreach at the Post and National levels.
  - **By 2020:** Expand Post- and National- sponsored STEM-based camps or programs.
  - **By 2020:** SAME enhances its scholarship program through increasing visibility in the secondary and collegiate STEM community, increasing applications received, assigning mentors to scholarship recipients, and tracking awardees' progress. A well-defined and measurable program is developed, demonstrating our long-term commitment to develop future engineers and future SAME members.
  - **By 2020:** SAME Posts establish and expand connections to College Student Chapters in order to produce a more rewarding and productive experience for developing professionals, retaining student interest in SAME, and producing new members for SAME.

### GOAL 4: Resilience

*Contribute to government and private sector collaboration to minimize the impacts of and enhance effective response to natural or man-made threats.*

#### OBJECTIVES:

1. Leverage The Infrastructure Security Partnership Council (TISP) and local and regional stakeholders to provide resiliency/recovery training and awareness to both members and stakeholders with regards to local infrastructure risks and mitigation strategies.
2. Provide joint training and awareness to members, and local and regional stakeholders with regards to the efficient development, implementation and use of new and existing technologies that improve infrastructure resilience.
3. Provide joint training and awareness to members, and local and regional stakeholders with regards to cybersecurity challenges and solutions.
4. Provide joint training and awareness to members, and local and regional stakeholders with regards to water and energy challenges and solutions.



The Society of American Military Engineers Foundation  
EIN 81-1960637




Society of American Military Engineers

607 Prince Street, Alexandria, VA 22314

(703) 549-3800 • [www.same.org](http://www.same.org)

 @same\_hq

 **IRS** DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0023

Date of this notice: 03-24-2016

Employer Identification Number:  
81-1960637

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:  
1-800-829-4933

SOCIETY OF AMERICAN MILITARY  
ENGINEERS FOUNDATION  
% JOSEPH SCHROEDEL  
607 PRINCE ST  
ALEXANDRIA, VA 22314

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

**WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER**

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 81-1960637. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1120

03/15/2017

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

**IMPORTANT INFORMATION FOR S CORPORATION ELECTION:**

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, *Election by a Small Business Corporation*.

(IRS USE ONLY) 575A

03-24-2016 SOCI B 9999999999 SS-4

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents (payroll service providers) are available to assist you. Visit the IRS Web site at [www.irs.gov](http://www.irs.gov) for a list of companies that offer IRS e-file for business products and services. The list provides addresses, telephone numbers, and links to their Web sites.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at [www.irs.gov](http://www.irs.gov). If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

**IMPORTANT REMINDERS:**

- \* Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.** You may give a copy of this document to anyone asking for proof of your EIN.
- \* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- \* Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is SOCI. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.

