

# IRS Form 1023: Application for Recognition for Exemption under Section 501(c)(3) of Internal Revenue Code

## Attachment A: Narrative Response

The following document provides a detailed description of potential future activities for the Quorum Outreach and Research Foundation. The description of these activities is intended to answer the questions listed in the instructions for IRS form 1023, part IV.

### 1. What is the activity?

The Quorum Outreach and Research Foundation's primary activities are scientific in nature. This includes outreach work related to science, scientific research in the broad sense, and collaboration and outreach with educational institutions. Some of the outreach work is in collaboration with organizations that serve populations of individuals with disabilities.

We may accept donations from our website and may offer grant solicitations, especially to educational partners (e.g., teachers for outreach work, scholarships, scientific contests, travel grants). We may also write government grant applications to help fund these activities.

### 2. Who conducts the activity?

Members of the board of directors, employees, officers, and other individuals associated with QORF will conduct the activity.

### 3. When is the activity conducted?

The activity does not have specific date requirements and may occur throughout the year. Outreach activities tend to occur in the summer.

### 4. Where is the activity conducted?

Members of the board are located throughout the United States, currently in Alabama, New York, and Nevada. Activities from these members will occur both in these states and at other venues predominantly in the United States.

### 5. How does the activity further your exempt purposes?

The activities are directly related to the purpose of the corporation, both in their educational or scientific goals.

6. What percentage of your total time is allocated to the activity?

The broad activities described make up 100% of the time for the organization.

7. How is the activity funded?

We hope to fund QORF through a government grants and donations model. This may include gathering donations from corporate, or other, websites and may involve grant applications from government institutions.

8. List any alternative names under which you operate.

None

## Part V

**Question 1a:** We currently do not plan to compensate officers involved in the organization and do not plan to do so in the near future. In the future, however, we may change this policy to allow for compensation of officers. Such compensation will be decided at arms length according to the policies set forth in our conflict of interest policy, which has been adapted from the IRS sample policy.

**Question 2a:** Andreas and Melissa Stefik are husband and wife. Stephanie Ludi and and Scott Hancock are husband and wife. Derrick Smith is unrelated to other members.

**Question 3a:**

*Andreas Stefik:* Andreas has Ph.D. in computer science from Washington State University and is an Assistant Professor at the University of Nevada, Las Vegas. Andreas will serve as the President of the organization.

*Melissa Stefik:* Melissa has a masters degree in computer science from Washington State University. Melissa will serve as the Treasurer of the organization and as the director.

*Derrick Smith:* Derrick has an Ed.D. in special education from Texas Tech University and is an Assistant Professor at the University of Alabama in Huntsville. Derrick will serve as the Vice President of the organization.

*Stephani Ludi:* Stephanie earned her PhD in computer science from Arizona State University. She is an Associate Professor at the Rochester Institute of Technology. Stephanie will serve as a Secretary of the organization.

*Scott Hancock:* Scott earned his Masters in Information Technology from the Rochester Institute of Technology. He is currently a Senior Software Analyst at the University of Rochester Medical Center. He will serve on the board of directors in the organization.

Given that QORF is a new organization, the number of hours each individual will contribute is difficult to determine. Our current best estimates are approximately 10 hours per member per month. All responsibilities of the officers are listed in the bylaws, page 3, section 6 a - d.

**Question 5a:** The conflict of interest policy was adopted by unanimous vote by the governing board on 9/29/2013. This policy is attached and was adapted from the IRS sample policy.

## Part VI

**Question 1a:** We may provide grants to individuals as part of our outreach work, including travel to individuals participating in scientific workshops, or grants with other scientific or educational goals.

**Question 1b:** We may provide grants to organizational partners, including educational or scientific institutions.

## Part VIII

**Question 4a:** We plan to apply for government grants to federal, state, or private agencies. In addition, we currently plan to take donations through both our website and through websites related to crowdfunding. We may additionally fundraise by mail, email, phone, or through personal solicitations.

**Question 4d:** We currently plan to fundraise from the states of Nevada, Alabama, and New York. We may undergo fundraising activities from other locations if we travel, but the three previous states include members of the governing board and are the most likely locations in which the organization will fundraise. We will fundraise only for our own organization.

**Question 10:** Article XI and XII of the bylaws, page 5, describes in detail ownership of intellectual property.

**Question 11:** We may accept contributions of intellectual property. Any contributions will be controlled under the rules set forward in Article XI and XII of the bylaws, page 5.

**Question 13b:** We may make grants to organization that make it easier to conduct our work. For example, we may make contributions to organization dedicated to individuals with disabilities (e.g., the Washington State School for the Blind), that have existing connections with such individuals.

**Question 13d:** There are no recipient organizations at this time.

**Question 13e:** We currently have no recipient organizations at this time. If a recipient organization is made, we will keep electronic records of financial details.

**Question 13g:** Any potential recipient will be required to provide receipts of all activities and a final report of costs.

## Part IX

One goal of our organization for the first year of development is to fund a teacher training workshop at the Washington State School for the Blind in the summer of 2014 to teach computer programming. This will potentially include: 1) flying teachers into the school, 2) bringing in support staff and experts to help with teaching. We estimate the cost of the workshop to be between 5 - 10 thousand dollars, depending on the number of teachers flown in and costs for attendees and staff. As such, we hope to obtain sufficient revenue in order to cover these costs.

The board of directors has no direct way to determine revenue for the initial year of the organization, but our broad goal is to gather approximately \$10,000 or more in the first year and the subsequent second and third years. This would provide us sufficient revenue to continue outreach work as the organization grows.

Statement of revenue of expenditures:

1. Obtain \$10,000 in revenue from grants and donations. The source is yet to be determined.
2. Give approximately \$5,000 to teachers to attend a summer workshop at the Washington State School for the blind.
3. Use approximately \$5,000 for expenses in running the workshop, like travel for board members, staff, or food costs.

## Part X

**Question 1b:** The organizing document meets section 508(e) requirements by operation of Nevada state law. This same statement is in our bylaws on page 1, Article I.

**Question 4:** See Attachment B: Narrative Description of Activities.

## Schedule H

### Section I

**Question 1a:** We plan to provide grants to work with individuals in scientific outreach. While we have not yet provided such grants, we suspect this will take the form predominantly of travel grants for individuals to participate in outreach activities. An example of an activity would be providing grants to teachers to attend an educational workshop on computer programming.

**Question 1b:** No grants have currently have been given. If such grants are given, we will use fair market pricing for any travel. If individuals are compensated for their time in participating in outreach activities, such compensation will be appropriate and use fair market value.

**Question 1c:** We will not give educational loans.

**Question 1d:** No program yet exists for grants. If it does, however, the program will be publicized predominantly through electronic sources like email and through electronic mailing lists.

**Question 1e:** No solicitation materials currently exist for the grant program.

**Question 1f:** No applications currently exist.

**Question 3:** Individuals receiving grants need to have a reasonable connection to the outreach work being undertaken. This might include working scientists that can provide training, teachers or students wanting to learn scientific skills, or other individuals that might assist in providing outreach activities, like scholars or professionals.

**Question 4a:** Selections will be made based on a number of potential factors, but most importantly the perceived potential benefit to the organization. For example, a grant may be given to a prestigious scientist or to a low income student that has high academic achievement, if the selection committee determines that this will benefit the outreach activity.

**Question 4b:** The number of grants per year will be dependent upon both need and available financing. As the organization is new and does not have financing, no grants will be offered until such funds are available. If funds become available, a selection committee will be formed and a master plan for grants will be created.

**Question 4c:** The amount of each grant will be based on market conditions. For example, a travel grant for a teacher will be based on actual cost of travel.

**Question 4d:** No specific requirements for grants will be imposed at this time.

**Question 5:** All participants must provide receipts and a report of final costs. This will be undertaken to assure grants are used for their intended purpose.

**Question 6:** A committee appointed from the board of directors by majority vote will act as the award committee. This committee may consist of members of the board.

**Question 7:** Members of the selection committee, officers, and directors, are not eligible for awards under the program.