

RIDERS CLUB OF MUSCATINE

Non-profit Organization Request For Fee Exemption

For City of Muscatine City Council

Anne P. Greene

8/20/2011

Information about our services and goals to assist the seniors and disabled of the Muscatine, Iowa area, to help familiarize our city with our mission and purpose, and receive assistance with fees and policies.

Our Mission:

***To give low cost, safe and personalized transportation to
our community's greatest asset: our seniors, and to
enable our volunteers to give their time in a fun, fulfilling
way.***

Anne P. Greene
Rider's Club of Muscatine
32504 148th Ave. W
Illinois City, IL 61259

August 13, 2011

City of Muscatine
City Council
215 Sycamore
Muscatine, IA 52761

Dear Council Members:

As a newer member to your community, I particularly enjoy seeing the beauty here, and I recognize all of the resources you offer to those in the community that need them. It is my desire to give back as well, and to make an offering to this community of ours.

Riders Club of Muscatine offers freedom and independence by eliminating transportation barriers for those who are no longer able to drive. Diane Frye, city clerk in Muscatine, indicated to me during our telephone conversation, in order for my fiancé and I to begin our non-profit organization, Riders Club of Muscatine, city code requires that we become licensed as a taxicab. The headquarter program of our organization, Riders Club of America, which is located in Cedar Rapids, is not required to license in this way. Cedar Rapids allowed this type of service once the city identified that volunteer drivers use their own vehicles and are not paid for their hourly service. As a non-profit, fees for rotating volunteers averaging four hours per week of driving becomes a significant financial burden. We request an exemption or alteration of requirements, so that we can move forward and begin meeting the needs of those who would seek our help.

This correspondence outlines the complete scope of work we plan to do, including objectives, procedures, identification of responsibilities, and estimated fees.

OBJECTIVE

Our seniors are our greatest asset. Not only do we have the rich education of history through them, but we also enjoy the gifts of wisdom and life experience that only they can offer. There comes a point in nearly all of our lives when driving is no longer a privilege, for whatever reason. Today's economy only makes it worse. It is our desire at Riders Club to offer independence and freedom back to those who have paved the road for our lives. We offer rides to our senior and/or disabled members for a small membership fee to cover the costs of organization. This gives riders personalized, individualized door to door service anywhere they desire to go. We screen the drivers who volunteer for us to fit the desires, needs and abilities of the Riders Club member. We give them the respect they deserve.

SCOPE OF SERVICES

1. Procedures

- A. Establish a solid, diverse volunteer base, making us able to fit the needs and wants of all of our qualified clients. (i.e. background checks, auto insurance, desire to help our specific clientele, etc.)**
- B. Make our prospective clients aware of our presence in the community, and let them know how we can help them. Make sure each one falls within our qualification requirements, and familiarize them with the responsibilities of us as well as them.**

- D. Require and offer clear and comprehensive training to each and every volunteer driver, clarifying the need for understanding our specific role to the client, and the necessity of integrity and compassion in our service.
- E. Keep clear and concise records and contract involving our service as a whole, our volunteers and our clients. Maintain a level of organization that is second to none, once again for the safety and well-being of both our clients and volunteers.

2. Training and Testing

- A. Teach techniques for working with riders who are not as nimble as they once were, teach the systems we use so they can get the most of each ride, and see how the driver interacts with the rider in an observed setting.
- B. Complete all necessary paperwork, including the application (personal information, vehicle and insurance information, background check), driver agreement, policies and procedures, direct debit form, copies of license and insurance card, and Rider's Club collected information, such as our certificate of insurance.
- C. Basic training on our software system to familiarize our drivers with how to enter into and use our online manifest to check their schedule obligations. We will also provide a magnet to identify our organization on their vehicle, give them our arrival, drop off and pick up time expectations, and educate them as to how we desire our clients to be greeted and treated. It is also vital that their vehicles be clean.
- D. We teach them that they must say "no", for their own comfort, convenience and timeliness

3. Clientele Support and Education

- A. We will also familiarize our riders with our policies in regard to no "along the way" stops. For the sake of our volunteers and time, the ride the client has scheduled on the manifest needs to be the drop off destination and pick up location. Any other stops should be scheduled at the same time as the initial ride.
- B. We will be available to our clients for scheduling rides during clear times and office hours. We will not only make them aware of these times, and be available for scheduling when we say, but we will be sure these hours are clearly posted in all paperwork, contracts, and any visual signs applying to this.
- C. We will give 100% effort to getting to know our clients' wants, needs and comfort zones so that we can properly match them to volunteer drivers that fit, to the best of our ability.

CLIENT RESPONSIBILITIES

This project demands significant involvement by our clients. Ultimate success is highly dependent on mutual effort. To help achieve a smooth and successful implementation, it will be the client's responsibility to:

- 1. Complete all paperwork thoroughly (with our assistance, as needed) and completely.
- 2. Pay any membership and organizational fees in a timely fashion convenient to them.
- 3. Provide us with pertinent personal and/or medical information, as it would apply to their riding needs.
- 4. Provide copies to us of any paperwork needed to verify eligibility to our program or payment procedure options they desire to utilize.
- 5. Schedule all ride in a timely fashion, in advance, enabling us to provide them and the volunteers the most complete and satisfying riding experience we offer.

BENEFITS

ONCE RIDERS CLUB OF MUSCATINE IS ESTABLISHED, THE SENIORS AND DISABLED OF THE MUSCATINE AREA WILL BE CONFIDENT IN THEIR ABILITY TO LIVE AS NORMAL AND INDEPENDENT A LIFE AS POSSIBLE, REGARDLESS OF THEIR INABILITY TO DRIVE. THEY WILL KNOW THEY ARE NOT CONFINED TO THEIR HOMES, BUT CAN CONTINUE TO BE SOCIAL, ACTIVE AND PRODUCTIVE, TO THEIR BENEFIT, AND THE BENEFIT OF FRIENDS AND LOVED ONES.

COSTS AND FEES

Each member of Rider's Club will pay an annual membership fee and a fee in advance for each travel destination. All fees and financial procedures will be clearly outlined, both to the client and in any and all required paperwork. A careful accounting will be kept at all time, for the best interest of everyone.

Volunteer drivers will NOT come in contact with or be responsible for money at any time. All they are to do is pick up the client, drop them off, and assist them with walkers, packages, etc. as needed. Drivers are not to be tipped or accept tips. Our administrative office will handle all finances.

IN SUMMARY

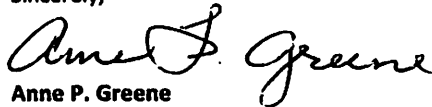
Rider's Club of Muscatine has one simple goal in mind: getting seniors where they want to go! If riders can walk but not drive, are over 55 or have a medical condition which prevents them from driving, Rider's Club is the solution. We coordinate volunteer drivers with rider schedules to offer safe, affordable rides. We will serve anywhere within the Muscatine area, Monday thru Sunday, 7am to 7pm. Whether it's a doctor's appointment or social engagement, we find a driver to get you there. Finally, we do background checks on both drivers and riders for a safer environment for everyone.

Enclosed are documents showing our Articles of Incorporation filed with the Secretary of State, as well as a copy of our EIN number for your reference.

CLOSING

Thank you for taking your time to familiarize yourselves with the service we desire to offer in the Muscatine area, and for the opportunity to present it to you. Once again, as a non-profit, volunteer organization, we ask for exemption from being licensed as a taxi, and for your assistance in making Muscatine a better place for our seniors to live.

Sincerely,

A handwritten signature in black ink, appearing to read "Anne P. Greene". The signature is fluid and cursive, with the first name "Anne" and last name "Greene" clearly distinguishable.

Anne P. Greene
Administrator and Incorporator
Rider's Club of Muscatine

RESPONSE

[This letter correctly sets forth the understanding of the neighborhood group.]

Accepted by:

Title:

Date: [Pick the date]

August 10, 2011

Iowa Secretary of State
Business Services
1st Floor Lucas Bldg
321 E. 12th St.
Des Moines, IA 50319

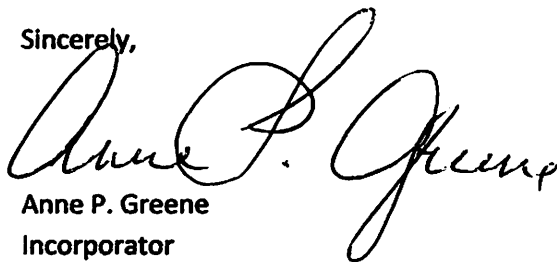
Dear Sir:

The following attachment is Articles of Incorporation for the non-profit organization "Rider's Club of Muscatine". This organization is under the "Rider's Club of America", located in Cedar Rapids, Iowa. It is the goal and mission of Rider's Club to provide transportation on a voluntary basis to seniors and/or disabled for little to no cost as they need or desire it.

Enclosed is a check for the \$20.00 fee needed to file the Articles as State law requires. If you have any questions, concerns or corrections please feel free to contact me, the incorporator, via e-mail at jesuschick70@yahoo.com, or by telephone at 319-310-3474. My mailing address is included in the attachment as well.

Thank you for your time and attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Anne P. Greene". The signature is fluid and cursive, with the first name "Anne" being more prominent and the last name "Greene" written in a more compact, cursive style.

Anne P. Greene
Incorporator
Rider's Club of Muscatine

Appendix B

Articles of Incorporation for Riders Club of Muscatine

To the Secretary of the State of Iowa:

Pursuant to Iowa Code 504.202 of the Iowa Non-Profit Code, the undersigned adopts the following:

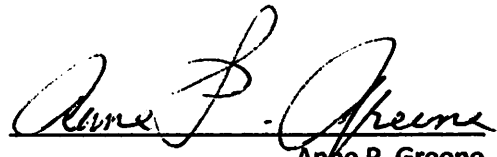
1. The name of the non-profit is Rider's Club of Muscatine
2. The name and street address of the initial registered agent and office is:

Martin Wissenberg, Executive Director
Rider's Club of America
222 Third Avenue SE Ste. 220
Cedar Rapids, Iowa 52401

3. The name and street address of the registered agent in Muscatine, Iowa is:

Anne P. Greene
32504 148th Ave W
Illinois City, IL 61259

4. The corporation shall have members.
5. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
6. The organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.


Anne P. Greene
Incorporator

Date of this notice: 08-09-2011

Employer Identification Number:
45-2947397

Form: SS-4

Number of this notice: CP 575 A

RIDERS CLUB OF MUSCATINE
% ANNE GREENE
32504 148TH AVE W
ILLINOIS CITY, IL 61259

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

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 45-2947397. 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 940
Form 944

01/31/2013
01/31/2013

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.

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.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at 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.

- * 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.
- * 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.

CP 575 A (Rev. 7-2007)

CP 575 A

DATE OF THIS NOTICE: 08-09-2011
EMPLOYER IDENTIFICATION NUMBER: 45-2947397
FORM: SS-4 NOBOD

RIDERS CLUB OF MUSCATINE
% ANNE GREENE
32504 148TH AVE W
ILLINOIS CITY, IL 61259