Attachments

Contents
IV.1 — Scope
IV.2 — Past Activities of Principal Directors
IV.3 — Past Activities of Tender Mercies Company
IV.4 — Present Activities of Tender Mercies Company
IV.5 — Planned Activities of Tender Mercies Company
IV.6 — Narrative Description of Activities
V.2a — Relationships between Officers, Directors, or Trustees
V.3a — Details of Officers, Directors, and Trustees
V.5a — Conflict of Interest Policy
V.5b — Conflict Regarding Compensation
V.5c — Conflict Regarding Business Deals
VI.1b — Goods, Services, or Funds Provided to Organizations
VIII.4a — Fundraising Programs
VIII.4c — Fundraising Activities for Other Organizations
VIII.4d — States and Local Jurisdictions in Which We Raise Funds
VIII.4e — Restrictions on Advice from Donors Regarding Their Donations
VIII.5 — Not affiliated with government unit
VIII.10 — Intellectual Property
X.3 — Financial Information re. Private Operating Foundation
X.4 — Proposed Operations

IV.1 — Scope
Since Tender Mercies Company ("Tender Mercies") is a newly-formed closely held corporation, it seems relevant to describe the activities of the principal directors before Tender Mercies was incorporated.

IV.2 — Past Activities of Principal Directors
The principal directors of Tender Mercies are Rischele Huntington (President) and her husband, David Forthofer (Vice-President, Secretary, and Treasurer). They donated their time and money to help inmates of Hiland Mountain Correctional Center ("Hiland"), Alaska’s dedicated facility for housing female prisoners.

In early 2013, Rischele became pen pals with several inmates of Hiland. Rischele learned about daily prison life, and discovered that there are many needs that are not able to be met by the institution directly. Even the simplest things like receiving a letter or receiving a photo of a flower made a huge difference in the lives of these women, and gave them hope and encouragement.
As you may know, one tradition for May Day is to give flowers to your friends. For May Day, 2013, David and Rischele distributed 4” x 6” photos of flowers to a small number of inmates. The flower photos were very much appreciated, which encouraged David and Rischele to continue their personal donations.

David and Rischele donated Christian scriptures to several inmates, a buddha pendant to an inmate, a Games magazine subscription to an inmate, and clothes to an inmate released to a half-way house. They also facilitated donation of basic personal hygiene products to inmates of the mental health unit, through the donation of money to a cooperative head inmate.

David and Rischele have shipped a number of inspirational or instructional books to inmates at Hiland, including ten books for a yoga class, and the following books or magazines. See Attachment 1b.3 in Section VI.

Rischele learned about the Hobby/Craft department’s Give Back Program. A head inmate told Rischele that Hobby/Craft did not have the supplies necessary for inmates to make quilts for the Give Back Program. Quilts are made with quilt batting, fabric, thread, and time. They had enough fabric, thread, and time, but had completely run out of quilt batting. David and Rischele bought two rolls of quilt batting from Jo-Ann Fabrics (using 50% off coupons), and donated them to Hobby/Craft (after first getting permission from Hiland staff). Visualization of what they had enabled was so heartwarming to David and Rischele that they eventually donated six more rolls. (Just to clarify, we are not talking about some wimpy roll only large enough to make one quilt. Each roll is 22 yards of five-foot-wide 8 oz. batting—enough to make about eleven quilts per roll. That’s $184 (pre-coupon) plus shipping and tax, per roll.)

When David and Rischele delivered the last two rolls of quilt batting to Hobby/Craft along with 72 skeins of yarn, Rischele suggested to Officer McCarter that Hiland get on Jo-Ann Fabrics’ donation list. Officer McCarter said they had tried, but Jo-Ann only donated to 501(c)(3) organizations, even though they had only one such organization on their donation list. This sparked the idea of forming a 501(c)(3) corporation so as to get on such donation lists.

Rischele found that Walmart donates every month to 501(c)(3) organizations, further stimulating interest in the idea.

1These and other photos are printed while scrupulously obeying copyright laws. The photos were found on flickr.com using Advanced Search and only looking for Creative Commons-licensed photos that allowed reproduction, modification, or adaptation if the copyright holder was given credit. This was done.

2Hiland provides very basic personal hygiene products, such as plastic combs, and liquid soap available only in showers and restrooms. They do not give everyone hair conditioner, shampoo, or good brushes. These items are available in the commissary. Most inmates only get money to spend in commissary by working at jobs Inside, such as kitchen, laundry, custodial, and Hobby/Craft, earning about 35¢ per hour. (Fortunate inmates have friends Outside who deposit money into their accounts.) But inmates in the mental health unit are in permanent lockdown, having restricted access to the cafeteria and gym, and having no opportunity to work jobs. So most inmates in the mental health unit do not get hair conditioner, shampoo, good brushes, etc..
The final factor in deciding to form a 501(c)(3) organization was that one of Rischele’s pen pals had gotten approval from Hiland to allow donation of a list of equipment for the beauty salons, and donation of a list of toys for the visiting rooms. The cost of buying such equipment and toys was just too much for David and Rischele’s meagre income (Social Security benefits).

Tender Mercies was incorporated March 18, 2014.

**IV.3 — Past Activities of Tender Mercies Company**
While organizing our office, we came across 8 reams of legal-size office paper we had no need for, and donated them to Hiland administration offices.

We also ordered *Crochet World* and *Knitting* magazine subscriptions for Hiland Hobby/Craft.

For Easter, 2014 and 2015, we embarked on an expanded version of our 2013 May Day effort. We sought approval, got approval, and delivered some 600 4” x 6” photographic prints to Hiland, for both inmates and staff. Prints with photos of statues of Jesus Christ or crosses carried “He is risen” as their message, while others were photos of flowers (especially Easter lilies) and carried “Peace be unto you” as their message. A simple, encouraging message and photo was available to everyone, regardless of their faith.

We donated sets of photos for similar holidays in 2014 and 2015, including for May Day, Mother’s Day, Independence Day, Thanksgiving, and Christmas.

We found sponsors for two of the photo donations ($50 each). We paid for the rest out of our own pockets.

Most recently, on July 2, 2015, along with 440 Independence Day prints, we donated plastic

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3Hiland has one beauty salon for the general population, and one beauty salon for long-term inmates. The salons are operated by trained and certified inmates (if any are incarcerated).
4Hiland has one visiting room for the general population, and one room for visitors to long-term inmates.
5Hiland houses some 400 to 460 inmates. To get 400 prints would cost 400 × 13¢/print = $52. But Costco has an unadvertised price break at 500 prints, at 10¢ a print. We were not sure how many officers and staff worked at Hiland, so we just went with 611 prints, for $61.10. (611 comes from 13 varieties of prints times 47.) However, it turned out prints were donated only to inmates—not officers and staff. So in the future we just targeted inmates.
6We had been donating 500 photos for a population of 420 to 460, because Costco had been offering an unadvertised price break of 10¢ per prints for 500 or more prints. But recently they raised their price to 14¢ per print for 100 or more prints, so for Independence Day, 2015, we only donated 440 prints for an inmate population of 419.
7Well, “Independence Day” was the theme of the donation. But feedback from Carla Hicks, head social worker at the institution, was that the inmates valued flower prints far more than the traditional Independence Day prints. So about half of this year’s donation consisted of flowers, including red, white, and blue flower arrangements, with the other half being more directly themed prints.
toys for the new sandbox in the outdoor visiting area.

**IV.4 — Present Activities of Tender Mercies Company**
As mentioned above, we had gotten an approved list of beauty equipment needed by Hiland. After incorporation, we contacted Sally Beauty Supply in Anchorage. The manager there came from another state where she would periodically donate her time to cut hair of inmates in a local prison. She was sympathetic to our cause, and agreed to work with her employees to donate all the items on the list. Unfortunately, after about a year, she said she was dropping her efforts.

A local Boy Scout took on the beauty supplies project, but eventually dropped it. We are still pursuing a sponsor for this project.

On a brighter note, a local Boy Scout adopted an approved list of toys as his Eagle Scout project. He coordinated a toy drive that garnered almost all the toys on the list, and more. He also received $163.52 in donations. That money went to purchase the remaining toys on the list.

We talked a local attorney firm, Denali Law Group, into donating money to help Hiland. We had presented three needs to Denali Law Group. One was to buy running shoes for the Running Club. Another was to buy instruments and supplies for the Hiland Orchestra. The third was to buy books for the Hiland Book Club. They elected to go with the Book Club (figuring they could stamp each book with “Donated by Denali Law Group” and get more exposure for their company than with the Running Club or orchestra).

**IV.5 — Planned Activities of Tender Mercies Company**
We plan to continue our donation of prints, for May Day, Easter, Mother’s Day, Independence Day, Thanksgiving, and Christmas.

We are in the midst of a yarn drive. Inmates use the yarn to crochet items to be distributed through the Hiland Give Back program. On August 6, 2015, the Anchorage Jane Austin Book Club donated a large bag of yarn.

We are collecting scraps of fabric for inmates to use to make quilts.

**VI.6 — Narrative Description of Activities**
1a **Describe each program that provides goods, services, or funds to individuals.**
Prior to incorporation, we donated out of our own pocket some $400 to several individuals. However, after incorporation we have donating nothing to particular individuals, although privately we have donated about $15 worth of prints to a head inmate, Diana Waggy.

1b **Describe each program that provides goods, services, or funds to organizations.**
1b.1 Photos for inmates of Hiland Mountain Correctional Center

We continue to donate 4” x 6” photographic prints on certain holidays, of sufficient quantity so each inmate could get one print. (We cannot control how the prints are distributed, however. It turns out that except for the first distribution, prints are being distributed through the chapel, so that only inmates that attend church receive the prints. Cé la vi.) See Section IV.3 for more details.

After achieving 501(c)(3) status, we plan to solicit support from Costco for these prints.

1b.2 Yarn for inmates of Hiland Mountain Correctional Center

We have an ongoing program to collect yarn for these inmates to crochet into items to be distributed through the Hiland Give Back program.

After achieving 501(c)(3) status, we plan to solicit Jo-Ann Fabrics for donations in this area.

1b.3 Books for inmates of Hiland Mountain Correctional Center

David and Rischele shipped the following books to various inmates at Hiland.

*Accelerated Piano Adventures for the Older Beginner - Lesson Book 1*, by Faber & Faber
  This book on simple piano theory was used by Hiland inmates to prepare to practice on the piano in the chapel.

*Accelerated Piano Adventures For The Older Beginner, Performance Book 1*, by Faber
  This is a collection of songs in a variety of styles that was used by Hiland inmates to practice on the piano in the chapel.

*The Eighty-Dollar Champion: Snowman, The Horse That Inspired a Nation*, by Letts
  This inspirational book of how a beaten-up nag rose to stardom.

*Feelings Buried Alive Never Die*, by Karol K. Truman
  This book provides a comprehensive and enlightening resource for getting in touch with unresolved feelings which, the author explains, can distort not only happiness but also health and well-being.

*From Faith to Faith: A Daily Guide to Victory*, by Kenneth Copeland
  This book is used as part of morning devotionals in Hiland.

*Just Enough Light for the Step I’m On: Trusting God in the Tough Times*, by Omartian
  This book helps readers find a way to gently focus their thoughts as they consider the events in their journeys of faith.

*Pursued: God’s Divine Obsession with You*, by Jud Wilhite
  This book compellingly illustrates God’s plan for every person—to be freed to become his or her own unique self through intimate togetherness with the living, loving God.

*The Spiral Staircase: My Climb Out of Darkness*, by Karen Armstrong
  This inspirational book is an extraordinary account of an astonishing spiritual journey.

*Until Tuesday: A Wounded Warrior and the Golden Retriever Who Saved Him*
  This heartwarming book is a story about about war and peace, injury and
recovery, psychological wounds and spiritual restoration.

*Wild: From Lost to Found on the Pacific Crest Trail*, by Cheryl Strayed
This inspirational book tells of how one woman with a shattered past embarked on a journey that strengthened and ultimately healed her.

*The Yamas & Niyamas: Exploring Yoga's Ethical Practice*, by Deborah Adele
This self-study spiritual guide to the practice of yoga teaches the five *yamas* (nonviolence, truthfulness, not stealing, nonexcess, and nonpossessiveness) and the five *niyamas* (purity, contentment, self-discipline, self-study, and surrender).

We shipped ten copies of this book to Hiland for use in the yoga class, at the request of the instructor.

1b.4 Fabric for inmates of Hiland Mountain Correctional Center
We have an ongoing program to collect pieces of fabric for inmates to make into quilts, to be given out through the Hiland Give Back program.

V.2a — Relationships between Officers, Directors, or Trustees.
The principals of the company are the following.
a) President and director Rischele Huntington
b) Vice-president and director David Forthoffer
c) Director Casey Duer

Rischele Huntington and David Forthoffer have been married to each other since August 18, 2013.

Casey Duer has been married to Rischele’s son, Sterling, since 2010.

V.3a — Details of Officers, Directors, and Trustees
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Rischele Huntington</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications</td>
<td>intelligent, competent, empathetic, pen pals with several inmates</td>
</tr>
<tr>
<td>Average Hours Worked Weekly</td>
<td>2</td>
</tr>
<tr>
<td>Duties</td>
<td>Correspond with inmates. Propose and implement charitable projects. Organize support</td>
</tr>
</tbody>
</table>
Name: David Forthoffer  
Qualifications: intelligent, competent, excellent with computers, finances, and documents, photographer  
Average Hours Worked Weekly: 2  
Duties: Maintain web site.  
Conduct financial activities & maintain records.  
Record and maintain history of activities.  
Perform computer-related work.

Name: Casey  
Qualifications: intelligent, competent, empathetic  
Average Hours Worked Weekly: 1  
Duties: Attend monthly board meetings.  
Advise board as indicated.

V.5a — Conflict of Interest Policy  
The policy is Article 9 of the Bylaws.

The policy was adopted by a unanimous vote of the board of directors.

V.5b — Conflict Regarding Compensation  
All directors, officers, and staff of Tender Mercies Company are irrevocably prohibited from receiving compensation for their time. See Section 5.6 of the Bylaws. (If we become wildly successful financially because of broad public support, we will re-apply as a successor corporation.)

We have strict controls over reimbursement for purchase of goods, or for mileage. See Section 5.6 of the Bylaws.

V.5c — Conflict Regarding Business Deals  
The policy is Article 9 of the Bylaws.

The policy was adopted by a unanimous vote of the board of directors.

VI.1b — Goods, Services, or Funds Provided to Organizations
We have donated, currently donate, and plan to donate goods to various correctional institutes, particularly those in Alaska, and currently targeting Hiland Mountain Correctional Center. We receive no compensation of any kind for these donations.

A past, current, and future plan is to donate 4” x 6” photographs, so that each Hiland inmate should receive one print six times a year. Each donation of 440 to 500 prints has a seasonal theme, such as Easter, Mother’s Day, Independence Day, Alaska State Fair, Thanksgiving, and Christmas. Prints for Christian-themed occasions always include a number of non-denominational prints for inmates who are not Christian.

A past, current, and future plan is to regularly buy or solicit yarn, and to donate that yarn to Hiland Hobby / Craft, for use by inmates in crocheting items for their Give Back program.

Similarly, a past, current, and future plan is to regularly buy large rolls of quilt batting (especially when Jo-Ann Fabrics offers 60% off coupons), and to donate that quilt batting to Hiland Hobby / Craft, for use by inmates in making quilts for their Give Back program.

As a one-time project, we have a line on a donor to donate beauty salon equipment and supplies for use by inmates who are certified cosmetologists to provide hair care for other inmates.

**VIII.4a — Fundraising Programs**

We have conducted a desultory effort to raise funds, especially for particular print donations for particular holidays, through friends. We have raised $100 for that purpose, which was immediately spent on those donations.

A Boy Scout conducted a toy drive which incidentally raised $163.52 in donations. Some of the money was spent on toys. Some was used for state annual corporation fees. The remainder is still in savings.

A friend donated $200 for the purpose of purchasing yarn and quilt batting for the Hiland Give Back program. The $200 was spent for that purpose.

Our web site allows direct donations. So far we have received nothing through that route.

**VIII.4c — Fundraising Activities for Other Organizations**

Although our primary focus centers around Hiland Mountain Correctional Center in Alaska (“Hiland”), we regard our efforts as working with Hiland primarily for the (women) inmates there. As such, we do not engage in fundraising activities for Hiland or any other organization.

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8We say “should” because the stack of prints is given to our contact person at Hiland, and we cannot actually control whether each inmate receives a print. Hiland typically houses between 400 and 440 inmates.
We certainly have not and will not donate funds to Hiland.

VIII.4d — States and Local Jurisdictions in Which We Raise Funds
We have attempted to raise funds only in Alaska, and only in the Anchorage and Mat-Su boroughs.

For at least the next year, we anticipate attempting to raise funds only in Alaska.

Should our efforts prove effective on behalf of inmates, we would eventually extend our services throughout the United States, and would seek to raise funds throughout the United States.

VIII.5 — Not affiliated with government unit
We are not created by or controlled by Hiland. Although we have developed a good working relationship with certain staff at Hiland, we have no obligations of any kind to them, nor they to us. They have no reporting or audit requirements of us. They have not given us any power or authority to us. We do not have any power to tax or police.

Frankly, our main relationship with Hiland is that we have learned whom to contact in order to find out particular needs and to arrange donations (e.g., head social worker Carla Hicks), and we have developed personal relationships with certain inmates that allows us to realistically assess the effectiveness of our efforts.

VIII.10 — Intellectual Property
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.

Tender Mercies Company is attempting to establish “Tender Mercies” as a trademark within the realm of organizations helping inmates of correctional facilities. It seems we are a long way from being able to realistically able to apply to make that a registered trademark. We anticipate never charging any fees for use of this trademark.

We anticipate never owning any patents.

We anticipate benefiting from copyrights by protecting our intellectual property that is in the form of items we give away. A typical item is a 4” x 6” photographic print of a flower with small print with an item number and “Distributed free for non-profit purposes by www.TenderMercies.us © 2015” (The “www.TenderMercies.us © 2015” suffices as a valid copyright notice.) We want to get credit and possibly a hit on our web site for distribution of such items, even if someone else pays to make prints of our intellectual property.
X.3 — Financial Information re. Private Operating Foundation
See the attached initial 2014 tax return, Form 990-PF.

X.4 — Proposed Operations
The proposed operations as a 501(c)(3) private operating foundation are initially to continue the same operations as we have been conducting as a non-501(c)(3) non-profit corporation, with one addition. Our current operations have been largely the following.

a) every one to three months, donating 440 to 500 4” x 6” photographic prints to Hiland Mountain Correctional Center (through the Social Services Director, which is currently Carla Hicks) for distribution to inmates.

b) Collecting donations of new or partial yarn skeins or crochet thread from individuals, churches, or organizations (such as the Jane Austin Book Club), and donating them to Hiland (for the Hobby / Craft department), ultimately for the Hiland Give Back program.

c) Purchasing rolls of quilt batting (at $115 per roll, after 50% discount from Jo-Ann Fabrics) for the Hobby / Craft department at Hiland, ultimately for the Hiland Give Back program.

d) Purchasing plastic crochet hooks for donation to Hiland. (These plastic crochet hooks were hard to find, since most crochet hooks, especially smaller sizes, have metal tips, which are not allowed inside Hiland. The largest metal item they have allowed is an ordinary office staple.)

The one additional proposed operation is to solicit donations based on 501(c)(3) status.

We would first approach Jo-Ann Fabrics and ask to be added to their donation list. This list is for organizations to whom they donate surpluses, to-be-retired, and other unwanted items. The local Jo-Ann Fabrics is sympathetic to our cause, but must follow corporate rules that restrict that list to 501(c)(3) organizations. They currently have one organization on their list.

We would also approach the local Walmart. They are willing to donate up to $1,000 to qualifying 501(c)(3) organizations.

Finally, we would also solicit financial donations based on being a 501(c)(3) organization. However, we do not see this being much of an improvement on our operations since our past donors have seemed more interested in our cause than in whether their donations were tax deductible.

After we get needed donations flowing into Hiland (in the form of photographic prints, and Hobby / Craft supplies) without being a financial burden on the Tender Mercies directors’ private pockets, we will look into extending our services to other facilities such as Mat-Su Pre-Trial.
(which is designed for short-term housing of men and women, but in which some inmates have spent a year), and Palmer Correctional Center (long term housing for men only).

We may want to eventually extend our services to other states, but that is years down the road.

We believe that all these activities lessen the burdens of government, in their efforts to rehabilitate and release inmates back into society, aiming for a low recidivism rate.