

CARBON TRACE PRODUCTIONS

A MISSOURI Non-profit Corporation

IRS FORM 1023 ATTACHMENT

Part IV Narrative Description of Activities

Overview

It is the mission, duty, and purpose of CARBON TRACE PRODUCTIONS (CTP) to educate college students about the art of filmed and multimedia documentaries. Students learn to tell stories of compelling social importance without regard to commercial potential. CTP will emphasize working with, and telling stories about, humanitarian organizations, other non-profits, and NGOs.

Education

CTP will work primarily with students at Missouri State University, but will be open to helping educate any interested college student who wishes to participate in telling stories of social importance.

CTP will involve students in all aspects of the documentary art – from pre-production to distribution -- working from ideas generated by the CTP Board of Directors, the CTP Advisory Board, as well as from students.

Telling the Stories of Humanitarian Efforts

CTP seeks to work with humanitarian organizations, other non-profits, and NGOs to serve humanitarian efforts by telling their stories – both as independent documentaries and providing media for public relations and fundraising.

Telling Other Stories of Social Importance

CTP will not be limited by its emphasis on humanitarian efforts. Instead, CTP seeks to involve students in telling stories of social importance without regard to commercial potential. This allows student documentarians a wide range of options in practicing the art of filmed and multimedia documentaries. Students focus on good story-telling without the pressure to make a film or multimedia documentary make a profit. Students can concentrate on stories that are important more than popular.

Fundraising for Documentary Projects

CTP will engage in fundraising and grant acquisition activities to fund student documentary projects.

Fundraising to Help Provide Media for Humanitarian Organizations

CTP will engage in fundraising and grant acquisition activities to fund media production projects for the benefit of selected humanitarian organizations, non-profits, and other NGOs.

Distribution to Other Organizations and Individuals

CTP is not organized to contribute or fundraise for any specific entity. However, at the discretion of the board of directors, we may at times, choose to contribute multimedia expertise and finished multimedia products to non-profit organizations that share a similar mission or provide humanitarian services and only if the contributions further our exempt status, with the objective to educate students.

One example of an organization which CTP may contribute media work to is the Syrian American Medical Society (SAMS) which is a U.S.-based, nonprofit, nonpartisan 501(c)(3) tax-exempt charitable organization that focuses on providing worldwide medical care to Syrian refugees. Prior to applying for 501(c)(3) status, CTP worked with this organization to produce two documentary films, and provided SAMS video and photos to use for its social media efforts during two medical missions in 2017.

CTP may exercise its right under law to contribute media to non-501(c)(3) organizations only on the condition that CTP retains control over the use of the media and maintaining records showing that the media artifacts are used for exclusively documentary and/or educational purposes in accordance to our mission.

Programs for Volunteers

At times, per the discretion of the Board of Directors and the advice of the Advisory Board, we may provide internships or volunteer opportunities for college students which will provide them involvement in documentary filmmaking and humanitarian service. Such activities shall always be free of charge to participants and will not include compensation to the volunteers or interns.

Multimedia

It is our goal to bring awareness from every medium possible and this does not exclude documentaries and photos of our activities, projects, programs, and expeditions. By documenting and reporting our efforts we intend to broaden our outreach to humanitarian organizations, non-profits, and NGOs. These multimedia features will be recorded by our volunteers during the aforementioned activities and will be available to the public.

Foreign Activities

In general, our foreign activities can be summed up in three categories: expeditions, media contributions, and educational programs.

- Foreign expeditions will include documentary field production in video, audio, and photography.
- Foreign media contributions will include assistance given to organizations by providing media for public relations and fundraising efforts.
- Foreign educational programs will be limited to involving U.S. college students in creating documentaries and social media/public relations/ fundraising content for non-profit organizations.

Please Note:

- Section 1.501(c)(3)-1(d)(2) of the regulations states that the term “charitable” is used in section 501(c)(3) of the Code in its generally accepted legal sense and includes the defense of human and civil rights secured by law.
- Section 1.501(c)(3)-1(d)(2) of the Income Tax Regulations states that the term “charitable” is used in section 501(c)(3) of the Code in its generally accepted legal sense and includes the advancement of education.
- Section 1.501(c)(3)-1(d)(3)(i)(a) of the regulations states that the term educational, as used in IRC 501(c)(3), relates to the instruction or training of the individual for the purpose of improving or developing his capabilities or the instruction of the public on subjects useful to the individual and beneficial to the community.
- Example 2 in Section 1.501(c)(3)-1(d)(3)(ii) of the regulations, makes it clear that "An organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or other similar programs," is educational.
- Section 501(c)(3) of the Internal Revenue Code provides tax exemption for organizations organized and operated exclusively for charitable and/or educational purposes.

Financial Information

The sources of the corporation's income derive from personal resources and public donations. Additional income sources will include grants, sponsorship, fundraising, and limited commercial work. The corporation disposes its income through the decisions made by its board of directors or through the decisions of the duly elected treasurer, whose power to pay expenses is set out by the board or the corporation's bylaws in accordance to the corporation's purpose. Expenses paid by the corporation include, but are not limited to: equipment purchases and rentals, executive director's salary (once funding has been obtained), other salaries as growth permits, insurance premiums, internet web site fees, publications, advertising, and miscellaneous board expenses.

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

Line 1a. List the names, titles, and mailing addresses of all your officers, directors, and trustees. For each person listed, state their total annual compensation for all services to the organization whether as an officer, employee, or other position.

Name	Title	Mailing Address	Avg. Hours	Annual Compensation
Andy Cline	Incorporator & President	211 S. Market Ave, Springfield, MO 65806	N/A	\$0
Shannon Bowers	Vice President	592 Knox Ave. Unit #2 Hollister, MO 65679	N/A	\$0
Shane Franklin	Treasurer, CFO	3882 S. Hillcrest Ave. Springfield, MO 65807	N/A	\$0
Chelsea Eichholz	Secretary	1530 E. Erie St. Apt. J109 Springfield, MO 65804	N/A	\$0
Tyler Beck	Sergeant at Arms	1131 W. Battlefield Rd. Apt. D4 Springfield, MO 65807	N/A	\$0
			Total	\$ 0

There are no compensated officers, directors, trustees or employees. Please see the table above.

Andrew R. Cline, Ph.D., President

Andrew R. Cline, Ph.D. was born in Greenfield, Indiana on 10 December 1956. He received his Bachelor's degree from the University of Delaware and his graduate degrees from the University of Missouri – Kansas City. He has a life-long interest in journalism. He has worked as a news photographer, magazine writer, and editor. After finishing his Ph.D., he took a tenure-track position with Missouri State University to teach media and journalism courses in the Department of Media, Journalism & Film. His interest in multimedia journalism led him into long-form news video and, eventually, his interest in documentary filmmaking. He founded the Carbon Trace Student Documentary Team in 2014. That team became Carbon Trace Productions in 2017.

Shannon Cay Bowers, Vice President

Shannon is a journalist with a passion for bringing people together. She is a Kansas City native, who graduated with a Multimedia Journalism Degree from Missouri State University and joined Carbon Trace Productions in its inception. In addition to her involvement with CPT, she works as a reporter for Ozark Mountain Media Group in Branson, Missouri. She specializes in television

news production, crime and court reporting, and local politics. In her free time, Shannon enjoys volunteering on the Hollister Park Board, hiking with her fiancé and dog, and shooting the breeze anyone willing to chat.

Shane Franklin, Treasurer

Shane D. Franklin was born in Columbia, Missouri, August of 1989. He graduated from Missouri State University in 2015 with a degree in Broadcast Journalism with an emphasis in Chinese culture and language after having completed his study abroad in Qingdao, China. Formerly a reporter covering local politics in Springfield, Missouri, and a long-time host of the weekly program Jazz Excursions on KSMU, the local NPR affiliate, Shane now serves as a founding member of Carbon Trace Productions, contributing his skills as a producer and videographer. Shane was a host of the award-winning documentary Downtown: A New American Dream, and has worked on other documentary shorts such as Shared Spaces and Souryiat.

Chelsea Eichholz, Secretary

Chelsea Micah Eichholz born on July 25, 1991 in St. Charles, Missouri is an academic, educator, producer, director, editor, and social media manager. She attended Missouri State University, where she got her Bachelor of Science in Mass Media/Media Production and her Master of Arts in Communication. As a media creator, she has produced three seasons of the award-winning television series Show-Me Chefs for KOZL-27, and the award winning documentary film Downtown with Carbon Trace Productions. She currently teaches media courses at Missouri State University.

Tyler Beck

Tyler Beck, born Paul Tyler Beck on May 7, 1990 in Fort Hood, Texas is a camera salesman at Bedford Camera and Video in Springfield, Missouri. He graduated from Missouri State University in 2012 with a Bachelor's of Science degree in Mass Media with an emphasis in Digital Film Production. Tyler enjoys photography and cinematography alike and plans on helping the world by telling stories through these media. He was the cinematographer and editor of the award-winning documentary "Downtown: A Documentary Film" from 2014 to 2016.

Line 5a. Have you adopted a conflict of interest policy consistent with the sample policy in Appendix A?

See the attached policy. This was adopted by resolution of the board of directors on Sunday 27 August 2017.

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

Line 1a. In carrying out your exempt purposes, do you provide goods, services, or funds to individuals?

At the discretion of the board of directors, we may provide services to individuals who have need of multimedia expertise as part of our non-profit revenue stream. Please refer to the Narrative of our Activities for more detailed information regarding our programs.

Line 1b. In carrying out your exempt purposes, do you provide goods, services, or funds to organizations?

At the discretion of the board of directors, we may provide services to organizations that have need of multimedia expertise as part of our non-profit revenue stream. Please refer to the Narrative of our Activities for more detailed information regarding our programs.

Part VIII Your Specific Activities

Line 2a and 2b. Do you attempt to influence legislation?

No.

Line 3a. Do you or will you operate bingo or gaming activities?

No.

Line 4a. Do you or will you undertake fundraising? If "Yes," check all the fundraising programs you do or will conduct. Attach a description of each fundraising program.

Email Solicitation

We will be using internet solicitation methods, including but not limited to email, social media contacts, and other media.

Personal Solicitation

We will be fundraising by approaching a broad spectrum of entities and individuals in person to share the mission of CARBON TRACE PRODUCTIONS and seek public support.

Foundation Grant Solicitations

We will be applying for private or public foundation grants. We have no current arrangement for this method at this time.

Accept Donations on Your Website

We do accept donations on our website. This function will be accessible through “donate” tab on the website of the corporation. The payments are processed by PayPal, Inc. and are directed to the corporation’s bank account.

Other

Slideshows and Lectures. We will be accepting donations during our lectures and slideshow program and expeditions. (Please see the Narrative of our Activities for further information regarding this activity.)

Web-related Donations. We may make arrangements with commercial organizations for donations based on sales referrals. For example, some web sites (such as Amazon.com) allow nonprofit organizations to receive donations for sales which were referred from their web site. Some local businesses in our area might also make such offers to non-profit organizations. We would only consider this for items and services related to our organization's activities and topics. We currently have no specific plans or contracts, but it's prudent to mention the possibility.

Line 4c. Do you or will you engage in fundraising activities for other organizations?

No. We do not fundraise for any specific organization and CARBON TRACE PRODUCTIONS is not organized solely to contribute or fundraise for any specific entity. However, at the discretion of the board of directors we may at times, choose to contribute to other 501 (c)(3) organizations which share a similar mission and only if the contributions further our exempt status. (Please see the Narrative of our Activities for more information regarding how we contribute to other organizations.)

Line 4d. 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.

CARBON TRACE PRODUCTIONS is primarily based in the state of MISSOURI, however, we will engage in fundraising in all 50 states of the United States whether via internet solicitation or other activities as noted above. For more information about these activities please refer to the Narrative of Our Activities.

We will not raise funds for other organizations; No other organization will raise funds for us and we will only fundraise for ourselves. This rule holds true for all 50 States of the United States.

Line 4e. 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?

No.

Line 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?

We may accept contributions of: intellectual property such as copyrights; works of music or art; licenses; royalties; if said contributions further the purposes of this corporation. We will not accept donations if any conditions imposed by the donor on the contribution limit the corporation's ability to achieve its purposes or force this corporation to conduct activities that are not in furtherance of 501(c)(3) purposes. We will ensure that donations are accepted in accordance with 501(c)(3) regulations and we will properly determine fair market value according to IRS Publication 561. We currently have no specific plans, but it's prudent to mention the possibility.

Line 12a. Do you or will you operate in a foreign country or countries?

Answers to 12a, b, c and d are as follow:

It is the mission, duty and purpose of CARBON TRACE PRODUCTIONS to address, educate, coordinate and provide aid and relief to eradicate chronic malnutrition and hunger regardless of its geographical position. Therefore CARBON TRACE PRODUCTIONS may operate in any country and any region in any country around the world where we may fulfill our mission and further our exempt status. CARBON TRACE PRODUCTIONS will obtain any required permits or permissions from the respective governments of any country we may operate in as required by law. This includes complying with the sanctions, embargoes, and other restrictions imposed by the United States government to such countries. For detailed information regarding our foreign activities please refer to the section of our Narrative of our Activities titled: Foreign activities. We may work closely^[1] with other non-profit and non-governmental organizations who are active participants in the same field. This will allow us to further our exempt status by providing the services and aid in a timely and effective manner.

^[1]**Note:** Working closely with other organizations does not constitute a "Close Connection" as it is defined on page 11, line 15 of the IRS publication of instruction for form 1023. It merely refers to exchange of information, non-financial data, suggestions and advices on locations and ways to address and direct the focus based on up-to-date information.)

Please Note: Rev. Rul. 71-460, 1971-2 C.B. 231

- "A domestic corporation that conducts a part or all of its charitable activities in a foreign country is not precluded from exemption under section 501(c)(3) of the Code. A domestic corporation that is otherwise exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 carries on part of its charitable activities in foreign countries. Held, since its activities are charitable within the meaning of section 501(c)(3) of the Code when carried on within the United States, the conduct of such activities

elsewhere does not preclude the organization from qualifying as an exempt organization under that section.

- The same conclusion applies if all of its charitable activities are carried on in foreign countries. With respect to deductibility of contributions to the organization under section 170 of the Code, see Revenue Ruling 63-252, C.B. 1963-2, 101 and Revenue Ruling 66-79, C.B. 1966-1, 48.”

Line 13a. Do you or will you make grants, loans, or other distributions to organization(s)?

No.

Line 14a. Do you or will you make grants, loans, or other distributions to foreign organizations?

No.

Line 14d. 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?

It is very clear to our contributors and especially the public how we operate, direct funds, and the nature of programs. The donation page of our website lists where the donations go and for what purpose. For contributions other than credit cards, we have a donation form available which every contributor is required to fill, and it specifically points out our mission, goals, and functions. A copy of this form is included in with this attachment for your consideration.

Line 14e. Do you or will you make pre-grant inquiries about the recipient organization?

- No.

Part IX Financial Data

A. Statement of Revenues and Expenses and Projected Data for 20XX, 20XX, and 20XX Tax Years

The following table consists of the projected gross income from monetary donations, grants and gifts to the corporation. This includes the promotional merchandise sales as well as services rendered. The table is sorted alphabetically.

Revenue Title	20XX Tax Year	20XX Tax Year	20XX Tax Year
Online / Credit Cards	\$0	\$0	\$0
Checks	\$0	\$0	\$0

Grants	\$0	\$0	\$0
In kind Donations	\$0	\$0	\$0
Sponsorships	\$0	\$0	\$0
Fundraisers	\$0	\$0	\$0
Sales (Hats, Mugs, Shirts,...)	\$0	\$0	\$0
Total revenue:	\$0	\$0	\$0

Line 23. Any expense not otherwise classified (attach itemized list.)

The following table consists of the corporation expenses, expenditures and spending for the shown years. Please refer to the second worksheet for further itemizations.

Please note: For our 20XX expense and income report, please refer to section B: Balance Sheet for our most recently completed tax year on page 17 of this document.

Expense Title	20XX Tax Year	20XX Tax Year	20XX Tax Year
Funds Spent On Actual Programs	\$0	\$0	\$0
Accounting / Bookkeeping	\$0	\$0	\$0
Fundraising Expenses	\$0	\$0	\$0
Insurance	\$0	\$0	\$0
Legal Fees	\$0	\$0	\$0
Postage	\$0	\$0	\$0
Printing	\$0	\$0	\$0
Rent (Facilities)	\$0	\$0	\$0
Rent (Vehicles)	\$0	\$0	\$0

Employee Salaries	\$0	\$0	\$0
Office Supplies & Software	\$0	\$0	\$0
Telephone & Internet	\$0	\$0	\$0
Travel & Lodging	\$0	\$0	\$0
Fuel	\$0	\$0	\$0
Total Expenses:	\$0	\$0	\$0

Further Breakdown of Expenses

Please note that the inflation rate for the years of 20XX and 20XX has been calculated based on a 10% increase annually. Daily figures are based on 30-day months. (Please see table on next page.) The table is sorted alphabetically.

Expense	Month	Year	Clarification Notes
Expense Title	\$0	\$0	Calculated based on \$3.00 a gallon fuel and 3,000 miles a month travel, for one vehicle averaging 30mpg.
Expense Title	\$0	\$0	This will cover the expedition vehicles' insurance policies inside the United States.
Expense Title	\$0	\$0	Lodging is based on 2 nights a week and \$35 a night. These figures are calculated for one ambassador.
Expense Title	\$0	\$0	This will be the lodging cost provided by sponsors of the expedition.
Expense Title	\$0	\$0	Meals are based on \$11 a day [for 3 meals a person]. These figures are calculated for 1 ambassador.
Expense Title	\$0	\$0	This will meet the corporation's need on postal services.
Expense Title	\$0	\$0	This will include the publications, internal and legal paperwork.
Expense Title	\$0	\$0	This will include miscellaneous equipment such as helmets, gloves and protective eyewear.
Expense Title	\$0	\$0	This will include 1 day a month possible breakdown of vehicles or equipment.
Expense Title	\$0	\$0	We try our best to only use "Open Source" software. This will cover the office supplies.

Expense Title	\$0	\$0	Charges are based on an average monthly national plan of \$50 a month.
Expense Title	\$0	\$0	This will include the ambassadors' border crossing fees, road tolls, ferries and local fees.
Expense Title	\$0	\$0	This will include routine maintenance like tires, oil, filters, brake pads and such on the expedition vehicles.

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

Please note: The table below is an itemized list of the expenses and income of [YOUR ORGANIZATION NAME] since its incorporation on XX, XX, 20XX to XX, XX, 20XX. The table is sorted alphabetically.

Support and Revenue of the Most Recent Tax Year, 20XX	
Revenue Title	\$0
Revenue Title	\$0
Revenue Title	\$0
Revenue Title	\$0
Revenue Title	\$0
Revenue Title	\$0
Revenue Title	\$0
Net Income	\$0

Expenses of the Most Recent Tax Year, 20XX	
Expense Title	\$0
Expense Title	\$0
Expense Title	\$0
Expense Title	\$0
Expense Title	\$0
Expense Title	\$0
Expense Title	\$0
Expense Title	\$0
Expense Title	\$0
Expense Title	\$0
Expense Title	\$0
Expense Title	\$0
Expense Title	\$0
Expense Title	\$0

Expense Title		\$0
	Total Expenses	\$0
	Net Revenue Less Expenses	\$0

Part IX, Section B Line 10. Itemized Non-cash Assets of CARBON TRACE PRODUCTIONS as of End of Tax-year 2018

CTP has no non-cash assets as of 31 December 2017