

Internal Revenue Service  
Director, Exempt Organizations  
Rulings and Agreements

Department of the Treasury  
915 2<sup>nd</sup> Avenue, MSW 540  
Seattle, WA 98174

Date: September 23, 2003

Employer Identification Number:  
36-4469855

Person to Contact - ID#: Andrea Speck #91-05542

Contact Telephone Numbers:  
206-220-6082 Phone  
206-220-6071 Fax

Response Due Date:  
October 8, 2003

Council On American Islamic  
Relations-Chicago Chapter  
7667 W 95<sup>th</sup> Street, Ste 304  
Hickory Hills, IL 60457

Dear Sir or Madam:

Thank you for the information recently submitted regarding your application for exemption. Unfortunately, we need more information before we can complete our consideration of your application.

Please furnish the information requested on the enclosure by the response due date shown above. If you do not provide the requested information in a timely manner, we will consider that you have not taken all reasonable steps to secure the determination you requested and we will close your case.

Please return the copy of our letter along with your response. It will help us to identify your file.

If you have any questions concerning this matter, or you cannot meet the response due date, please contact the person whose name and telephone number are shown in the heading of this letter.

Thank you for your cooperation.

Sincerely yours,

Andrea Speck  
Exempt Organizations Specialist

Enclosure

Letter 2382

Note: Your response to this letter must be submitted over the signature of an authorized person or of an officer whose name is listed on page 3 of the application. If we do not receive your complete response by the due date, we will close your case temporarily. If you submit your response within 90 days after your case has been closed, we will re-open it for processing and you will neither have to file a new application nor lose your user fee.

PLEASE ATTACH A COPY OF THIS LETTER TO ALL CORRESPONDENCE

1. Describe the space rented by the organization. Does the organization rent a room of the officer's office? Explain. Provide the details on size, equipment used, etc.
2. Secure a written rent agreement.
3. How was the amount of the space decided upon? Document that the amount paid is fair market value or less.
4. How is the politician's spotlight person in the newsletter chosen?
5. What is the relationship with the national organization (CAIR)?
6. Does the organization purchase the pamphlets (samples sent) from CAIR?
7. Does the organization pay dues to the national organization (CAIR)?
8. How is the literature distributed?
9. Who receives the newsletter? How often is the newsletter produced?
10. What percentage of time is spent on grass roots lobbying -Take Action Now! activity and other activity where the organization encourages the public to contact representatives (regarding legislation, etc)?

PLEASE DIRECT ALL CORRESPONDENCE REGARDING YOUR CASE TO:

Internal Revenue Service  
Exempt Organizations  
915 2<sup>nd</sup> Avenue, MSW 540  
Seattle, WA 98174  
ATTN: Andrea Speck

or FAX\* it to: 206-220-6071

- Limit fax transmissions to documents of 10 pages or less.

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PLEASE DIRECT ALL CORRESPONDENCE REGARDING YOUR CASE TO:

Internal Revenue Service  
Tax Exempt Organizations  
915 2<sup>nd</sup> Avenue, MSW 540  
Seattle, Washington 98174  
Attn: Andrea Speck

Internal Revenue Service  
Director, Exempt Organizations  
Rulings and Agreements

Department of the Treasury  
915 2<sup>nd</sup> Avenue, MSW540  
Seattle, Washington 98174

Date: August 13, 2003

Employer Identification Number:  
36-4469855

Person to Contact - ID#: Andrea Speck - 91-05542

Telephone Numbers:  
206-220-6082 Phone  
206-220-6071 Fax

Response Due Date:  
September 3, 2003

Council On American Islamic  
Relations-Chicago Chapter  
7667 W 95<sup>th</sup> Street, Ste 304  
Hickory Hills, IL 60457

Dear Sir or Madam:

Before we can determine whether your organization is exempt from Federal income tax, we must have enough information to show that you have met all legal requirements. You did not include the information needed to make that determination on your Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.

To help us determine whether your organization is exempt from Federal income tax, please send us the requested information by the above date. We can then complete our review of your application.

If we do not hear from you within that time, we will assume you do not want us to consider the matter further and will close your case. In that event, as required by Code section 6104(c), we will notify the appropriate state officials that, based on the information we have, we cannot recognize you as an organization of the kind described in Code section 501(c)(3). As a result, the Internal Revenue Service will treat your organization as a taxable entity. If we receive the information after the response due date, we may ask you to send us a new Form 1023.

In addition, if you do not provide the requested information in a timely manner, we will consider that you have not taken all reasonable steps to secure the determination you requested. Under Code section 7428(b)(2), your not taking all reasonable steps in a timely manner to secure the determination may be considered as failure to exhaust administrative remedies available to you within the Service. Therefore, you may lose your rights to a declaratory judgment under Code section 7428.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Andrea Speck  
Exempt Organizations Specialist

Enclosure

Letter 1312 (DO)

Note: Your response to this letter must be submitted over the signature of an authorized person or of an officer whose name is listed on page 3 of the application. If we do not receive your complete response by the due date, we will close your case temporarily. If you submit your response within 90 days after your case has been closed, we will re-open it for processing and you will neither have to file a new application nor lose your user fee.

PLEASE ATTACH A COPY OF THIS LETTER TO ALL CORRESPONDENCE.

ADDITIONAL INFORMATION REQUESTED:

1. Regarding the advocacy activities:
  - a. Clarify the exact type of activity to be engaged in-requirements for involvement, purpose, method, desired end result of activity, etc.
  - b. What kind of publicity is engaged in? (provide examples of fliers, emails, and newsletters).
  - c. Is involvement in lawsuits nonmonetary only?
2. Regarding the media watch activities:
  - a. For what purpose does the organization encourage a letter writing campaign (end result)? What instructions does the organization give?
  - b. Why does the organization seek meetings with editorial boards/administrations? (what is being referred to)
  - c. How are the protests organized and run? Are local laws followed regarding impeding traffic, permits, etc.?
  - d. Expand upon the outreach initiatives. What kind? Purpose? etc.
3. Involvement in any political activity is strictly prohibited for a 501(c)(3) organization. The application indicates that the organization will engage in political forums. Please provide all detail on how the activity will be conducted and explain how it will not violate the no political rule.
4. Will anyone be compensated? If so, who, what will be their duties and what is their projected compensation amount?
5. Provide any organization literature.
6. From where does the organization run its operations? (office) Is the facility rented? From whom? Is there any relationship between the lessor and the organization?
7. Provide a copy of all agreements, contracts, etc the organization is a party to.
8. Describe the specific activity engaged in by the organization since its incorporation in January 2003. (describe activity, where occurred, by whom, attendance, etc)
9. For all activity, indicate the percentage of time to be spent on such activities (100% total organization time to account for) (i.e. % of time spent on educational classes, workshops, seminars; etc).