

STATEMENT

Attn: James St. Julien
Internal Revenue Service
EO Group 7885, Stop 501-D
401 West Peachtree Street, NW, Rm. 1108
Atlanta, GA 30308-3539

Re: Council on American Islamic Relations
C/O CAIR Seattle, 12733 Lake City Way, Suite 302, Seattle, WA 98125
(New Address) P.O. Box 7411, Bellevue, WA 98008
Employer ID No.: 68-0547353

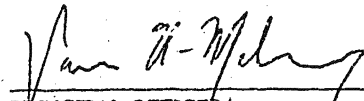
Dear Mr. St. Julien:

This letter is in response to your questions No. 3, 4, 18 of your inquiry of February 3, 2004 regarding the Council on American Islamic Relations, C/O CAIR - Seattle.

The Council on American Islamic Relations CAIR - Seattle affirms the following:

- No. 3: That all title or ownership of any books or other educational materials purchased with CAIR's organization funds will be held by CAIR;
- No. 4: That all titles, copyrights, royalties or similar interests in tape recordings, books or other materials prepared for CAIR's activities will be held by CAIR.;
- No. 18: That any salaries, wages together with fringe benefits or other forms of compensation (housing, transportation and other allowances) paid to or provided your employees, directors or officers will not exceed a value which is reasonable and commensurate with the duties and working hours associated with such employment and with the compensation ordinarily paid persons with similar positions or duties.

DATED this 4 day of March, 2004


PRINCIPAL OFFICER/
AUTHORIZED REPRESENTATIVE

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March 5, 2004

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(New Address) P.O. Box 7411, Bellevue, WA 98008
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Dear Mr. St. Julien:

The following are responses to your inquiries of February 3, 2004 regarding the Council on American Islamic Relations, C/O CAIR - Seattle:

- (1) The Organization does not intend to be involved in publishing activities. Any published literature provided by the Organization to the community it serves will be provided free of charge as part of its' educational purpose 1.501 (c) (3)-1(d) (3) (ii);
- (2) The Organization does not intend to sell tapes and books and other materials;
- (3) See attached Exhibit "A";
- (4) See attached Exhibit "A";
- (5) Library Project - (ongoing)
 - i. The "flyer" regarding the library project titled "Bring Islam to Your Local Library!" is attached as Exhibit "B".

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ii. The purpose of the library project is to put quality Islamic materials into public libraries. The Organization is targeting 355 public libraries in Washington State as part of our educational mission.

iii. Program Outline titled "How it works":

1. Caring, thoughtful people like you identify libraries in your local community that would like to receive the library package.
2. Libraries are informed of your intention to donate the library package.
3. All the materials are purchased together to receive the best discounts.
4. Materials are shipped to the libraries.
5. A confirmation letter is sent to you indicating that the library has been sent your package.
6. The library makes the materials available to readers.
7. You encourage your friends to check out the materials at your local library so they stay in circulation.
8. With your help, your neighbors and friends learn to appreciate Islam as a peaceful, just religion with a rich civilization and much to offer the American way of life.

b. "Community Banquet" – (completed 1/31/04)

- i. The attached "flyer" was provided to the public to attend this training, as Exhibit "C".
- ii. The purpose of this event was to educate people on how the Washington State caucus system operates.
- iii. None of our speakers were compensated for their time. Ticket sales were used to cover expenses only including food, rental location, travel arrangements for speakers, decorations, program materials, etc.

c. Activists Workshop-- (completed in 2003 and proposed in 2004), a "flyer" for the Workshop is attached as Exhibit "D".

i. CAIR-Seattle's Activist workshop was held at Bellevue's Crossroads Community Center on April 5, 2003 and was attended by about sixty people. The workshop was free and open to the public and was publicized via online mail lists and flyers that were posted throughout the Greater-Seattle area and distributed at mosques, community centers and schools.

ii. The purpose of the workshop was to introduce CAIR-Seattle to the community and encourage volunteers to participate in the Organization's activities.

iii. None of our speakers were compensated for their time. Ticket sales were used to cover expenses only including food, rental location, travel arrangements for speakers, decorations, program materials, etc.

(6) The Organization will not intervene in any political campaigns on behalf of any candidate for public office.

(7) Not applicable.

(8) Not applicable.

(9) Not applicable

(10)

a) The Organization will conduct voter educational activities but only to the extent of whose activities consist of presenting public discussion groups, forums, panels, lectures, or other similar programs. § 1.501(c)(3) - 1(d)(3)(ii) Example (2). The Organization will limit its' educational activities to providing voter registration forms and explaining the right of the public to vote. The organization will not educate or even suggest or imply to the public which candidate or issue to vote for or against.

b) No. The Organization will not support or oppose any candidate for public office. The Organization will not make oral statements or publish written statements for or against any candidate for public office.

c) Approximately 15 percent of time/approximately 4 percent of funds.

(11) No.

(12) No.

(13) No.

(14) No.

(15) Bylaws attached as Exhibit "E". Also attached as Exhibit "F" is a copy of the Amendment to the Articles of the Incorporation to clarify certain matters, filed March 9, 2004.

(16) Pamphlets and brochures attached – only National Organization materials, otherwise the Organization has none. Attached as Exhibit "G".

(17) Present salaried employee:

(a) There are no present salaried employees. The Organization has one (1) interim compensated independent contractor, Michaela Corning, to act as the office manager. The manager devotes 40 hours per week to the position. She is paid \$1,666.67 hi-monthly for the period from October 15, 2003 to April 15, 2004. No other benefits or allowances are provided.

(b) Job Duties

- i. Maintenance of a positive Islamic corporate culture in the office
- ii. Interaction with the Muslim community on an ongoing and regular basis.
- iii. Ownership of the annual strategic plan and tracking progress against the plan.
- iv. Media watch and dealing with the media on an ongoing basis.
- v. Meetings with corporate officials as the need arises.
- vi. Communication with CAIR National.
- vii. Generating reports for CAIR National and the Board of Directors
- viii. Day to day operation of the office including staffing during normal business hours.
- ix. Arranging and organizing chapter board meetings
- x. Special projects and events for the chapter
- xi. Any other assignment given by the Board of Directors
- xii. Establishing business processes for CAIR-Seattle
- xiii. Coordination of CAIR-Seattle's marketing communications activities, including web site and newsletter.

(18) See attached as Exhibit "A".

(19) There are no relationships among the members of the Organizational governing body.

a) The special qualifications -- education and prior experience to accomplish exempt purpose explanation is attached as Exhibit "H";

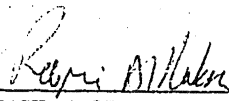
b) The President will actually be involved in day to day operations of the Organization. The Vice-President, Secretary and Treasurer are consulted on a weekly basis and meet approximately b. monthly with the Manager to review day to day operations.

(20) There are no relationships among members of the organizational governing body with any other organization. CAIR chapters have to be approved by the National office. The National Organization is not involved in the day to day operations of CAIR-Seattle. Please see attached approval letter as Exhibit "I".

(21) Copies of (1) Written leases; and (2) Independent Contractor Agreement, attached as Exhibit "J" and Exhibit "K" respectively.

(22) Not applicable

Very truly yours,



PRINCIPAL OFFICER/
AUTHORIZED REPRESENTATIVE