

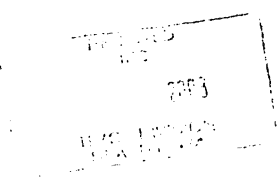
CAIR-Chicago

Faith in Action

Council on American Islamic Relations
Chicago Chapter

September 10, 2003

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



Dear Ms. Speck,

Pursuant to your August 13th letter, please find the following information as requested regarding CAIR-Chicago's 501(c)(3) application.

I. Advocacy Activities

A. CAIR-Chicago will be engaged in civil rights advocacy. Civil rights complaints brought to the attention of the CAIR-Chicago Chapter (the chapter) in ethnic, religious, and racial violations. The purpose of the chapter's involvement is to safeguard the civil rights of the complainant. Upon receipt of a complaint, the chapter's first step is to make an initial determination that the complaint is sound. If it is sound, an investigation is initiated in which the chapter contacts the individual or entity that allegedly committed violation. The chapter informs the alleged violator of complaint followed by an inquiry as to the circumstances surrounding the situation. A response is requested from the alleged violator regarding the complaint. Upon seeing both sides of the story, the chapter then reevaluates the legitimacy of complaint. If a violation appears evident, the chapter explains to the complainant the various avenues of recourse available such as administrative recourse, legal action, etc. If there is seemingly no violation, the chapter notifies complainant that chapter will not participate in the case. The desired end is to correct the violation and ensure that the violation does not recur via change in policy, education, sensitivity training, etc.

B. The kinds of publicity the chapter will be engaged in regarding its advocacy vary. They include and bi-monthly e-newsletter, quarterly print newsletter, press releases, actions alerts, billboard signs, etc. Enclosed please find samples of our publicity items.

C. While the chapter may voice its support on lawsuits filed by individuals claiming violation of their civil rights, the chapter does not benefit monetarily from lawsuits.

II. Media Watch Activities

A. The purpose of a letter writing campaign is to convey the chapter members' reaction to both positive and negative portrayals of American Muslims while contemporaneously educating the media. The organization instructs its members to express their views and feelings regarding a particular issue appearing in the media

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whether positive or negative. The organization reminds its members to be polite and courteous while expressing their views. Then, contact information is offered such as address, fax, email of the individual responsible for receiving such response. This information varies depending upon the media outlet: program manager, section editor, managing editor, etc. Furthermore, the chapter encourages its members to help educate the American public about Islam by taking part in CAIR's Library Project (see attachment).

B. Meetings with editorial boards are an effective means of educating the media on Islam, the Muslim community and issues of importance. Such communication will filter to the media's audience and contribute to the elimination of misinformation and bias against Muslims.

C. The chapter has not organized or implemented any protests, but it has endorsed and supported protests. If the chapter does organize a protest, it will uphold all applicable laws including obtaining necessary permits.

D. As part of its outreach program, the chapter intends to participate in various cultural and civic events. Such events include organizing and participating in block parties, blood drives, parades, developing and offering interfaith presentations to educate others about Islam and to invite them to various community events, coordinating with public and private schools and civic organizations to educate students, staff and members respectively.

III. Political Forum

The chapter has not organized any political forums yet. When a forum is organized the chapter will invite all candidates for a given public office regardless of party affiliation. Under no circumstances will the chapter endorse or give aide to a political candidate. Also the chapter will profile elected officials periodically in its publication for the purpose of educating its members about their elected officials. A sample of the profile is included in our quarterly publication (see attachment). The organization does not intend to lobby legislators on any pending legislations. Meetings with elected officials will be for the purpose of educating officials on Islam and the Muslim community in their locality. CAIR Chicago would follow any available guidelines regarding political education activities required from tax exempt organizations.

IV. Compensation

No board member receives compensation. Employees receive compensation for performing the normal daily activities of the chapter. Currently, the only employee is an office manager who attends to daily affairs and assists board members in fulfilling the chapter's activities. Chapter policy (as of May 2003) removes any board member who obtains employee status. The chapter employed an Executive Director for total of eight months with compensation. For salary detail and job description, please refer to attached contract. Current office manager is an at will employee receiving \$8.50/hour with no benefits.

V. Operational Location

The chapter operates temporarily from the following address: 7667 West 95th Street, Suite 304, Hickory Hills, Illinois 60457. The office is rented from the law office of A. Salah & Associates, P.C. on a month to month sublease for four hundred dollars per month. Mr. A. Salah is the vice president of the chapter. The chapter intends to move to a permanent location once sufficient funds are available. The permanent location of the chapter will not be owned or operated by any board members.

VI. Organization Literature

Organization literature is enclosed for your review.

VII. Agreements

The only current contract to which CAIR-Chicago is party to is a six month contract for a billboard sign. A copy of the contract is enclosed for your review.

VIII. Specific Activity Engaged In

The chapter has engaged in several activities. Such activities include an inaugural dinner, participation at the Islamic Society of North America Annual Convention, cooperative work with law enforcement in tending to hate crimes against Muslims, and communication with Immigration and Naturalization Services regarding improved relations between INS and the community. These activities occurred in Chicago. Attendance is not taken at these events.

IX. Percentage of Time Spent on Activities

Workshops/Seminars: 5%

Political education: 3%

Communication:

- Media: 20%

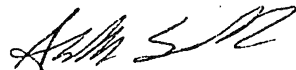
- Public Relations: 20%

Civil Rights: 40%

Office management: 12%

Should you have any further questions, please feel free to contact CAIR-Chicago.

Sincerely,



Abdullah Salah
Vice Chairman