Form

RF-C

Registration for Charitable Organizations

Charitable Activities Section Oregon Department of Justice

100 SW Market St Portland, OR 97201-5702 E-Mail: charitable@doj.oregon.gov Web site: http://www.doj.state.or.us VOICE (971) 673-1880 FAX (971) 673-1882 TTY (800) 735-2900 DOJ USE ONLY

Registration #:

1.	Name Write the organiza	ion's legal n	name.													
2.	Contact Inform	nation										-				
	Maili	ng Address:														
	City,	State, Zip:														
	Phor	ıe: <u>ı</u>	()	-		E	- Mail:								
	Fax:	1)	-		V	Veb site:								
4.	Date and State Write the date the	of Incor	porat	ion or	· Organi	zation										
	Date of Incorporati	on or Organ	ization			State of I	ncorpora	ation or (Organiza	ation						
5.	Primary Coun Write the name of in more than one of are conducted eve	the primary ocurry in Ore	Oregon egon, lis	county at the na	ame of the	county in wh	nich the	most cha	aritable a	activities	are con	ducted.	tion cor If char	nducts ch itable act	naritable ad ivities	ctivitie
6.	Accounting Power the last months	∍riod :h of the orga	anizatio	n's acc	ounting pe	eriod:										
7.	Organization's Describe the charit public inquiries.	• Purpose able purpos	e of the	e organiz	zation in o	ne or two se	ntences	The inf	ormation	n is used	to desc	ribe the	organiz	zation in	response	to
8.	Beneficiaries If the organization	raises funds	or inte	nds to r	aise funds	on behalf of	another	organiz	zation(s),	, list the	name aı	nd addr	ess of t	he organ	ization(s).	
	-															

Form Continued on Reverse Side

9.	lication with the Internal Revenue Service. After review of determination letter." The letter states the organization's n an application for an employer identification number.										
The organization holds IRS tax-exempt status. A copy of the IRS determination letter is attached to this registra											
	The organization applied for tax-exempt status on// but a determination letter has not been received from the IRS A copy of the IRS determination letter will be sent to the Charitable Activities Section upon receipt.										
	The organization has not applied for tax-exempt status. State the reason for not applying:										
10. Fundraising											
	Yes No Is the organization a party to a contract involving person-to-person, advertising, vending machine or telephone fund-raising in Oregon? If yes, write the name of the fund-raising firm(s) who conducts the campaign(s):										
11.	Charita	able Gami	ng								
		Yes	No Does the	organization conduct b	ningo, raffle or Monte Ca	arlo event?					
12.		Individual to Contact with Questions Provide contact information for the person to be contacted regarding this registration.									
	Nai	me (First, Mic	ddle Initial, Last)	Position	Phone	Mailing Address					
	Peter C Tilton			President	(541)678-3292	19825 5th St Unit 2, Bend OR 97703					
13.	Executive Director is considered to be a Ke sheets if necessary.			y Employees – List ear ey Employee. Oregon Position	ch person who held one public benefit corpor	e of these positions at any time during the year. The ations must have at least 3 directors. Attach additional Mailing Address					
	Name (First, Middle Initial, Last)			Position	Filone	Walling Address					
	Jennifer Tansey			Director	(949) 636-2786	19825 5th St Unit 2, Bend OR 97703					
	Jennifer Evans			Director	(206) 972-3172	19825 5th St Unit 2, Bend OR 97703					
	Natalie Graham		Director	(425) 686-5570	19825 5th St Unit 2, Bend OR 97703						
14.	Required Documents Attach the following documents to this registration form. If a document is unavailable, attach an explanation. IRS determination letter, if applicable For corporations: Filed articles of incorporation, date stamped by the Secretary of State										
		☐ For associations: articles of association or other establishing document, signed and dated.									
Signed and dated bylaws In addition to the required documentation, the organization may submit printed brochures, reports or newsletters. The material will public record for the organization and made available to public inspection.											
Plea	Under penalties of perjury, I declare that I have examined this form, including any attachments, and to the best of my knowledge and belief it is true, correct, and complete.										
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11016			re of Officer or Repres	sentative Name	Date	esident / fxecutive Pirector					
		<u>Te</u>	ter Tilto Name	n	Title	resident / Executive Mrector					

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New Earth Workshop Limited

An OREGON Non-profit Corporation

BYLAWS

ARTICLE I NAME

1.01 Name

The name of this corporation is "New Earth Workshop Limited". The corporation may also do business as "newearthworkshop.org" or "new earth workshop" or "n.e.w". New Earth Workshop is the registered trademark for the corporation (Trademark Registration Number 7,766,597).

1.02 Location

The New Earth Workshop Limited corporation will operate in a major shopping center, <u>Bend River Plaza</u>, located at <u>100 NE Bend River Mall Avenue</u>. <u>Suite 110</u>, <u>Bend OR 97703</u>. Currently, the business office mailing address is <u>19825 5th Street Unit 2 Bend</u>, <u>OR 97703</u>. The phone number is (541) 678-3292.

ARTICLE II PURPOSES AND POWERS

EIN: 99-4229477

2.01 Purpose

New Earth Workshop is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

The purpose of the corporation is educational services, namely conducting workshops in the field of music and fine arts, and entertainment and community gatherings to support those activities including music jam sessions, artists receptions and small-scale musical instrument and art sales.

2.02 Powers

The corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

2.03 Nonprofit Status and Exempt Activities Limitation.

- (a) Nonprofit Legal Status. New Earth Workshop is an Oregon non-profit public benefit corporation, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.
- (b) Exempt Activities Limitation. Notwithstanding any other provision of these Bylaws, no director, officer, employee, member, or representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the corporation shall inure to the benefit or be distributable to any director, officer, member, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws.

ARTICLE III MEMBERSHIP

EIN: 99-4229477

3.01 No Membership Classes

The corporation shall have no members who have any right to vote or title or interest in or to the corporation, its properties and franchises.

3.02 Non-Voting Affiliates

The board of directors may approve classes of non-voting affiliates with rights, privileges, and obligations established by the board. Affiliates may be individuals, businesses, and other organizations that seek to support the mission of the corporation. The board, a designated committee of the board, or any duly elected officer in accordance with board policy, shall have authority to admit any individual or organization as an affiliate, to recognize representatives of affiliates, and to make determinations as to affiliates' rights, privileges, and obligations. At no time shall affiliate information be shared with or sold to other organizations or groups without the affiliate's consent. At the discretion of the board of directors, affiliates may be given endorsement, recognition and media coverage at fundraising activities, clinics, other events or at the corporation website. Affiliates have no voting rights and are not members of the corporation.

ARTICLE IV BOARD OF DIRECTORS

4.01 Number of Directors

n.e.w. shall have a board of directors consisting of at least 3 and no more than 5 directors. Within these limits, the board may increase or decrease the number of directors serving on the board, including for the purpose of staggering the terms of directors.

4.02 Powers

All corporate powers shall be exercised by or under the authority of the board and the affairs of the New Earth Workshop and shall be managed under the direction of the board, except as otherwise provided by law.

4.03erms

- (a) All directors shall be appointed (initially) or elected to serve an indefinite terms at which point directors will serve a three-year term; however the term may be extended until a successor has been elected.
- **(b)** Directors may serve terms in succession.

(d) The term of office shall be considered to begin January 1 and end December 31 of the same year in office, unless the term is extended until such time as a successor has been elected.

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4.04 Qualifications and Election of Directors

In order to be eligible to serve as a director on the board of directors, the individual must be 18 years of age. Directors may be elected at any board meeting by the majority vote of the existing board of directors. The election of directors to replace those who have fulfilled their term of office shall take place in January of each year.

4.05 Vacancies

The board of directors may fill vacancies due to the expiration of a director's term of office, resignation, death, or removal of a director or may appoint new directors to fill a previously unfilled board position, subject to the maximum number of directors under these Bylaws.

(a) <u>Unexpected Vacancies</u>. Vacancies in the board of directors due to resignation, death, or removal shall be filled by the board for the balance of the term of the director being replaced.

4.06 Removal of Directors

A director may be removed by two-thirds (%) vote of the board of directors then in office, if:

- (a) the director is absent and unexcused from two or more meetings of the board of directors in a twelve-month period. The board president is empowered to excuse directors from attendance for a reason deemed adequate by the board president. The president shall not have the power to excuse him/herself from the board meeting attendance and in that case, the board vice president shall excuse the president. Or:
- **(b)** for cause or no cause, if before any meeting of the board at which a vote on removal will be made the director in question is given electronic or written notification of the board's intention to discuss her/his case and is given the opportunity to be heard at a meeting of the board.

4.07 Board of Directors Meetings.

- (a) Regular Meetings. The board of directors shall have a minimum of two (2) regular meetings each calendar year at times and places fixed by the board. Board members will be notified by email in advance of an agreed-upon meeting time. When the corporation is fully operational, three to four board meetings will be scheduled each year.
- **(b)** <u>Special Meetings</u>. Special meetings of the board may be called by the president, vice president, secretary, treasurer, or any two (2) other directors of the board of directors.

4.08 Manner of Acting.

(a) Quorum. A majority of the directors available immediately before a meeting shall constitute

a quorum for the transaction of business at that meeting of the board. No business shall be considered by the board at any meeting at which a quorum is not present.

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- **(b)** <u>Majority Vote</u>. Except as otherwise required by law or by the articles of incorporation, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board.
- **(C)** <u>Hung Board Decisions</u>. On the occasion that directors of the board are unable to make a decision based on a tied number of votes, the president or treasurer in the order of presence shall have the power to swing the vote based on his/her discretion.
- (d) <u>Participation.</u> Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, directors may participate in a regular or special meeting through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephone conference call.

4.09 Compensation for Board Service

Directors shall receive no compensation for carrying out their duties as directors. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities, such as travel expenses to attend board meetings.

4.10 Compensation for Professional Services by Directors

Directors are not restricted from being remunerated for professional services provided to the corporation. Such remuneration shall be reasonable and fair to the corporation and must be reviewed and approved in accordance with the board Conflict of Interest policy and state law.

ARTICLE V COMMITTEES

5.01 Committees

The board of directors may, by the resolution adopted by a majority of the directors then in office, designate one or more committees, each consisting of one or more directors, to serve at the pleasure of the board. Committees shall be addressed at a later date when the corporation becomes established in the community and the business is fully operational.

5.02 Informal Action by the Board of Directors

Any action required or permitted to be taken by the board of directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section an e-mail transmission from an e-mail address on record constitutes a valid written communication. The intent of this provision is to

allow the board of directors to use email to approve actions, as long as a quorum of board members gives consent.

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ARTICLE VI OFFICERS

6.01 Board Officers

The officer roles of the corporation shall be a board president who will also serve in the roles of secretary and treasurer, and who is also the president of the corporation. This officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the board or by direction of an officer authorized by the board to prescribe the duties and authority of other officers.

6.02 Term of Office

The board officer shall serve an indefinite term of office until the corporation evolves and develops the need for a more formalized structure.

6.03 Board President & Related Positions

n.e.w. is in the <u>startup</u> stage of the corporate lifecycle. As such, the positions of Board President, Corporate President and Executive Director of the nonprofit are served by one person. That person shall be the chief volunteer officer of the corporation. This role shall lead the board of directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the board of directors, and shall perform all other duties incident to the office or properly required by the board of directors.

The responsibilities which follow (secretary, treasurer) will also be served by the same person in the role of Executive Director. In the startup stage, these activities will be less formal.

6.04 Secretary

The board president will act as secretary who shall keep or cause to be kept a book of minutes of all meetings and actions of directors and committees of directors. The minutes of each meeting shall state the time and place that it was held, and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws.

6.05 Treasurer

The board president shall act in the role of treasurer to be the lead director for oversight of the financial condition and affairs of the corporation. The treasurer shall oversee and keep the board informed of the financial condition of the corporation and of audit or financial review results. In conjunction with other directors or officers, the treasurer shall oversee budget preparation and

shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the corporation, are made available to the board of directors on a timely basis or as may be required by the board of directors.

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6.06 Non-Director Officers

The board of directors may designate additional non-voting officer positions of the corporation and may appoint and assign duties to other non-director officers of the corporation.

Such offices may include but not limited to:

- Chief Executive Officer
- Chief Financial Officer
- Chief Operating Officer

ARTICLE VII <u>CONTRACTS, CHECKS, LOANS,</u> INDEMNIFICATION AND RELATED MATTERS

7.01 Contracts and other Writings

Except as otherwise provided by resolution of the board or board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the corporation shall be executed on its behalf by the board president or other persons to whom the corporation has delegated authority to execute such documents in accordance with policies approved by the board.

7.02 Checks, Drafts

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by resolution of the board.

7.03 Deposits

All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depository as the board or a designated committee of the board may select.

7.04 Loans

No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the board. Such authority may be general or confined to specific instances.

7.05 Indemnification

(a) <u>Mandatory Indemnification</u>. The corporation shall indemnify a director or former director, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a director of the corporation against reasonable expenses incurred by him or her in connection with the proceedings.

ARTICLE VIII MISCELLANEOUS

8.01 Books and Records

The corporation shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of all meetings of its board of directors, a record of all actions taken by board of directors without a meeting, and a record of all actions taken by committees of the board. In addition, the corporation shall keep a copy of the corporation's Articles of Incorporation and Bylaws as amended to date.

8.02 Fiscal Year

The fiscal year of the corporation shall be from January 1 to December 31 of each year.

8.03 Conflict of Interest

The board shall adopt and periodically review a conflict-of-interest policy to protect the corporation's interest when it is contemplating any transaction or arrangement which may benefit any director, officer, employee, affiliate, or member of a committee with board-delegated powers.

8.04 Nondiscrimination Policy

The officers, directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of New Earth Workshop not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

8.05 Bylaw Amendment

These Bylaws may be amended, altered, repealed, or restated by a vote of the majority of the board of directors then in office at a meeting of the Board, provided, however,

- (a) that no amendment shall be made to these Bylaws which would cause the corporation to cease to qualify as an exempt corporation under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code; and,
- (b) that an amendment does not affect the voting rights of directors. An amendment that does affect the voting rights of directors further requires ratification by a two-thirds (¾) vote of a quorum of directors at a Board meeting.
- (c) that all amendments be consistent with the Articles of Incorporation.

ARTICLE IX COUNTERTERRORISM AND DUE DILIGENCE POLICY

In furtherance of its exemption by contributions to other organizations, domestic or foreign, New Earth Workshop shall stipulate how the funds will be used and shall require the recipient to provide the corporation with detailed records and financial proof of how the funds were utilized.

Although adherence and compliance with the US Department of the Treasury's publication the "Voluntary Best Practice for US. Based Charities" is not mandatory, New Earth Workshop willfully and voluntarily recognizes and puts to practice these guidelines and suggestions to reduce, develop, re-evaluate and strengthen a risk-based approach to guard against the threat of diversion of charitable funds or exploitation of charitable activity by terrorist organizations and their support networks.

New Earth Workshop shall also comply and put into practice the federal guidelines, suggestion, laws and limitation set forth by pre-existing U.S. legal requirements related to combating terrorist financing, which include, but are not limited to, various sanctions programs administered by the Office of Foreign Assets Control (OFAC) in regard to its foreign activities.

ARTICLE X DOCUMENT RETENTION POLICY

10.01 Purpose

The purpose of this document retention policy is establishing standards for document integrity, retention, and destruction and to promote the proper treatment of New Earth Workshop records.

10.02 Policy

<u>Section 1. General Guidelines</u>. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, n.e.w. may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

Section 2. Exception for Litigation Relevant Documents. New Earth Workshop expects all officers, directors, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or n.e.w. informs you, that corporate records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories

- (a) <u>Corporate Documents.</u> Corporate records include the corporation's Articles of Incorporation, By-Laws and IRS Form 1023 and Application for Exemption. Corporate records should be **retained permanently**. IRS regulations require that Form 1023 be available for public inspection upon request.
- **(b)** <u>Tax Records.</u> Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the corporation's revenues. Tax records should be **retained for at least seven years** from the date of filing the applicable return.
- **(c)** Employment Records/Personnel Records. Note: New Earth Workshop has no plans to hire regular employees. If or when employees are relevant, n.e.w. will comply with state and federal statutes that require the corporation to keep certain recruitment, employment and personnel information.
- (d) <u>Board and Board Committee Materials.</u> Meeting minutes should be retained in perpetuity in the corporation's minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than three years by the corporation.
- (e) <u>Press Releases/Public Filings.</u> The corporation should retain **permanent copies** of all press

releases and publicly filed documents under the theory that the corporation should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the corporation.

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- (f) <u>Legal Files</u>. Legal counsel should be consulted to determine the retention period for particular documents, but legal documents should generally be maintained for a period of **ten years**.
- **(g)** Marketing and Sales Documents. The corporation should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least **three years** beyond the life of the agreement.
- (h) <u>Contracts.</u> Final, execution copies of all contracts entered into by the corporation should be retained. The corporation should retain copies of the final contracts for at least **three years** beyond the life of the agreement, and longer in the case of publicly filed contracts.
- (i) <u>Correspondence</u>. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for **two years**.
- (j) <u>Banking and Accounting.</u> Accounts payable ledgers and schedules should be kept for **seven years**. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.
- (k) <u>Insurance</u>. Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.
- (I) <u>Audit Records.</u> External audit reports should be kept permanently. Internal audit reports should be kept for three years.

Section 4. Electronic Mail. E-mail that needs to be saved should be:

Kept electronically or on disk as a separate file or backed up in a cloud service such as Dropbox (n.e.w.'s current cloud service for backups). The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

ARTICLE XI TRANSPARENCY AND ACCOUNTABILITY DISCLOSURE OF FINANCIAL INFORMATION WITH THE PUBLIC

11.01 Purpose

By making full and accurate information about its mission, activities, finances, and governance publicly available, New Earth Workshop practices and encourages transparency and accountability to the general public. This policy will:

(a) indicate which documents and materials produced by the corporation are presumptively open to staff and/or the public

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- (b) indicate which documents and materials produced by the corporation are presumptively closed to staff and/or the public
- (c) specify the procedures whereby the open/closed status of documents and materials can be altered.

The details of this policy are as follow:

11.02 Financial and IRS documents (The form 1023 and the form 990)

New Earth Workshop shall provide its Internal Revenue forms 990, 990-T, and 1023, bylaws, conflict of interest policy, and financial statements to the general public for inspection free of charge.

11.03 Means and Conditions of Disclosure

New Earth Workshop shall make "Widely Available" the aforementioned documents on its internet website: newearthworkshop.org to be viewed and inspected by the general public.

- (a) The documents shall be posted in a format that allows an individual using the Internet to access, download, view and print them in a manner that exactly reproduces the image of the original document filed with the IRS (except information exempt from public disclosure requirements, such as contributor lists).
- (b) The website shall clearly inform readers that the document is available and provide instructions for downloading it.
- (c) New Earth Workshop shall not charge a fee for downloading the information. Documents shall not be posted in a format that would require special computer hardware or software (other than software readily available to the public free of charge).
- (d) New Earth Workshop shall inform anyone requesting the information where this information can be found, including the web address.

11.04 IRS Annual Information Returns (Form 990)

New Earth Workshop shall submit Form 990 for years 2025 onward to its board of directors prior to the filing of the Form 990. While neither the approval of the Form 990 or a review of the 990 is required under Federal law, the corporation's Form 990 shall be submitted to each member of the board of director's via (hard copy or email) at least 10 days before the Form 990 is filed with the IRS.

11.05 Board

(a) All board deliberations shall be open to the public except where the board passes a

motion to make any specific portion confidential.

(b) All board minutes shall be open to the public once accepted by the board, except where the board passes a motion to make any specific portion confidential.

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(c) All papers and materials considered by the board shall be open to the public following the meeting at which they are considered, except where the board passes a motion to make any specific paper or material confidential.

11.06 Staff Records – not applicable while the corporation has no employees

11.07 Donor Records

- (a) All donor records shall be available for consultation by the members and donors concerned or by their legal representatives.
- (b) No donor records shall be made available to any other person outside the corporation except the authorized governmental agencies.
- (c) Within the corporation, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors, except that;
- (d) donor records shall be made available to the board when requested.

ARTICLE XII CODES OF ETHICS AND WHISTLEBLOWER POLICY

12.01 Purpose

New Earth Workshop requires and encourages directors, officers and employees or contractors or volunteers to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The employees and representatives of the corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of n.e.w. to adhere to all laws and regulations that apply to the corporation and the underlying purpose of this policy is to support the corporation's goal of legal compliance. The support of all corporate staff is necessary to achieve compliance with various laws and regulations.

12.02 Reporting Violations

If any director, officer, staff or employee reasonably believes that some policy, practice, or activity of New Earth Workshop is in violation of law, a written complaint must be filed by that person with the vice president or the board president.

12.03 Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be subject to civil and criminal review.

12.04 Retaliation

Said person is protected from retaliation only if she/he brings the alleged unlawful activity, policy, or practice to the attention of New Earth Workshop and provides n.e.w. with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

n.e.w. shall not retaliate against any director, officer, staff or employee who, in good faith, has made a protest or raised a complaint against some practice of n.e.w. or of another individual or entity with whom n.e.w. has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

New Earth Workshop shall not retaliate against any director, officer, staff or employee who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of n.e.w. that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

12.05 Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

12.06 Handling of Reported Violations

The board president or vice president shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports shall be promptly investigated by the board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation.

This policy shall be made available to all directors, officers, staffs or employees and they shall have the opportunity to ask questions about the policy.

ARTICLE XIII AMENDMENT OF ARTICLES OF INCORPORATION

13.01 Amendment

Any amendment to the Articles of Incorporation may be adopted by approval of two-thirds (2/3) of the board of directors.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of New Earth Workshop were approved by the New Earth Workshop board of directors on June 10th, 2025, and constitute a complete copy of the Bylaws of the corporation.

Peter Tilton, President

Date: 6/11

State of Oregon

OFFICE OF THE SECRETARY OF STATE
Corporation Division

Certified Copy 744H847V2

I, LAVONNE GRIFFIN-VALADE, Secretary of State of Oregon, and Custodian of the Seal of said State, do hereby certify:

That the attached

Copy of the

Articles of Incorporation

for

NEW EARTH WORKSHOP LIMITED

is a true copy of the original document(s).



In Testimony Whereof, I have hereunto set my hand and affixed hereto the Seal of the State of Oregon.

Ladonne Griffin-Dalade

LAVONNE GRIFFIN-VALADE, SECRETARY OF STATE
8/5/2024



Secretary of State - Corporation Division - 255 Capitol St. NE, Suite 151 - \$

FILED: JUL 12, 2024 OREGON SECRETARY OF STATE

NEW EARTH WORKSHOP LIMITED

NEWINC

REGISTRY NUMBER:

In accordance with Oregon Revised Statute 192.410-192.490, the information on this application is p We must release this information to all parties upon request and it will be posted on our website.

Please Type or Print Legibly in Black Ink. Attach Additional Sheet if Nece	ssary.			
1. NAME OF CORPORATION: New Earth Worksh	op Limited			
REGISTERED AGENT: (Individual or entity that will accept legal service for this business) LegalCorp Solutions, LLC	9. WHO IS FORMING THIS BUSINESS? (INCORPORATORS) List names and addresses of each incorporator. Attach a separate sheet if necessary. Sonia Becerra			
 REGISTERED AGENT'S PUBLICLY AVAILABLE ADDRESS: (Must be an Oregon Street Address, which is identical to registered agent's office.) 	3 Greenway Plaza #1320 Houston, Texas 77046			
12725 SW MILLIKAN WAY, STE 300C	Tiouston, Texas //040			
BEAVERTON, OR 97005	LIST INITIAL PRESIDENT, SECRETARY AND TREASURER NAMES AND ADDRESSES (MAY BE REQUIRED BY YOUR BANK) (See ORS 65.371)			
4. ADDRESS WHERE THE DIVISION MAY MAIL NOTICES:	10. INITIAL PRESIDENT (Name and Address)			
12725 SW MILLIKAN WAY, STE 300C	Peter Tilton			
BEAVERTON, OR 97005	19130 KLIPPEL RD			
5. TYPE OF CORPORATION: See definitions on next page, (ORS 65.001) PUBLIC BENEFIT MUTUAL BENEFIT RELIGIOUS	Bend, OR 97703			
6. WILL THE CORPORATION HAVE MEMBERS? YES NO ORS 65.001(28)	11. INITIAL SECRETARY (Name and Address) Peter Tilton			
DISTRIBUTION OF ASSETS UPON DISSOLUTION: 7. (See the following page for details)	19130 KLIPPEL RD			
	Bend, OR 97703			
8. OPTIONAL'PROVISIONS: (Attach a separate sheet if necessary.)	12. INITIAL TREASURER (Name and Address)			
INDEMNIFICATION: The corporation elects to indemnify its	Peter Tilton			
directors, officers, employees, agents for liability and related expenses under ORS 65.387 to 65.414.	19130 KLIPPEL RD			
X SEE ATTACHED	Bend, OR 97703			
13 EXECUTION/SIGNATURE OF EACH PERSON WHO IS FORMIT	NG THIS BUSINESS: (Incorporator)			
I declare as an authorized signer under penalty of periury, that this docum	nent does not fraudulently conceal, obscure, alter, or otherwise misrepresent the managers or agents. This filing has been examined by me and is, to the best of			
Signature: Printed Nam	ne: Title:			
Sonia Becc	erra Incorporator			
/ //				

CONTACT NAME: (To resolve questions with this filing) Sonia Becerra PHONE NUMBER: (Include area code)

877-777-0450

Articles of Incorporation - Nonprofit (9/23)

Required Processing Fee \$50

Processing Fees are nonrefundable. Please make check payable to "Corporation

Free copies are available at sos.oregon.gov/business using the Business Name Search program.

The purpose or purposes for which the corporation is organized are as follows:

Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article 8 - Optional Provisions

Each director has consented to the appointment of director:

Mary K Tilton

19130 KLIPPEL RD, Bend, OR 97703

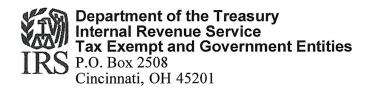
Jennifer Tansey

19130 KLIPPEL RD, Bend, OR 97703

Jennifer Evans

19130 KLIPPEL RD, Bend, OR 97703

TOTAL AND THE PROPERTY OF THE PERSON OF THE SELECTION OF



NEW EARTH WORKSHOP LIMITED 19130 KLIPPEL RD BEND, OR 97703 Date:

08/12/2024

Employer ID number:

99-4229477

Person to contact:

Name: Customer Service

ID number: 31954

Telephone: (877) 829-5500

Accounting period ending:

December 31

Public charity status:

170(b)(1)(A)(vi)

Form 990 / 990-EZ / 990-N required:

Yes

Effective date of exemption:

July 12, 2024

Contribution deductibility:

Yes

Addendum applies:

No

DLN:

26053618008214

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Director, Exempt Organizations

stephen a martin

Rulings and Agreements

IRS DEPARTMENT OF THE TREASURY INTERNAL REVENUE SERVICE PHILADELPHIA PA 19255-0023

003965.602276.210143.18749 1 MB 0.622 532

Date of this notice: 08-05-2024

Employer Identification Number: 99-4229477

Form: SS-4

Number of this notice: CP 575 E

For assistance you may call us at: 1-800-829-4933

IF YOU WRITE, ATTACH THE STUB OF THIS NOTICE.



NEW EARTH WORKSHOP LIMITED 19130 KLIPPEL RD BEND OR 97703

003965

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 99-4229477. This EIN will identify your entity, accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for their business. Some taxpayers receive CP575 notices when another person has stolen their identity and are opening a business using their information. If you did not apply for this EIN, please visit, www.irs.gov/einnotrequested.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your Organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status, organizations must complete an application on one of the following forms: Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1024, Application for Recognition Under 501(c)(4) of the Internal Revenue Code.

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

Unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File). We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year which you obtained your EIN, contact us at the phone number or address listed at the top of this letter.



Confirmation

Home Security Profile Logout

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

· Organization Name: NEW EARTH WORKSHOP LIMITED

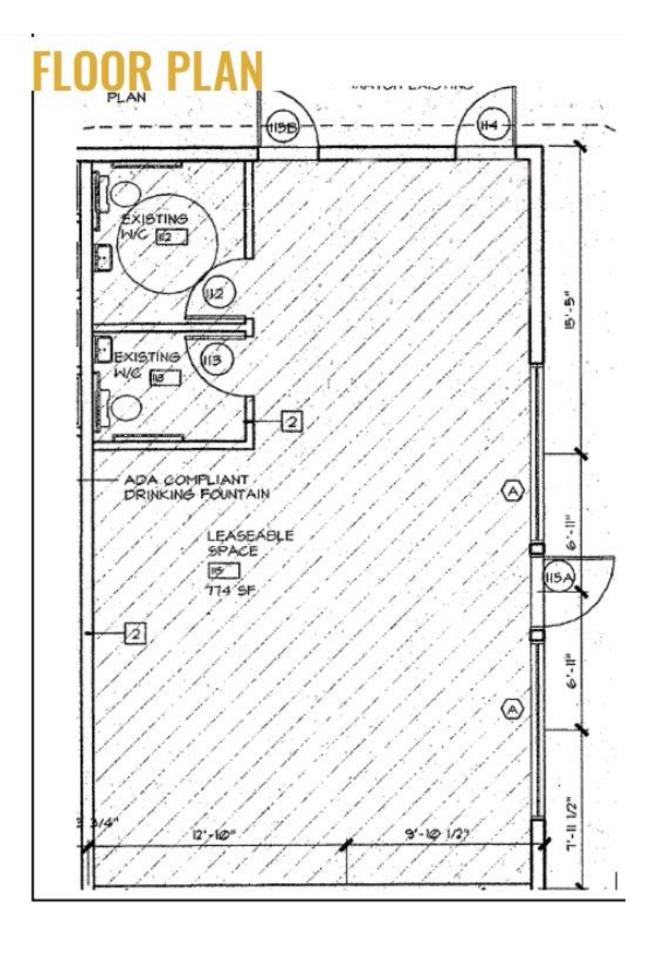
EIN: 994229477Tax Year: 2024

Tax Year Start Date: 01-01-2024
Tax Year End Date: 12-31-2024
Submission ID: 10065520251608993811
Filing Status Date: 06-09-2025

· Filing Status: Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS



Form 1023-EZ

(Rev. April 2021)

Department of the Treasury Internal Revenue Service

Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code

Do not enter Social Security numbers on this form as it will be made public.

Check this box to attest that you have completed the Form 1023-EZ Eligibility Worksheet in the current instructions, are eligible to apply for exemption

using Form 1023-EZ, and have read and understand the requirements to be exempt under section 501(c)(3).

Information about Form 1023-EZ and its separate instructions is at www.irs.gov/form1023ez

OMB No. 1545-0047

Note: If exempt status is approved, this application will be open for public inspection.

Have your annual gross receipts exceeded \$50,000 in any of \$50,000 in any of the next 3 years? If yes, stop. Do not file F			inual gross receipts v	will exceed Ye	es No				
Do you have total assets the fair market value of which is in	excess of \$250,000? If yes	, stop. Do not file Form 1	023-EZ. See Instructi	ons.	es No				
Part I Identification of Applicant									
1a Full Name of Organization			b Care Of Name (if	applicable)					
NEW EARTH WORKSHOP LIMITED									
c Mailing Address (number, street, and room/suite)	. If a P.O. box, see instructions	d City		e State f Zip code	<u>+ 4</u>				
19130 KLIPPEL RD		BEND		OR 97703					
2 Employer Identification Number 3 Month	n Tax Year Ends (MM)	4 Person to Contact if	More Information is	Needed					
99-4229477 12		PETER TILTON							
5 Contact Telephone Number		6 Fax Number (option	nal)	7 User Fee Submitted					
541-678-3292				\$275.00					
8 List the names, titles, and mailing addresses of yo	our officers, directors, and/o	or trustees. (If you have n	nore than five, see in	nstructions.)					
First Name: PETER	Last Name: TILTON		Title: PRES	SIDENT					
Street Address: 19130 KLIPPEL RD	City: BEI	ND	State: OR	97703					
First Name: JENNIFER	Last Name: TANSEY		Title: BOAF	Title: BOARD MEMBER					
Street Address: 30 SW TAFT AVE	City: BEND		State: OR	Zip code + 4: 97702					
First Name: JENNIFER	Last Name: EVANS		Title: BOARD MEMBER						
Street Address: 1051 TOBEY CT	City: ALEDO		State: TX	Zip code + 4: 76008					
First Name:	Last Name:		Title:						
Street Address:	City:		State:	Zip code + 4:					
First Name:	Last Name:		Title:						
Street Address:	City:		State:	Zip code + 4:					
9a Organization's Website (if available): NEWE	EARTHWORKSHOP.ORG	 3		L					
b Organization's Email (optional): PT@PETER	RTILTON.COM								
Part II Organizational Structure									
To file this form, you must be a corporation, an ur	nincorporated association,	or a trust. Select the bo	x for the type of org	anization.					
Corporation Unincorporated ass	ociation Tru:	st							
2 Check this box to attest that you have the	-		nal structure indicate	ed above.					
·	(See the instructions for an explanation of necessary organizing documents .)								
3 Date incorporated if a corporation, or formed if of		MUDYYYY):	07122024	_					
4 State of Incorporation or other formation:	Oregon								
5 Section 501(c)(3) requires that your organizing do	ocument must limit your pu	urposes to one or more ex	xempt purposes with	hin section 501(c)(3).					
Check this box to attest that your organizing	ng document contains this	limitation.							

- Section 501(c)(3) requires that your organizing document must provide that upon dissolution, your remaining assets be used exclusively for section 501(c)(3) exempt purposes. Depending on your entity type and the state in which you are formed, this requirement may be satisfied by operation of state law.
 - Check this box to attest that your organizing document contains the dissolution provision required under section 501(c)(3) or that you do not need an express dissolution provision in your organizing document because you rely on the operation of state law in the state in which you are formed for your dissolution provision.

Section 501(c)(3) requires that your organizing document must not expressly empower you to engage, otherwise than as an insubstantial part of your activities,

Check this box to attest that your organizing document does not expressly empower you to engage, otherwise than as an insubstantial part of your

in activities that in themselves are not in furtherance of one or more exempt purposes.

activities, in activities that in themselves are not in furtherance of one or more exempt purposes.

Form 1023-EZ (Rev. 4-2021) **Your Specific Activities** Part III Briefly describe the organization's mission or most significant activities (limit 250 characters) New Earth Workshop is a non-profit organization dedicated to a vision and strategy to bring art and music education, experience and spirit to all people in the community 2 Enter the appropriate 3-character NTEE Code that best describes your activities (See the instructions): A25 3 To qualify for exemption as a section 501(c)(3) organization, you must be organized and operated exclusively to further one or more of the following purposes. By checking the box or boxes below, you attest that you are organized and operated exclusively to further the purposes indicated. Check all that apply. Charitable Religious Educational Scientific Literary Testing for public safety Prevention of cruelty to children or animals To foster national or international amateur sports competition To qualify for exemption as a section 501(c)(3) organization, you must: Refrain from supporting or opposing candidates in political campaigns in any way. Ensure that your net earnings do not inure in whole or in part to the benefit of private shareholders or individuals (that is, board members, officers, key management employees, or other insiders). ■ Not further non-exempt purposes (such as purposes that benefit private interests) more than insubstantially. Not be organized or operated for the primary purpose of conducting a trade or business that is not related to your exempt purpose(s). Not devote more than an insubstantial part of your activities attempting to influence legislation or, if you made a section 501(h) election, not normally make expenditures in excess of expenditure limitations outlined in section 501(h). ■ Not provide commercial-type insurance as a substantial part of your activities. Check this box to attest that you have not conducted and will not conduct activities that violate these prohibitions and restrictions. Do you or will you attempt to influence legislation? _____ 5 No (If yes, consider filing Form 5768. See the instructions for more details.) Do you or will you pay compensation to any of your officers, directors, or trustees?) No (Refer to the instructions for a definition of compensation.) Do you or will you donate funds to or pay expenses for individual(s)? Do you or will you conduct activities or provide grants or other assistance to individual(s) or organization(s) outside the United -_____ Yes No Do you or will you engage in financial transactions (for example, loans, payments, rents, etc.) with any of your officers, directors, or trustees, or any entities they own or control? No Do you or will you have unrelated business gross income of \$1,000 or more during a tax year? 10 No _____ Do you or will you operate bingo or other gaming activities? Do you or will you provide disaster relief? ______ Yes 12 No Part IV **Foundation Classification** Part IV is designed to classify you as an organization that is either a private foundation or a public charity. Public charity status is a more favorable tax status than private foundation status. Are you applying for recognition as a church, school, or hospital (described in section 170(b)(1)(A)(i), (ii), or (iii) of the Internal No Revenue Code)? If yes, stop. Do not file Form 1023-EZ. See Instructions 2 If you qualify for public charity status, check the appropriate box (2a - 2c below) and skip to Part V below. Select this box to attest that you normally receive at least one-third of your support from public sources or you normally receive at least 10 percent of your support from public sources and you have other characteristics of a publicly supported organization. Sections 509(a)(1) and 170(b)(1)(A)(vi). Select this box to attest that you normally receive more than one-third of your support from a combination of gifts, grants, contributions, membership fees, and gross receipts (from permitted sources) from activities related to your exempt functions and normally receive not more than one-third of your support from investment income and unrelated business taxable income. Section 509(a)(2).

Select this box to attest that you are operated for the benefit of a college or university that is owned or operated by a governmental unit. Sections

Select this box to attest that your organizing document contains the provisions required by section 508(e) or that your organizing document does not

If you are not described in items 2a - 2c above, you are a private foundation. As a private foundation, you are required by section 508(e) to have specific provisions in your organizing document, unless you rely on the operation of state law in the state in which you were formed to meet these requirements. These

need to include the provisions required by section 508(e) because you rely on the operation of state law in your particular state to meet the

specific provisions require that you operate to avoid liability for private foundation excise taxes under sections 4941-4945.

requirements of section 508(e). (See the instructions for explanation of the section 508(e) requirements.)

509(a)(1) and 170(b)(1)(A)(iv).

Part V	Reinstatement After Automatic Revoca	ation
annual re		statement of exemption after being automatically revoked for failure to file required and you are applying for reinstatement under section 4 or 7 of Revenue Procedure
1	, ,	ratement under section 4 of Revenue Procedure 2014-11. By checking this box, you attest that you your failure to file was not intentional, and that you have put in place procedures to file required s for requirements.)
2	Check this box if you are seeking reinstatement un	nder section 7 of Revenue Procedure 2014-11, effective the date you are filing this application.
Part VI	Signature	
		I am authorized to sign this application on behalf of the above organization nd to the best of my knowledge it is true, correct, and complete. PRESIDENT
	(Type name of signer)	(Type title or authority of signer)
		08022024
		(Date)

Form 1023-EZ (Rev. 4-2021)

Form **1023-EZ** (Rev. 4-2021)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 06/09/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.

If SUBROGATION IS WAIVED, subject to the this certificate does not confer rights to the conference.				equire an endorsement	. A st	atement on		
PRODUCER	CONTACT							
Edgewood Partners Insurance Center		NAME: PHONE FAX (A/C, No, Ext): (A/C, No):						
10877 White Rock Rd		F-MΔII						
Rancho Cordova CA 95670								
				DING COVERAGE		NAIC# 34690		
INSURED								
New Earth Workshop Limited		INSURER B:						
110 NE Bend River Mall Ave.		INSURER C:						
		INSURER D:						
Bend OR 97703 (541) 678-3292		INSURER E:						
	ATE NIIMDED: Cort ID 42	INSURER F : 057 (2)		DEVISION NUMBER				
THIS IS TO CERTIFY THAT THE POLICIES OF IN:	ATE NUMBER: Cert ID 43			REVISION NUMBER:	IE P∩I	ICV PERIOD		
INDICATED. NOTWITHSTANDING ANY REQUIRE								
CERTIFICATE MAY BE ISSUED OR MAY PERTAI				HEREIN IS SUBJECT TO	ALL .	THE TERMS,		
EXCLUSIONS AND CONDITIONS OF SUCH POLICII	UBR	POLICY EFF	POLICY EXP					
LTR TYPE OF INSURANCE INSD V	VVD POLICY NUMBER	(MM/DD/YYYY)	(MM/DD/YYYY)	LIMIT				
A X COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED		1,000,000		
CLAIMS-MADE X OCCUR Y	52SBABT3PSH	06/09/2025	06/09/2026	PREMISES (Ea occurrence)	\$	1,000,000		
				MED EXP (Any one person)	\$	10,000		
				PERSONAL & ADV INJURY \$		1,000,000		
GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	\$	2,000,000		
POLICY PRO- JECT LOC				PRODUCTS - COMP/OP AGG		2,000,000		
OTHER:				COMPINED OINOLE LIMIT	\$			
AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$			
ANY AUTO				BODILY INJURY (Per person)	\$			
OWNED SCHEDULED AUTOS ONLY AUTOS				BODILY INJURY (Per accident)	\$			
HIRED NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident)	\$			
					\$			
UMBRELLA LIAB OCCUR				EACH OCCURRENCE	\$			
EXCESS LIAB CLAIMS-MADE				AGGREGATE	\$			
DED RETENTION \$					\$			
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				PER OTH- STATUTE ER				
ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$			
(Mandatory in NH)				E.L. DISEASE - EA EMPLOYEE	\$			
If yes, describe under DESCRIPTION OF OPERATIONS below				E.L. DISEASE - POLICY LIMIT	\$			
					•			
					\$			
					\$			
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (AC								
Pacific River Properties, LLC and All respect to lessor of premises 110 NE			ditional i	nsured with				
Bend, OR.97703								
CERTIFICATE HOLDER		CANCELLATION						
				ESCRIBED POLICIES BE CA				
		THE EXPIRATION ACCORDANCE WI		REOF, NOTICE WILL E Y PROVISIONS.	SE DE	LIVERED IN		
Pacific River Properties, LL	C							
c/o Allen Property Group 347 Spreckels Drive	AUTHORIZED REPRESEI	NTATIVE						

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Aptos CA 95003

United States of America United States Patent and Trademark Office

New Earth Workshop

Reg. No. 7,766,597

Registered Apr. 22, 2025

Int. Cl.: 41

Service Mark

Principal Register

Tilton, Peter (UNITED STATES INDIVIDUAL) 19130 KLIPPEL RD Bend, OREGON 97703

CLASS 41: Educational services, namely, conducting workshops in the field of art; Educational services, namely, conducting workshops in the field of music; Entertainment services, namely, providing live experiences in the field of art and music; Conducting workshops and seminars in art and music on site

FIRST USE 1-1-2006; IN COMMERCE 1-1-2006

THE MARK CONSISTS OF STANDARD CHARACTERS WITHOUT CLAIM TO ANY PARTICULAR FONT STYLE, SIZE OR COLOR

No claim is made to the exclusive right to use the following apart from the mark as shown: "WORKSHOP"

SER. NO. 98-618,722, FILED 06-25-2024





REQUIREMENTS TO MAINTAIN YOUR FEDERAL TRADEMARK REGISTRATION

WARNING: YOUR REGISTRATION WILL BE CANCELLED IF YOU DO NOT FILE THE DOCUMENTS BELOW DURING THE SPECIFIED TIME PERIODS.

Requirements in the First Ten Years* What and When to File:

- *First Filing Deadline:* You must file a Declaration of Use (or Excusable Nonuse) between the 5th and 6th years after the registration date. See 15 U.S.C. §§1058, 1141k. If the declaration is accepted, the registration will continue in force for the remainder of the ten-year period, calculated from the registration date, unless cancelled by an order of the Commissioner for Trademarks or a federal court.
- Second Filing Deadline: You must file a Declaration of Use (or Excusable Nonuse) and an Application for Renewal between the 9th and 10th years after the registration date.* See 15 U.S.C. §1059.

Requirements in Successive Ten-Year Periods* What and When to File:

• You must file a Declaration of Use (or Excusable Nonuse) and an Application for Renewal between every 9th and 10th-year period, calculated from the registration date.*

Grace Period Filings*

The above documents will be accepted as timely if filed within six months after the deadlines listed above with the payment of an additional fee.

*ATTENTION MADRID PROTOCOL REGISTRANTS: The holder of an international registration with an extension of protection to the United States under the Madrid Protocol must timely file the Declarations of Use (or Excusable Nonuse) referenced above directly with the United States Patent and Trademark Office (USPTO). The time periods for filing are based on the U.S. registration date (not the international registration date). The deadlines and grace periods for the Declarations of Use (or Excusable Nonuse) are identical to those for nationally issued registrations. See 15 U.S.C. §§1058, 1141k. However, owners of international registrations do not file renewal applications at the USPTO. Instead, the holder must file a renewal of the underlying international registration at the International Bureau of the World Intellectual Property Organization, under Article 7 of the Madrid Protocol, before the expiration of each ten-year term of protection, calculated from the date of the international registration. See 15 U.S.C. §1141j. For more information and renewal forms for the international registration, see http://www.wipo.int/madrid/en/.

NOTE: Fees and requirements for maintaining registrations are subject to change. Please check the USPTO website for further information. With the exception of renewal applications for registered extensions of protection, you can file the registration maintenance documents referenced above online at http://www.uspto.gov.

NOTE: A courtesy e-mail reminder of USPTO maintenance filing deadlines will be sent to trademark owners/holders who authorize e-mail communication and maintain a current e-mail address with the USPTO. To ensure that e-mail is authorized and your address is current, please use the Trademark Electronic Application System (TEAS) Correspondence Address and Change of Owner Address Forms available at http://www.uspto.gov.

Page: 2 of 2 / RN # 7766597