NOTE: Please photocopy both sides and retain for your files.

NOTICE OF INTENTION TO SOLICIT
To Appeal or Solicit for Charitable Purposes in the
UNINCORPORATED Areas of the COUNTY OF LOS ANGELES
(City solicitations may require additional permits)

BUSINESS LICENSE COMMISSION
B50-b Kenneth Hahn Hall of Administration
500 West Temple Street, Los Angeles CA 90012
Telephone: (213) 974-7691
Email: blc@bos.lacounty.gov

Los Angeles County
Board of Supervisors
Commission Services

2025 SEPT 22 6:46 PM

ALL QUESTIONS MUST BE ANSWERED, PLEASE TYPE OR PRINT.

(Los Angeles County Code, Volume 3, Title 7, Chapter 7-24 requires that this Notice of Intention be filed ***at least 30 days prior to beginning your*** solicitation or advertisement for your fund-raising activity. No advertisement or solicitation may begin until this office has issued an Information Card. "No" or "None" may be written where appropriate on this form. Additional information may be added on separate sheets; however *do not* add separate sheets in lieu of answering the questions on this form.)

1. Crystal Stairs, Inc (Full Name of Organization) When organized: 1980
Incorporated: Yes (Yes No)

2. 5110 Goldleaf Circle, Suite #150, Los Angeles, CA 90056 (Address: Street, City and Zip Code) (323) 299-8998; jvorhauer@crystalstairs.org (Organizational Contact Number and Email (if available))

3. Jacqueline Vorhauer - 5110, Suite 150, Los Angeles, CA 90056 (Name of Person in Charge of Appeal -- Address and Zip Code) 323-421-2632 (Daytime Telephone) jvorhauer@crystalstairs.org (E-mail Address)

4. TO CONDUCT OR SOLICIT: Fundraising campaign: Dancing Under the Stars: 45th Anniversary
(For annual solicitations indicate **General Appeal** or for a **Specific Event Name**)

5. WHERE and WHEN this fund-raising activity will be held: Online through donation platform, before and after event, and at the event on Saturday, October 11, 2025 (If specific event provide exact dates)

6. Solicitation/Advertisement starts: When Issued (Specific Event date, or When Issued) ; ends: October 31, 2025 (Last day of specified event)

7. SPECIFIC Purpose of this Solicitation: Support Crystal Stairs' mission and programs to improve the lives of low-income children and families.

8. ANTICIPATED Gross Goal (Before deducting expenses): $ 150,000 (LOCAL) $ -- (STATE) $ -- (NATIONAL)

9. If this solicitation or activity is conducted on behalf of another organization, give its name and address and enclose a copy of a letter of authorization from organization(s). N/A

10. Solicitation/Advertisement to be made by means of (indicate by checking below):

( ) Volunteer Solicitors	(✓) Box Office Sales	(✓) Posters	( ) Bulletins
( ) Paid Solicitors	(✓) Telephone	(✓) Newspapers	(✓) Social Media
(✓) Personal Approach	( ) Radio/Television	(✓) Mail	

Other methods (specify): Electronic platforms including e-blasts, e-mails, texts

11. Admission: $ 250 Tickets 250 Invitations electronic No. Printed 0
Numbered N/A

SPECIFY PER PERSON ☑

Selling prices: (Ads, cookies, etc.) N/A

12. Itemized list of *ANTICIPATED* expenses to be incurred in conducting this solicitation only:

Salaries:	$12,000	Advertisement:	4,000
Solicitors:	N/A	Stationery:	N/A
Managers:	N/A	Postage:	250
Promoters:	N/A	Prizes:	N/A
Rents:	$10,000	Cost of Merchandise:	N/A
Music:	4,000	Refreshments/Meals:	35,000
Telephone:	N/A	Miscellaneous:	$8,850
Printing:	2,500	(Itemize on separate sheet if necessary)	

ANTICIPATED TOTAL $ 76,600

NOTE: *PLEASE BREAK ALL PERCENTAGES DOWN TO THE NEAREST TENTH.*

13. a. 51% Anticipated percentage of gross contributions for expenses (divide expenses -- Item No. 12 -- into gross goal -- Item No. 8.---)

    b. 0% Percent of the proceeds to be used outside of Los Angeles County and specify where it will be used (If applicable)

14. I the signer of this Notice of Intention, attach hereto copies of the following as *required:*
    a. Articles of Incorporation and/or Bylaws of this organization (BOTH if group is incorporated)
    b. Names, Titles and Terms of Offices for two Officers of this organization
    c. A statement of any and all agreements or understandings made or had with any agent, solicitor, promoter or manager of this solicitation, or a copy of such agreement or understanding, if it is in writing. None
    d. Tax exemption certificate. State & Federal
    (Items a, b, and d above must be submitted for FIRST time requester. Indicate "On File" if previously submitted. If items c does not apply to your group, indicate "none")

I have read and understand the provisions of Los Angeles County Code, volume 3, Title 7, Chapter 7-24 and before authorizing any person to solicit, I will require the solicitor to read Sections 7-24-010 to 7-24-400 of said Ordinance.

Within 30 days after the completion of the solicitation, I will submit the Report of Results of Activity form to the Business License Commission, indicating all receipts and expenditures of this appeal/activity.

AN OFFICER OF THE ORGANIZATION MUST SIGN.

"I declare under penalty of perjury under the laws of the County of Los Angeles and the State of California that the foregoing is true and correct."

Jackie B. Majors	CEO	JBMajors	9/2/25
(Print Name: First, Last)	(Title)	(Signature)	(Date)

5110 W. Goldleaf Circle, Suite #150, Los Angeles, CA 90056 — 323.421.2451

(Address: Street, City and Zip Code) — (Daytime Telephone)

twilson@crystalstairs.org

(E-mail Address)

NON-COMPLIANCE WITH, OR VIOLATION OF, LOS ANGELES COUNTY CODE, VOLUME 3, TITLE 7, CHAPTER 7-24, IS A MISDEMEANOR PUNISHABLE BY A FINE OR IMPRISONMENT -- OR BOTH.

IMPORTANT REMINDER: A current list of officers and a current financial statement or audit must be sent at least once annually to keep your file updated. Other documents are not necessary unless they have new or additional information, or amendments.

Please give the name, telephone number and email of a person that we may contact for questions regarding the "NOTICE OF INTENTION" application.

Name: Jacqueline Vorhauer Telephone: 323-421-2632 Email: jvorhauer@crystalstairs.org

Crystal Stairs, Inc.

Itemized *ANTICIPATED / ESTIMATED* Miscellaneous Expenses for Dancing Under the Stars Gala

Addition to Section 12

For: Business License Commission

Miscellaneous	
Videographer	$1,800.00
Photographer	$2,600.00
Decor	$400.00
Parking	$500.00
Wristbands required by venue	$400.00
Online software for donor & event management	$3,150.00
Totals	**$8,850.00**

Contact information:

Jacqueline Vorhauer

Director of External Affairs

323.421.2632

jvorhauer@crystalstairs.org

CRYSTAL STAIRS, INC.

List of Two Officers

2025

Executive Officers of Crystal Stairs, Inc.

Jackie B. Majors – Chief Executive Officer, 16 years

Ly Tanya Loughridge – Chief Financial Officer, 25 Years

AMENDED AND RESTATED

BYLAWS OF

CRYSTAL STAIRS, INC.

Effective June 9, 2025

AMENDED AND RESTATED BYLAWS OF CRYSTAL STAIRS, INCOPORATED

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AMENDED AND RESTATED BYLAWS OF CRYSTAL STAIRS, INC.

ARTICLE I.

NAME

The name of this Corporation shall be Crystal Stairs, Inc. (the "Corporation").

ARTICLE II.

MEMBERS

The Corporation shall have no "members" as defined in California Corporations Code Section 5056. Any action, which would otherwise require approval by the members, shall require only approval by the Board of Directors of the Corporation (the "Board of Directors" or "Board"). All rights which would otherwise rest in the members shall rest in the Board of Directors.

ARTICLE III.

OFFICES

Section 3.1. Principal Office. The principal office for the transaction of the business of the Corporation is located at 5150 West Goldleaf Circle, Los Angeles, CA 90056. The Board of Directors is granted full power and authority to change said principal office from one location to another. Any such change of location must be noted by the secretary on these bylaws opposite this Section; alternatively, this Section may be amended to state the new location.

Section 3.2. Other Offices. The Corporation may also have offices at such additional or other places, within or outside the State of California, where it is qualified to do business, as its business may require, and as the Board of Directors may, from time to time, designate.

ARTICLE IV.

PURPOSES

This Corporation is organized for charitable and educational purposes. In the context of these general purposes, the specific and primary purposes of the Corporation are to operate an educational and charitable organization to conduct social study and research in the public interest on subjects useful and beneficial to the community; to provide information, opinion, and advocacy concerning child care and development, family structure and functioning, employment, training and related subjects, and to undertake activities and services designed to promote the community welfare pursuant to Section 501(c) (3) of the Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code. Also in the context of these purposes, the Corporation shall not, carry on any other activities not permitted to be carried on by (a) a corporation exempt from Federal income tax under section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or (b) a corporation contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code of 1954 as amended.

ARTICLE V.

DIRECTORS

Section 5.1. Powers. The words "Directors" and "Board," as used in the Articles of Incorporation of this Corporation (the "Articles of Incorporation"), or in these bylaws (the "Bylaws") in relation to any power or duty requiring collective action, mean "Board of Directors." The term "Director" as used in these bylaws shall mean a director sitting on the Board of Directors of the Corporation.

Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the Articles of Incorporation and these Bylaws, the activities of the Corporation shall be conducted and all corporate powers shall be exercised by or under the Board. The Board may delegate the management of the activities of the Corporation to any person or persons, a management company or committees, however composed, provided that the activities and affairs of the Corporation shall be managed and all corporate powers shall be exercised by or under the ultimate direction of the Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the powers in addition to the others enumerated in these Bylaws to:

(i) select and remove all officers, agents and employees of the Corporation; prescribe any powers and duties for them that are consistent with law, with the Articles of Incorporation, and with these Bylaws; fix their compensation, if any; and require from them security for faithful service;

(ii) conduct, manage, and control the affairs and business of the Corporation, and make such rules and regulations therefor not inconsistent with law, with the Articles of Incorporation or with these Bylaws, as it may deem best;

(iii) change the principal office in the State of California from one location to another; cause the Corporation to be qualified to do business in any other state, territory, dependency or country and conduct business within or outside the State of California; and designate any place within or outside the State of California for the holding of any meeting or meetings, including annual meetings;

(iv) adopt, make and use a corporate seal; alter the form of the seal; and

(v) borrow money, incur indebtedness on behalf of the Corporation, and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, and other evidences of debt and securities.

Section 5.2. Election and Term of Office of Directors. The number of Directors shall not be less than seven or more than seventeen with the exact number of Directors to be fixed, within these limits, by approval of the Board in the manner provided by these Bylaws.

Directors shall be elected at either an annual meeting, regular meeting, or special meeting of the Board by majority vote of the Directors in office immediately preceding the election. Each Director shall hold office until expiration of the term for which elected and until a successor has been elected and qualified.

Directors shall hold office for terms of one, two or three years and may serve on the Board for a maximum of fifteen (15) consecutive (12) years, commencing with the 2014-2015 fiscal year. Directors that have held office for fifteen consecutive years will be ineligible to hold office for the one-year period after the end of any consecutive fifteen-year period of holding office. The aforesaid term and service limitations shall not apply to the current Chair of the Board, Vice Chair of the Board, Secretary and Treasurer of the Corporation. The terms of office of Directors may be staggered so that only one third of the maximum number of Directors is elected each year.

Directors shall regularly attend the meetings of the Board, actively participate in the activities of the Corporation, promote its mission and fulfill such additional or other objectives and responsibilities set forth in the Board Responsibilities Policy. The failure of a Director to do so shall subject the Director to removal as set forth in Section 5.10 below.

Section 5.3. Vacancies. A vacancy or vacancies on the Board shall exist on the occurrence of the following:

(i) the death or resignation of any Director;

(ii) the declaration by resolution of the Board of Directors of a vacancy of the office of a Director who has been declared of unsound mind by a final order of court or convicted of a felony or has been found by final order or judgment of any court to have breached a duty under the California Nonprofit Public Benefit Corporation Law, Chapter 2, Article 3;

(iii) the vote of a majority of the Directors then in office to remove a Director;

(iv) an increase in the authorized number of Directors; or

(v) the failure to elect the number of Directors to be elected at a meeting at which any Director or Directors are to be elected.

Vacancies on the Board may be filled by approval of the Board or, if the number of Directors then in office is less than a quorum, by (1) the unanimous written consent of the Directors then in office, (2) the affirmative vote of a majority of the Directors then in office at a meeting held pursuant to notice or waiver of notice complying with these Bylaws, or (3) a sole remaining Director.

Section 5.4. Resignations. Except as provided in this paragraph, any Director may resign, which resignation shall be effective on giving written notice to the Chair of the Board, Chief Executive Officer or President, Vice Chair, the Secretary, or the Board, unless the notice specifies a later time for the resignation to become effective. If the resignation of a Director is effective at a future time, the Board may elect a successor to take office as of the date when the resignation becomes effective. No Director may resign when the Corporation would then be left without a duly elected Director or Directors in charge of its affairs.

Section 5.5. Restriction on Interested Directors. Except as prescribed by law, no person serving on the Board at any time may be an interested person. An interested person is:

(i) any person currently being compensated by the Corporation for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor or otherwise, excluding any reasonable compensation paid to a Director as Director; and

(ii) any person whose immediate family works for the Corporation. The definition of "immediate family" generally includes spouses, parents and grandparents, children and grandchildren, brothers and sisters, mothers-in-law and fathers-in-law, brothers-in-law and sisters-in-law, daughters-in-law and sons-in-law, and adopted and step family members.

Any violation of the provisions of this paragraph shall not, however, affect the validity or enforceability of any transaction entered into by the Corporation.

Section 5.6 Board Composition. The membership of the Board shall consist of at least one (1) member with financial expertise; at least one (1) member who is a licensed attorney familiar with issues that come before the Board; at least one (1) member with early childhood education expertise; a member that reflects the community; and a current or previous Head Start parent.

Section 5.7. Compensation. Directors and members of committees shall not receive remuneration or any compensation for their services. Directors may be reimbursed for their expenses, if any, as permitted by law, and such reimbursement for expenses, as may be fixed or determined by the Board. Notwithstanding the foregoing, the Corporation shall not make any loan of money or property to, or guarantee the obligation of, any Director or officer, unless approved by the Attorney General or otherwise permitted by the law; provided, however, that the Corporation may advance money to a Director or officer of the Corporation for expenses reasonably anticipated to be incurred in the performance of the duties of such officer or Director, provided that in the absence of any such advance, such Director or officer would be entitled to be reimbursed for such expenses by the Corporation.

Section 5.8. No Liability of Directors. No Director shall be personally liable for the debts, liabilities, or obligations of the Corporation. The Directors of the Corporation shall have no liability for dues or assessments.

Section 5.9. Rights of Inspection. Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and inspect the physical properties of the Corporation.

Section 5.10. Removal of a Director. Any Director may be removed with or without cause upon the recommendation of the Chair of the Board or Vice Chair of the Board and the proposed removal is approved by a majority of the Directors.

Section 5.11. Director Emeritus. The Board, in its discretion, may bestow the title of "Director Emeritus" upon any prior member(s) of the Board of Directors whom the Board deems appropriate to honor with such a title. The term of any Director Emeritus shall be one (1) year, but may be renewed for successive terms as approved by the Board. Individuals given the title of Director Emeritus shall have no voting rights or any other rights or responsibilities associated with Board members. The title may be conveyed or revoked at any time for any reason in its discretion by a majority vote of the Board.

ARTICLE VI.

MEETINGS

Section 6.1. Place of Meetings. Meetings of the Board of Directors, other than Special Meetings provided for in Section 6.4 hereof, may be held at any place within or outside the State of California that has been designated from time to time by resolution of the Board. In the absence of such designation, meetings will be held at the principal office of the Corporation or at such other location determined by the Chair of the Board or the Chief Executive Officer. Notwithstanding the above provisions of this Section 6.1., a meeting of the Board may be held at any place consented to in writing by all Board members, either before or after the meeting. If consents are given, they shall be filed with the minutes of the meeting.

Section 6.2. Annual Meetings. Annual meetings of the Board shall be held for the purpose of organization, election of Directors and officers, and the transaction of other business. Annual meetings shall be held in June at the time set by the Board, or at such later time if for any reason a June date is impossible.

Section 6.3. Regular Meetings. Regular meetings of the Board shall be held quarterly, and/or at such additional or other times, as shall from time to time be fixed by the Board.

Section 6.4. Special Meetings. Special meetings may be called by the Chair of the Board, Chief Executive Officer or President, Vice Chair, Secretary, or any two Directors, and such meetings shall be held at the time, place and hour designated by the person or persons calling the meeting, and in the absence of such designation, at the principal office of the Corporation.

Section 6.5. Notice. Notice of the time and place of meetings shall be delivered to each Director by first-class mail at least four (4) days, or if delivered personally, by telephone, including a voice message system, facsimile, telegraph, electronic mail or other similar means of communication, at least forty-eight (48) hours, prior to any such meeting.

Any such notice shall be addressed or delivered to each Director at such Director's address as it is shown upon the records of the Corporation or as may have been given to the Corporation by the Director for purposes of notice or if such address is not shown on such records or is not readily ascertainable, at the place where the meetings of the Directors are regularly held.

Notice by mail shall be deemed to have been given at the time a written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed to have been given at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or actually transmitted by the person giving the notice by electronic means, to the recipient. Oral notice shall be deemed to have been given at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient who the person giving the notice has reason to believe will promptly communicate it to the receiver.

Section 6.6. Directors' Participation in Meetings by Telephone or Other Telecommunications Equipment. Any Board meeting may be held by conference telephone, video screen communication, or other communications equipment. Participation in a meeting under this Section shall constitute presence in person at the meeting if all of the following apply:

(a) Each Board member participating in the meeting can communicate concurrently with all other Board members.

(b) Each Board member is provided the means of participating in all matters before the Board, including the capacity to propose or to interpose an objection to, a specific action to be taken by the Corporation.

(c) The Board has adopted and implemented a means of verifying both of the following:

(i) A person participating in the meeting is a Director or other person entitled to participate in the Board meeting, and

(ii) All actions of or votes by the Board are taken or cast only by the Directors and not by persons who are not Directors.

Section 6.7. Quorum. A majority of the number of Directors authorized in the Bylaws and then in the office, constitutes a quorum of the Board for the transaction of business, except to adjourn as provided in Section 6.9. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, subject to the provisions of law or the Articles of Incorporation, especially those provisions of the California Nonprofit Public Benefit Corporation Law relating to:

(i) approval of contracts or transactions in which a Director has direct or indirect material financial interest,

(ii) approval of certain transactions between corporations having common directorship,

(iii) creation of and appointment to committees of the Board, and

(iv) indemnification of Directors.

A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Directors from that meeting, if any action taken or decision made is approved by at least a majority of the required quorum for such meeting or such greater number as is required by law or by these Bylaws.

Section 6.8. Waiver of Notice. The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though the meeting had been duly held after proper call and notice, if (i) a quorum is present and (ii) either before or after the meeting each Director not present signs a waiver of notice, a consent to holding the meeting, or an approval of the minutes thereof. The waiver of such notice or consent need not specify the purpose of the meeting. All such waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting shall also be deemed given to any Director who attends the meeting without protesting before or at its commencement about the lack of adequate notice.

Section 6.9. Adjournment and Notice of Adjournment. A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment or who have waived notice or given consent to the adjourned meeting.

Section 6.10. Action without Meeting. Any action required or permitted to be taken by the Board may be taken without a meeting if all members of the Board shall individually, or collectively, consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as a unanimous vote of such Directors. For the purposes of this section only, "all members of the Board" shall not include any "interested director" as defined in Section 5233 of the California Corporations Code.

ARTICLE VII.

OFFICERS

Section 7.1. Officers. The Corporation shall have a Chair of the Board, Chief Executive Officer or President, Vice Chair of the Board, Secretary, Treasurer and Chief Financial Officer. The Corporation may also have, at the discretion of the Board, one or more Vice Chairs, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers as may be elected or appointed in accordance with the provisions of Sections 7.2 and 7.3 hereof, respectively (each, an "Officer"). Any assistant officer may perform the duties specified below for the associated officer position. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as the Chief Executive Officer or President or Chair of the Board.

Section 7.2. Election of Officers. Officers of the Corporation, except the Chief Executive Officer (who is appointed by the Board), the Chief Financial Officer and those appointed in accordance with the provisions of Section 7.3 hereof, shall be elected by the Board, and serve at the pleasure of the Board but in no event more than three (3) consecutive two (2) year terms, commencing with the 2009-2010 fiscal year, subject to the rights, if any, of an Officer under any contract of employment. The aforesaid term limitation shall not apply to any employee of the Corporation that serves as an Assistant Secretary of the Corporation. Each such elected Officer shall hold their respective office for the periods specified in these Bylaws or until their resignation, removal, or other disqualification from service, or until their respective successors shall be elected.

Section 7.3. Subordinate Officers. The Board may appoint, and may authorize the Chief Executive Officer or President or another Officer to appoint, any other Officers (that need not be Directors) that the business of the Corporation may require, each of whom shall have the title and authority, and perform the duties specified in these Bylaws or established by the Board or Chief Executive Officer or President. Each such Subordinate Officer shall hold their respective office until their resignation, removal or other disqualification from service,

Section 7.4. Removal of Officers. Any Officer may be removed, either with or without cause, by the Board at any time, or except in the case of an Officer chosen by the Board, by any Officer upon whom such power of removal may be conferred by the Board. Any such removal shall be without prejudice to the rights, if any, of the Officer under any contract of employment.

Section 7.5. Resignation of Officers. Any Officer may resign at any time upon written notice to the Corporation without prejudice to the rights, if any, of the Corporation under any contract to which the Officer is a party. The resignation shall take effect on the date the notice is received or at any later time specified in the notice.

Section 7.6. Chair of the Board. The Chair of the Board shall preside at all meetings of the Board and shall perform all duties incident to this office and such other duties as provided in these Bylaws or as may be prescribed from time to time by the Board of Directors. The Chair shall also have the power to fill vacancies on Board committees until the next opportunity for the Board to meet in either a regular or special meeting at which time the Board would have to confirm any such appointments.

Section 7.7. Chief Executive Officer or President. The Chief Executive Officer or President shall, subject to the control and direction of the Board, manage, supervise and control the affairs of the Corporation and be compensated accordingly. In carrying out his/her responsibilities, the Chief Executive Officer or President shall adhere to the Executive Limitations Policies and Executive Responsibilities Policies adopted by the Board.

Section 7.8. Vice Chair. The Vice Chair shall perform all duties, and exercise all powers of the Chair of the Board when he or she is absent or is otherwise unable to act. The Vice Chair shall perform such additional duties as may be prescribed from time to time by the Board.

Section 7.9. Secretary. The Secretary shall keep, or cause to be kept, a book of minutes of all meetings of the Board, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those persons present at Board meetings, and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office of the Corporation in the State of California, the original or a copy of the Corporation's Articles of Incorporation and Bylaws, as amended to the current date. The Secretary shall be the custodian of the records and the seal of the Corporation and shall ensure that the seal is affixed to all duly executed documents, the execution of which on behalf of the Corporation under its seal is authorized by laws or these Bylaws. The Secretary shall have such additional powers and perform such additional duties as may be prescribed by the Board.

Section 7.10. Treasurer. The Treasurer shall be the Chair of the Finance Committee. The Treasurer shall, on a regular basis, oversee the Finance Committee's review of the Corporation's budgets, audit reports, and financial statements detailing assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included. The Treasurer shall have such additional powers and perform such additional duties as may be prescribed by the Board, the Articles of Incorporation, or by these Bylaws.

Section 7.11. Chief Financial Officer. The Chief Financial Officer, that need not be a Director on the Board, shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings and other matters customarily included in financial statements. The Chief Financial Officer shall send or cause to be given to the Directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board. The books of account shall be open to inspection by any Director at all reasonable times.

The Chief Financial Officer shall (i) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board may designate; (ii) disburse the Corporation's funds as the Board may order; (iii) render to the Chief Executive Officer or President, Chair of the Board, and the Board, when requested, an account of all of his or her transactions as Chief Financial Officer and of the financial condition of the Corporation; and (iv) have such other powers and perform such other duties as the Board or these Bylaws may require.

If required by the Board, the Chief Financial Officer shall give the Corporation a bond in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Chief Financial Officer on his or her death, resignation, retirement, or removal from the position.

ARTICLE VIII.

COMMITTEES

Section 8.1. Creation and Powers of Committees. The Board may, by resolution adopted by a majority of the Directors then in office, designate one or more committees, each consisting of two or more Directors, to serve at the pleasure of the Board. Appointments to committees of the Board shall be by a majority vote of the Directors then in office. The Board may appoint one or more Directors as alternate members of any such committees who may replace any absent member at any committee meeting. Any committee, to the extent provided in the resolution of the Board, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

(i) take any final action on matters which, under the California Nonprofit Public Benefit Corporation Law, also requires approval of the Board or approval of a majority of all Board members;

(ii) fill vacancies on the Board or in any committee which has the authority of the Board;

(iii) fix compensation of the Directors for serving on the Board or on any committee;

(iv) amend or repeal bylaws or adopt new bylaws;

(v) amend or repeal any resolution of the Board which by its express terms is not so amendable or repealable;

(vi) create any other committees of the Board or appoint the members of committees of the Board;

(vii) expend corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected; or

(viii) approve any self-dealing transaction, except that when it is not reasonably practicable to obtain approval of the Board prior to entering into such a transaction, a committee authorized by the Board may approve the transaction in a manner consistent with the standards set forth in Section 5233(d) of the California Corporations Code subject to ratification by a majority of the Directors then in office (without counting the vote of any interested Director) at the meeting of the Board.

Section 8.2. Meetings and Action of Committees. Meetings and actions of committees shall be governed by, and held and taken in accordance with the provisions of these Bylaws regarding meetings of Directors and other Board actions, with such changes in the context of these Bylaws as are necessary to substitute the committee and its members for the Board. However, the time for regular meetings of committees may be determined either by the committee Chair, resolution of the Board or by resolution of the committee. Special meetings of committees may also be called by the committee Chair, or by resolution of the Board or by resolution of the committee. Notice of special meetings of committees shall also be given to all alternate members of the committee who shall have the right to attend all meetings of the committee. Minutes of each committee meeting shall be taken and shall be filed with the corporate records. The Board may adopt rules for the governance of any committee, as long as the rules are consistent with the provisions of these Bylaws. If the Board has not adopted rules, the committee may do so.

Section 8.3. Standing Committees. The Corporation shall have an Executive Committee, Finance Committee, Audit Committee, Personnel Committee and Development Committee.

(i) Subject to any limitations imposed by law, the Executive Committee shall consist of the Chair of the Board, Vice Chair of the Board, Secretary, Treasurer and all Board standing committee Chairs, and shall have and may exercise all authority of the Board in the management of the business and affairs of the Corporation between Board meetings as provided for in the Executive Committee Charter adopted and as amended by the Board; provided however, that the Executive Committee shall not have the authority of the Board in reference to those matters enumerated in Section 8.1. All actions of the Executive Committee shall be reported to and ratified by the full Board at the next duly scheduled Board meeting.

(ii) The Finance Committee, which supplants the previously formed Investment Committee, shall assist the Board in its oversight responsibilities relating to fiscal management of organization-wide financial assets as provided for in the Finance Committee Charter adopted and as amended by the Board, and have the duties and authority and act as provided in the Corporation's Investment Policy.

(iii) The Audit Committee shall assist the Board in its oversight and monitoring of the Corporation's financial reporting, internal controls and risk mitigation systems as being in compliance with legal and ethical standards and in selecting and hiring of the internal and independent auditors, as provided for in the Audit Committee Charter adopted and as amended by the Board.

(iii) The Personnel Committee shall assist the Board by monitoring the overall management and governance structures of the Corporation, reviewing corporate organizational compensation and benefits policies, approving executive compensation that shall also be approved by the Board and evaluating the performance of the Chief Executive Officer or President, as provided for in the Personnel Committee Charter adopted and as amended by the Board.

(iv) The Development Committee, which supplants the former Fundraising Committee (that was the previously formed Board Fund Development Committee) and supplants the former ad hoc Recruitment Committee (that was the previously formed Board Membership/Governance Committee), shall identify and develop additional funding sources for the Corporation, assist with Board development and recruitment and shall endeavor to increase Board membership with additional active members who will support the diversity of the Board consistent with these Bylaws.

Section 8.4. Ad hoc Committees. The Corporation shall have ad hoc committees as may from time to time be designated by resolution of the Board.

Section 8.5. Advisory Committees. The Corporation shall have such additional committees as may from time to time be designated by resolution of the Board. The composition of such additional committees may consist of persons who are not members of the Board. These additional committees shall act only in an advisory capacity to the Board and shall be clearly titled as "advisory" committees. Advisory Committees that consist of persons who are not members of the Board shall not exercise the authority of the Board.

The Corporation shall have such additional or other ad hoc committees as the Board deems necessary and appropriate, established in accordance with the procedures described in section 8.1 hereof.

ARTICLE IX.

INDEMNIFICATION AND INSURANCE

Section 9.1. Indemnification. To the maximum extent provided by the California Nonprofit Public Benefit Corporation Law , the Corporation shall have the power to indemnify each person who is, or was, a Director or Officer of the Corporation against expenses, judgments, fines, settlement and other amounts actually and reasonably incurred in connection with any proceeding arising by reason of the fact that each such person is or was a Director, Officer, employee or other agent of the Corporation or was a Director, Officer, employee, or agent of any predecessor to the Corporation.

Section 9.2. Insurance. The Corporation shall have the right, and shall use its best efforts, to purchase and maintain insurance to the full extent permitted by law on behalf of its Officers, Directors, employees, and other agents, to cover any liability asserted against or incurred by any Officer, Director, employee, or agent in such capacity or arising from the Officer's, Director's, employee's, or agent's status as such.

ARTICLE X.

CONFLICT OF INTEREST

All conflicts of interest shall be addressed in accordance with the Corporation's Conflict of Interest Policies.

ARTICLE XI.

MISCELLANEOUS PROVISIONS

Section 11.1. Fiscal Year. The fiscal year of the Corporation shall begin on July 1 and end on June 30 of the succeeding year.

Section 11.2. Corporate Seal. The Corporation may have a seal which may be in such form and contain such matter as specified by the Board. The seal may be affixed to all corporate instruments, but failure to affix it shall not affect the validity of any such instrument.

Section 11.3. Execution of Instruments. The Board, except as otherwise provided in these Bylaws, may by resolution authorize any officer, employee, or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, employee, or agent shall have the power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

Section 11.4. Checks and Notes. Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Corporation shall be signed by the Chair of the Board or Vice Chair and countersigned by the Chief Executive Officer or President of the Corporation.

Section 11.5. Sharing Corporate Profits and Assets. No Director, Officer, employee, or other person connected with this Corporation, or any other private individual, shall receive at any time, any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this provision shall not prevent payment to any such person of reasonable compensation for services rendered to, or for, the Corporation to effectuate any of its purposes as shall be entitled to share in the distribution of, and shall not receive any of the corporate assets upon the dissolution of the Corporation.

Section 11.6. Distribution of Income. Notwithstanding any other provision in these Bylaws, the Corporation shall be subject to the following limitations and restrictions:

(i) The Corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954, as amended.
(ii) The Corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1954, as amended.
(iii) The Corporation shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1954, as amended.
(iv) The Corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954, as amended.
(iv) The Corporation shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1954, as amended.

Section 11.7. Dissolution. The property of this Corporation is irrevocably dedicated to educational, social welfare, and charitable purposes. Upon dissolution or winding up of the Corporation, its assets remaining after payment, or provision for payment, of all debts, obligations and liabilities of this Corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c) (3) of the Internal Revenue Code.

Section 11.8. Amendments and Repeals. The Bylaws of the Corporation may be amended and repealed by a majority vote of the Board.

Section 11.9. Maintenance of Corporate Records. The Corporation shall keep adequate and correct books and records of account. The accounting books, records, minutes of proceedings of the Board and committees of the Board shall be kept at such a place or places designated by the Board, or, in the absence of such designation, at the principal business office of the Corporation or at the office of the Chief Executive Officer or President. Alternatively, the accounting books and records may be kept at the offices of the Corporation where the Vice President, Fiscal Services is located. The minutes shall be kept in written or typed form, and the accounting books and records shall be kept either in written or typed form or in any other form capable of being converted into written, typed or printed form.

Section 11.10. Annual Report. The Board shall cause an annual report to be furnished to the Directors not later than 120 days after the close of the Corporation's fiscal year. The annual report shall be accompanied by a report of independent accountants or, if there is no such accountant's report, the certificate of an authorized Officer of the Corporation that such statements were prepared without an audit from the books and records of the Corporation. The annual report shall contain appropriate detail concerning the following:

(a) The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year;

(b) The principal changes in assets and liabilities, including trust funds, during the fiscal year;

(c) The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes, for the fiscal year;

(d) The expenses or disbursements of the Corporation, for both general and restricted purposes, during the fiscal year; and

(e) Any information required by Section 11.11 of these Bylaws.

Section 11.11. Annual Statement of Certain Transactions and Indemnifications. The Corporation shall provide an annual statement ("Statement") to the Board of any "covered transaction" or indemnifications described below, if such covered transaction or indemnification took place. Such Statement shall be affixed to and sent with the annual report described in Section 11.10 of these Bylaws. A "covered transaction" under this Section 11.11 is a transaction in which the Corporation was a party, and in which any Director or Officer of the Corporation, or its parent or subsidiary had a direct or indirect material financial interest (excluding a mere common directorship) (an "interested person" for purposes of this Section 11.11).

The Statement required by this Section 11.11 shall briefly describe:

(i) any covered transaction (including compensation of Officers and Directors) during the previous fiscal year involving more than $50,000, or which was one of a number of covered transactions with the same interested person which transactions in the aggregate involve more than $50,000;

(ii) the names of the interested persons involved in such transactions, stating such person's relationship to the Corporation, the nature of such person's interest in the transaction, and where practicable, the amount of such interest; provided that in the case of a transaction with a partnership of which such person is a partner, only the interest of the partnership need be stated; and

(iii) the amount and circumstances of any indemnifications or advances aggregating more than $10,000 paid during the fiscal year to any Officer or Director of the Corporation.

Section 11.12. Construction and Definitions. As used in these Bylaws:

(i) The present tense includes the past and the future tenses, and the future tense includes the present.

(i) The masculine gender includes the feminine and neuter.

(ii) The singular number includes the plural, and the plural number includes the singular.

(iv) The term "person" includes a natural person, corporation, partnership, joint venture, trust or other entity.

(v) The word "shall" is mandatory and the word "may" is permissive.

Section 11.13. Standards of Conduct. All Directors shall, upon taking office, acquaint themselves and comply with the standards of conduct provided in Corporations Code Sections 5230-5239, which are incorporated herein in their entirety.

CERTIFICATE OF SECRETARY

OF

CRYSTAL STAIRS, INC.,
a California Nonprofit Public Benefit Corporation

I, the undersigned, do hereby certify that:

(1) I am the duly elected Secretary of Crystal Stairs, Inc., a California nonprofit public benefit corporation;

(2) The foregoing Amended and Restated Bylaws, comprising 17 pages, shall replace in its entirety those Bylaws adopted by the Board of Directors on June 15, 2017 and effective said date, and constitute the Bylaws of said Corporation as duly adopted by the Board of Directors of said Corporation on June 9, 2025, becoming effective June 9, 2025;

(3) The foregoing Amended and Restated Bylaws have not been amended or modified since June 9, 2025.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 21st day of July, 2025.

Amber Finch
Board Secretary, Crystal Stairs, Inc.

Internal Revenue Service
District Director

Department of the Treasury

LA:EO:80 : 2315

Date: OCT 17 1980

RECEIVED
OCT 21 1980
Ans'd.....

Employer Identification Number:

Accounting Period Ending:
December 31,

Foundation Status Classification:
170(b)(1)(A)(vi) and 509(a)(1)

Advance Ruling Period Ends:
December 31, 1981

Person to Contact:
B. Brewer

Contact Telephone Number:
(213) 688-4889

Crystal Stairs, Inc.
4401 Crenshaw Blvd., Suite 311
Los Angeles, CA 90043

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 170(b)(1)(A)(vi) and 509(a)(1)

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section*170(b)(1)(A)(vi) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section *170(b)(1)(A)(vi) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section organization.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should call us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than $10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

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

Sincerely yours,

W H Connett

District Director

cab

Address any reply to: P.O. Box 2350, Los Angeles, Calif. 90053

Department of the Treasury

CRYSTAL STAIRS, INC.
RECEIVED

NOV 19 1980

District Director

Internal Revenue Service

Date: Nov. 17, 1980

In reply refer to: EP/EO: EOG~~C~~1: J. O'Reilly
(213) 688-5728

Crystal Stairs, Inc.
101 North La Brea Avenue
Inglewood, California 90301

Date of Exemption: Oct. 17, 1980
Internal Revenue Code Section: 501(c)(3)

Gentlemen:

Thank you for submitting the information shown below. We have made it a part of your file.

The changes indicated do not adversely affect your exempt status and the exemption letter issued to you continues in effect.

Please let us know about any future change in the character, purpose, method of operation, name or address of your organization. This is a requirement for retaining your exempt status.

Thank you for your cooperation.

Sincerely yours,

W. A. Lowell

District Director

Item Changed	From	To
Address	4401 Crenshaw Blvd., Ste. 311 Los Angeles, California 90043	Above

Internal Revenue Service

Date: December 13, 2005

CRYSTAL STAIRS INC
5110 W GOLDLEAF CR 150
LOS ANGELES CA 90056-1287 255

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Carol Kraft - #31-08206
Customer Service Specialist
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
95-3510046

Dear Sir or Madam:

This is in response to your request of December 13, 2005, regarding your organization's tax-exempt status.

In October 1980 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca

Janna K. Skufca, Director, TE/GE
Customer Account Services

STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 942857
SACRAMENTO CA 94257-0540

Entity Status Letter

Date: 7/24/2025

ESL ID: 4654205634

Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 0952604

Entity Name: CRYSTAL STAIRS INCORPORATED

- [x] 1. The entity is in good standing with the Franchise Tax Board.
- [ ] 2. The entity is **not** in good standing with the Franchise Tax Board.
- [x] 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 d.
- [ ] 4. We do not have current information about the entity.
- [ ] 5. The entity was administratively dissolved/cancelled on through the Franchise Tax Board Administrative Dissolution process.

Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

Connect With Us

Web: **ftb.ca.gov**
Phone: 800-852-5711 from 7 a.m. to 5 p.m. weekdays, except state holidays
916-845-6500 from outside the United States

California
Relay Service: 711 or 800-735-2929 (For persons with hearing or speech impairments)

NOTE: Please photocopy both sides and retain for your files.

NOTICE OF INTENTION TO SOLICIT
To Appeal or Solicit for Charitable Purposes in the
UNINCORPORATED Areas of the COUNTY OF LOS ANGELES
(City solicitations may require additional permits)

BUSINESS LICENSE COMMISSION
B50-b Kenneth Hahn Hall of Administration
500 West Temple Street, Los Angeles CA 90012
Telephone: (213) 974-7691
Email: blc@bos.lacounty.gov

Los Angeles County Board of Supervisors Commission Services

2025 SEPT 03 6:30 P.M.

ALL QUESTIONS MUST BE ANSWERED, PLEASE TYPE OR PRINT.

(Los Angeles County Code, Volume 3, Title 7, Chapter 7-24 requires that this Notice of Intention be filed ***at least 30 days prior to beginning your*** solicitation or advertisement for your fund-raising activity. No advertisement or solicitation may begin until this office has issued an Information Card. "No" or "None" may be written where appropriate on this form. Additional information may be added on separate sheets; however *do not* add separate sheets in lieu of answering the questions on this form.)

1. Crystal Stairs, Inc (Full Name of Organization) When organized: 1980
   Incorporated: Yes (Yes No)

2. 5110 Goldleaf Circle, Suite #150, Los Angeles, CA 90056 (Address: Street, City and Zip Code) (323) 299-8998; jvorhauer@crystalstairs.org (Organizational Contact Number and Email (if available))

3. Jacqueline Vorhauer - 5110, Suite 150, Los Angeles, CA 90056 (Name of Person in Charge of Appeal -- Address and Zip Code) 323-421-2632 (Daytime Telephone) jvorhauer@crystalstairs.org (E-mail Address)

4. TO CONDUCT OR SOLICIT: Fundraising campaign: Dancing Under the Stars: 45th Anniversary
   (For annual solicitations indicate **General Appeal** or for a **Specific Event Name**)

5. WHERE and WHEN this fund-raising activity will be held: Online through donation platform, before and after event, and at the event on Saturday, October 11, 2025 (If specific event provide exact dates)

6. Solicitation/Advertisement starts: August 25, 2025 (Specific Event date, or When Issued) ; ends: October 31, 2025 (Last day of specified event)

7. SPECIFIC Purpose of this Solicitation: Support Crystal Stairs' mission and programs to improve the lives of low-income children and families.

8. ANTICIPATED Gross Goal (Before deducting expenses): $ 150,000 (LOCAL) $ -- (STATE) $ -- (NATIONAL)

9. If this solicitation or activity is conducted on behalf of another organization, give its name and address and enclose a copy of a letter of authorization from organization(s). N/A

10. Solicitation/Advertisement to be made by means of (indicate by checking below):

( ) Volunteer Solicitors	(✓) Box Office Sales	(✓) Posters	( ) Bulletins
( ) Paid Solicitors	(✓) Telephone	(✓) Newspapers	(✓) Social Media
(✓) Personal Approach	( ) Radio/Television	(✓) Mail	

Other methods (specify): Electronic platforms including e-blasts, e-mails, texts

11. Admission: $ 250 Tickets 250 Invitations electronic No. Printed 0
    Numbered N/A

    SPECIFY PER PERSON ☑

    Selling prices: (Ads, cookies, etc.) N/A

12. Itemized list of *ANTICIPATED* expenses to be incurred in conducting this solicitation only:

Salaries:	$12,000	Advertisement:	4,000
Solicitors:	N/A	Stationery:	N/A
Managers:	N/A	Postage:	250
Promoters:	N/A	Prizes:	N/A
Rents:	$10,000	Cost of Merchandise:	N/A
Music:	4,000	Refreshments/Meals:	35,000
Telephone:	N/A	Miscellaneous:	$8,850
Printing:	2,500	(Itemize on separate sheet if necessary)	

ANTICIPATED TOTAL $ 76,350

NOTE: *PLEASE BREAK ALL PERCENTAGES DOWN TO THE NEAREST TENTH.*

13. a. 50% Anticipated percentage of gross contributions for expenses (divide expenses -- Item No. 12 -- into gross goal -- Item No. 8.---)

    b. 0% Percent of the proceeds to be used outside of Los Angeles County and specify where it will be used (If applicable)

14. I the signer of this Notice of Intention, attach hereto copies of the following as *required:*
    a. Articles of Incorporation and/or Bylaws of this organization (BOTH if group is incorporated)
    b. Names, Titles and Terms of Offices for two Officers of this organization
    c. A statement of any and all agreements or understandings made or had with any agent, solicitor, promoter or manager of this solicitation, or a copy of such agreement or understanding, if it is in writing. None
    d. Tax exemption certificate. State & Federal
    (Items a, b, and d above must be submitted for FIRST time requester. Indicate "On File" if previously submitted. If items c does not apply to your group, indicate "none")

I have read and understand the provisions of Los Angeles County Code, volume 3, Title 7, Chapter 7-24 and before authorizing any person to solicit, I will require the solicitor to read Sections 7-24-010 to 7-24-400 of said Ordinance.

Within 30 days after the completion of the solicitation, I will submit the Report of Results of Activity form to the Business License Commission, indicating all receipts and expenditures of this appeal/activity.

AN OFFICER OF THE ORGANIZATION MUST SIGN.

"I declare under penalty of perjury under the laws of the County of Los Angeles and the State of California that the foregoing is true and correct."

Jackie B. Majors	CEO	JBMajors	9/2/25
(Print Name: First, Last)	(Title)	(Signature)	(Date)

5110 W. Goldleaf Circle, Suite #150, Los Angeles, CA 90056
(Address: Street, City and Zip Code)

323.421.2451
(Daytime Telephone)

twilson@crystalstairs.org
(E-mail Address)

NON-COMPLIANCE WITH, OR VIOLATION OF, LOS ANGELES COUNTY CODE, VOLUME 3, TITLE 7, CHAPTER 7-24, IS A MISDEMEANOR PUNISHABLE BY A FINE OR IMPRISONMENT -- OR BOTH.

IMPORTANT REMINDER: A current list of officers and a current financial statement or audit must be sent at least once annually to keep your file updated. Other documents are not necessary unless they have new or additional information, or amendments.

Please give the name, telephone number and email of a person that we may contact for questions regarding the "NOTICE OF INTENTION" application.

Name: Jacqueline Vorhauer Telephone: 323-421-2632 Email: jvorhauer@crystalstairs.org

CRYSTAL STAIRS, INC.

List of Two Officers

2025

Executive Officers of Crystal Stairs, Inc.

Jackie B. Majors – Chief Executive Officer, 16 years

Ly Tanya Loughridge – Chief Financial Officer, 25 Years