



**Literacy Council**  
**OF ALASKA**

517 Gaffney Rd. Fairbanks, AK 99701 • Phone: (907) 456-6212 • Fax: (907) 456-4302 •  
[www.literacycouncilofalaska.org](http://www.literacycouncilofalaska.org)

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Co-op Market & Deli  
Lend a Hand  
526 Gaffney Rd.  
Fairbanks, AK 99701

November 12, 2020

Dear Co-op Owners and Board of Directors,

The Literacy Council of Alaska has been a grateful recipient of the Lend-a-Hand Program five times! We are respectfully applying again for the year 2021. During the past year, we have reacted to the COVID experience as safely and effectively as possible. Our ELL classes continue online at this point with nearly the same participation as before. We are offering live morning, afternoon, and evening classes for these international students. We continue to offer small one on one GED classes and we are graduating as many GEDs as ever. In fact, to date, we lead the entire state of Alaska in 2020 GED graduates! We are on track to have over 100 graduates this year. The after school program for at risk youth is on hold because of COVID. The bookstore is opened to a limited number of customers with limited hours but continue to provide revenue for LCA and low-cost books for Interior residents.

Contributions from our community through programs like the Lend-a-Hand allow LCA to keep up the work of changing lives through literacy. The funds we have received from the Co-op Market go to instruction, GED testing and materials, administration, and student support for our adult learners.

The LCA and Co-op Market are both concerned with community, service, and social responsibility. Our mission continues to be changing lives through literacy. Thank you for once again considering LCA for the Lend-a-Hand Program as we work to change lives through literacy!

Sincerely,

Mike Kolasa  
Executive Director  
Literacy Council of Alaska



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**2021 Lend a Hand Application for the Co-op Market Grocery & Deli  
From the Literacy Council of Alaska (LCA)  
Supplemental Answers**

1. Please provide your mission statement and a brief summary of your organization's work.

LCA's mission is to change lives through literacy. LCA has provided literacy services in Interior Alaska since the early 1970s. We provide adult education for those seeking a GED, employment credentials, English as a second language, and US citizenship. We also have a youth program that meets educational and early employment needs. LCA runs a year-round afterschool program at Birch Park, which serves elementary age students. Finally, we run a bookstore and book recycling program that provides up to 25,000 books annually throughout Alaska.

2. How does your work align with Co-op Market's mission and values?

Our mission of changing lives through literacy lines up with service, sustainability, and social responsibility. Along with your mission and values (apart from providing healthful foods and products!) LCA finds joy in teaching and educating our neighbors (service), fostering community change and student success (sustainability), and prioritizing our students and those relationships (social responsibility).

3. How will the Lend a Hand funds be used?

The funds will be used to pay for instructors, classes, materials, and all the things that go into running an adult education program here in Fairbanks. The funding and partnership with the Co-op continue to be an important part of LCA's work.

4. If your organization received funding from Co-op Market in the past, please describe how this funding supported your organization and mission.

LCA has received funding several times from the Co-op Market and the generous round-up customers! These funds have supported LCA's mission of educating adults in our community. These funds go toward the general administration, instruction, instructors, and adult programs at LCA. Funding also helps provide the after school programming and book recycling efforts at LCA.

5. What is your elevator pitch? Cashiers usually have about 10 seconds to describe our monthly recipient to a shopper. Please describe your organization and how the funds will be used in 100 words or less.

The Literacy Council of Alaska exists to change lives through literacy. Last year our adult students and ESL students attended over 10,000 hours of classes and tutoring while over 75 adult students graduated with their GED! We are so proud of our students and the learning they are doing!



## 2021 LEND A HAND APPLICATION

Deadline: November 30, 2020

### OUR MISSION

Co-op Market Grocery & Deli works for health and sustainability by providing healthful foods and products, promoting local suppliers, and offering consumer education in an open, community-centered environment, through a viable business.

### OUR VALUES

- **Service** – We are committed to the joy of true service, putting the needs of others first in a way that touches lives and hearts. Our service is an honor and a privilege.
- **Sustainability** – We seek to sustain our co-op's financial health and growth while working toward solutions to economic development that consider the health our community and planet.
- **Social Responsibility** – We believe that our actions must benefit the global community at large. This means that we promote justice and equity in all of our relationships and are committed to the people who use and work for our business.

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Name of Organization: Literacy Council of Alaska

Mailing Address: 517 Gaffney Rd.

City, State, Zip: Fairbanks, AK 99701

Contact Name: Mike Kolasa Phone: 907-456-6212

Contact Email: mike@literacycouncilofalaska.org

Website: literacycouncilofalaska.org Facebook: https://www.facebook.com/literacycouncilofalaska/

Instagram: \_\_\_\_\_ Twitter: \_\_\_\_\_

Name and address for check remittance (if it differs from above):

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Is this a 501(c)(3) nonprofit organization? Yes If yes, please include certification with application.

Has your organization been a Lend a Hand recipient in the past? Yes If so, when? Sept. 2020

Which month would you prefer us to fundraise for your organization? Sept. 2021 (or anytime!)

Note: December is not available. We cannot guarantee your month of choice.

## INSTRUCTIONS

Please include a cover letter on your organization's official letterhead with this form.

Attach a separate sheet with answers to the following questions.

1. Please provide your mission statement and a brief summary of your organization's work.
2. How does your work align with Co-op Market's mission and values?
3. How will the Lend a Hand funds be used?
4. If your organization has received funding from Co-op Market in the past, please describe how this funding supported your organization and mission.
5. What is your elevator pitch? Cashiers usually have about 10 seconds to describe our monthly recipient to a shopper. Please describe your organization and how the funds will be used in 100 words or less.

Applications will be published on our website. For this reason, please include no more than one piece of supplemental information (brochure, flyer, annual report, etc.) with your application.

In December, our Owners will vote to select our 2021 Lend a Hand recipients. If your organization is selected, we will require the following:

- 2 or 3 high resolution photos representing your work. Please include a photo release for any people appearing in your photos.
- A high resolution, printable jpg of your organization's logo.
- Promotion of the Lend a Hand program via your website, newsletter and/or social media pages.
- Brochures or flyers about your organization if available.

### *Important Note*

We do not donate to individuals, national charities, political candidates or organizations, organizations that advance a particular religious belief, or organizations that discriminate on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, marital status, disability or status in any other protected group.

Submit applications to the attention of Kristin Summerlin, Marketing & Owner Services Manager:

- via email to [marketing@coopmarket.org](mailto:marketing@coopmarket.org) (preferred). Be sure to include scans of supporting materials.
- by hand delivery to the Customer Service Desk.
- by mail to the following address: Co-op Market Grocery & Deli, 526 Gaffney Road, Fairbanks, AK 99701.

**APPLICATIONS ARE DUE NOVEMBER 30, 2020.**

**Internal Revenue Service**

**Department of the Treasury**

**P. O. Box 2508  
Cincinnati, OH 45201**

**Date: June 5, 2000**

**Person to Contact:**

Tonya Martin 31-03017  
Customer Service Representative

**Toll Free Telephone Number:**

8:00 a.m. to 9:30 p.m. EST

877-829-5500

**Fax Number:**

513-263-3756

**Federal Identification Number:**

92-6010100

Literacy Council of Alaska  
823 Third Ave.  
Fairbanks, AK 99701-4456

Dear Sir or Madam:

This letter is in response to your telephone call requesting a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in April 1975 granting your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is 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, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its 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.

Literacy Council of Alaska  
92-6010100

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

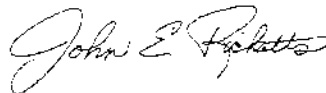
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in black ink that reads "John E. Ricketts". The signature is written in a cursive, flowing style.

John E. Ricketts  
Director, TE/GE CAS