

Survey of San Francisco Commission Websites

June 2014



City and County of San Francisco

Civil Grand Jury 2013-2014

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CIVIL GRAND JURY
CITY AND COUNTY OF SAN FRANCISCO

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THE CIVIL GRAND JURY

The Civil Grand Jury is a government oversight panel of volunteers who serve for one year. It makes findings and recommendations resulting from its investigations.

Reports of the Civil Grand Jury do not identify individuals by name. Disclosure of information about individuals interviewed by the jury is prohibited. California Penal Code, section 929

STATE LAW REQUIREMENT California Penal Code, section 933.05

Each published report includes a list of those public entities that are required to respond to the Presiding Judge of the Superior Court within 60 to 90 days, as specified.

A copy must be sent to the Board of Supervisors. All responses are made available to the public.

For each finding the response must:

- 1) agree with the finding, or
- 2) disagree with it, wholly or partially, and explain why.

As to each recommendation the responding party must report that:

- 1) the recommendation has been implemented, with a summary explanation; or
- 2) the recommendation has not been implemented but will be within a set timeframe as provided; or
- 3) the recommendation requires further analysis. The officer or agency head must define what additional study is needed. The Grand Jury expects a progress report within six months; or
- 4) the recommendation will not be implemented because it is not warranted or reasonable, with an explanation.

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ISSUES

Commissions are the place for citizens to participate in the democratic process. Commissioners must make ethical choices free from conflicts of interest. For citizens to participate, the commission meetings must be open, invite public comment, and be accessible to all. Commissioners and commissions must also be accountable. Responsibilities include holding and attending meetings, posting annual reports, completing training and disclosing financial holdings. The 2013-2014 Civil Grand Jury reviewed the internet presence of commissions for compliance, openness, accessibility, and accountability.

SUMMARY

The jury looked at the purpose, activities, appointed members, and meetings of each commission, as well as its compliance with ethical and procedural requirements. Using the Budget and Legislative Analyst 2011 Report on Boards and Commissions¹ as a guide, the jury developed a survey form that was used to provide information on 32 commissions and 225 commissioners. This information was obtained between January 2, 2014 and May 1, 2014.

Compliance by Commissioners with the ethical requirements of filing a Statement of Economic Interest (SEI Form 700)² and providing evidence of completing ethics training³ and Sunshine Act Training⁴ was difficult to determine.

The Jury is pleased to find that the commissions reviewed did well complying with open meeting standards. We noted consistent practices, with advance notice and scheduling of meetings, preparation of agenda, invitation of public comment, and posting of meeting minutes.

Not all of the commission websites made it easy to find a statement that provides information about requesting accommodation for physical disability and/or language support. It is important that meetings be open and accessible to all people.

The city should have a list of active commissions including their functions. Records of commissioner meeting attendance are not readily available. A review of lists and resources available from SF311.org, the City Attorney, the Mayor's Office and the Clerk of the Board failed to provide one easily accessible and complete list of commissions.

¹ Budget and Legislative Analyst (2011) Report on Boards, Commissions, Committees, Task Forces and other Oversight and Advisory Bodies .

² California Fair Political Practices Commission: Form 700 SEI.
<http://www.fppc.ca.gov/INDEX.php?id=500>.

³ AB1234 California Legislative Digest, February 22, 2005 Accessed March 30, 2014.
http://www.leginfo.ca.gov/pub/05-06/bill/asm/ab_1201-1250/ab_1234_bill_20051007_chaptered.html.

⁴ San Francisco Administrative Code Chapter 67 Sunshine Ordinance.

The Jury, with much difficulty, eventually located a list in the index of an 100 page opinion from the City Attorney.⁶ We believe a simple, easily accessible and complete list of commissions and relevant information should be readily available for the public.

BACKGROUND

Commissions are where the citizens, our elected officials, and City Departments intersect. The Budget and Legislative Analyst's (2011) report on commissions and commissioners provides a very good description of the role of commissions and commissioners in San Francisco Government.⁵ To summarize: Many of the commissions provide advice and develop policy for city departments and elected officials. Commissioners are members of the public who are appointed by government officials to represent the best interests of the city. Forming a commission involves describing its purpose, scope of activities, how long the commission will exist, and who will appoint its members. Most commissioners are appointed by the Mayor because commissions are part of the executive branch of San Francisco Government. However, the Board of Supervisors makes appointments, as do individual supervisors, and for a few commissions, a city department or a community group appoints a commissioner who provides knowledge on specific issues.

In the Good Government Guide, the San Francisco City Attorney does not differentiate among commissions, boards, committees, authorities, task-forces and other entities which are a part of city/county government.⁶ The Budget Analyst identifies commissions formed by administrative code or city charter as having the primary departmental oversight responsibility for most city/county departments. Some commissions not created by code have limited authority and are charged with collecting and distilling information on a specific topic for some combination of the Board of Supervisors, the Mayor, other elected officials and/or City departments.⁷

California AB1234,⁸ adopted in 2005, requires that each commissioner complete a minimum of two hours of ethics training every two years. Commissioners in San Francisco are charged with acting in the best interest of the city and its residents. Commissioners must not use their office for personal or political gain, and they must file financial disclosure forms, report gifts, and campaign contributions, and provide evidence of completion of mandated ethical trainings.⁹

⁵ Budget and Legislative Analyst (2011) Report on Boards, Commissions, Committees, Task Forces and other Oversight and Advisory Bodies.

⁶ City Attorney of San Francisco (2010) Good Government Guide. San Francisco.

⁷ Budget and Legislative Analyst (2011) Report on Boards, Commissions, Committees, Task Forces and other Oversight and Advisory Bodies.

⁸ AB1234 California Legislative Digest, February 22, 2005.

⁹ California Fair Political Practices Commission AB1234 and Online Ethics Training.

Commissions are expected to hold regular meetings, which are announced in advance with an agenda, and are accessible to the public, allowing public comment on issues prior to voting by the commissioners.¹⁰

DISCUSSION

The following sections discuss survey questions and the results of the selected responses. Jurors reviewed commission websites and other online resources maintained by the City including those of the Ethics Commission, SF311.org, and Data.sfgov.org.

Compliance with Statement of Economic Interest Form 700, Ethics, and Sunshine Act Training.

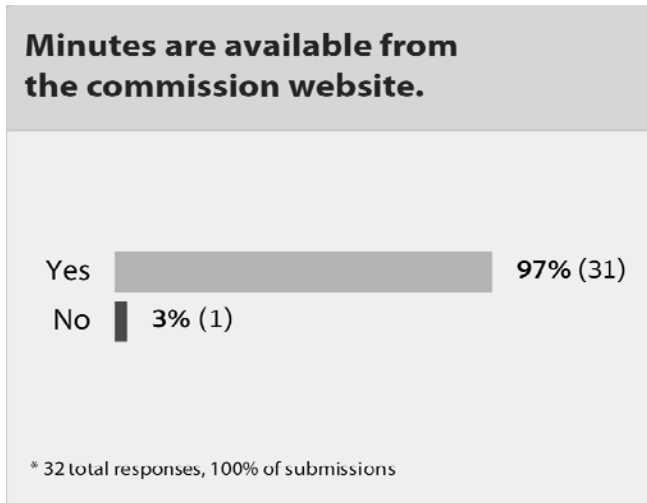
To assure that commissioners engage in fair political practices, without financial conflicts of interest, and that they are working on behalf of and in the best interest of the people of the City of San Francisco, commissioners are required to submit financial disclosures (Form 700) and to complete training in ethics and the Sunshine Ordinance.¹¹ The survey was conducted over a period of time during which commissioners were still complying with these requirements. Therefore, the compliance with these elements was difficult to discern for some commissioners. With a more timely completion of these important requirements by the commissioners, that information would have been an interesting element of this report.

Open Meetings

For citizens to engage in the political process and to have influence upon issues which matter to them, they must be able to participate. For the purpose of maintaining a record of the actions taken and to inform interested parties as to the activities of government entities, keeping and posting meeting minutes are required.

¹⁰ California Attorney Generals Office (2003) The Brown Act: Open Meetings for Local Legislative Bodies.

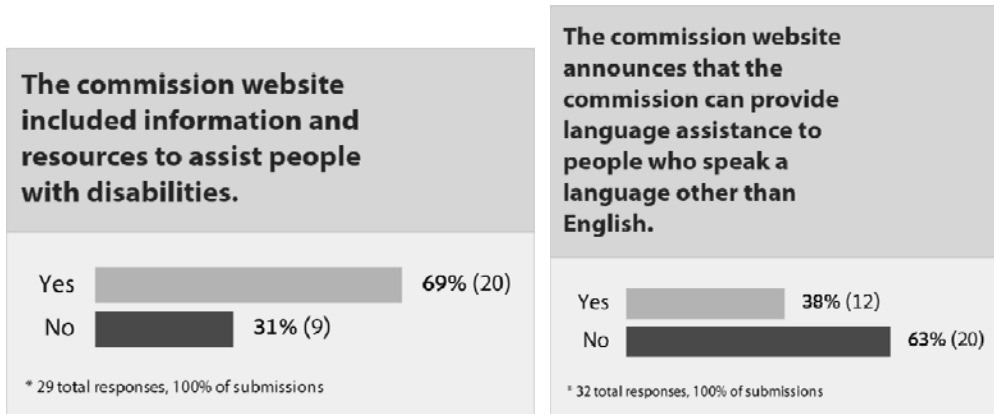
¹¹ San Francisco Administrative Code Chapter 67 Sunshine Ordinance Article IV Policy Implementation <http://www.sfbos.org/index.aspx?page=5550>.



The Jury is impressed by the open meeting culture of San Francisco.

Accessibility

For all members of the public to participate and have influence on the political process meetings must be accessible.

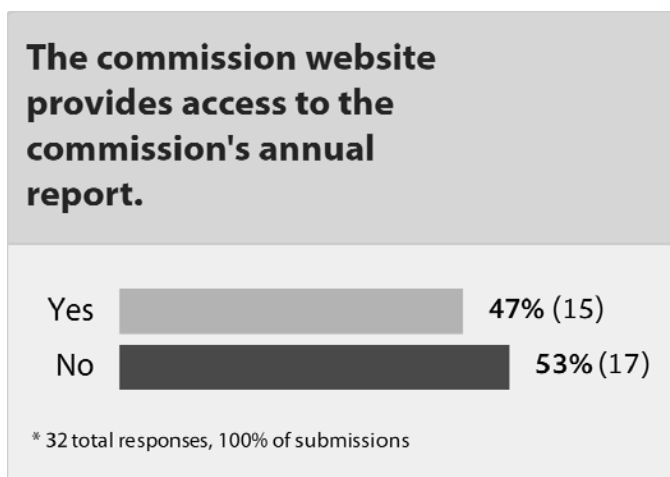


The Statement of Accommodation was not easily found in all cases. Most commissions refer requests for accommodation to the Mayor's Office of Disability. By not following up on those requests, the commission neglects its responsibility to this issue. The Rent Board Commission and the MTA websites are good examples of providing support pages for non-English speakers within the site. For those who wish assistance where resources are not readily available, it should be clearer that assistance is available when requested in advance.

Accountability

Annual Report

Commissions are required to produce an annual report highlighting their projects, outcomes, effectiveness, and community contributions.¹² City Administrative Code does not permit annual reports to be distributed in paper form.¹³ Instead, posting the annual report to the commission's website and providing a link to the San Francisco Public Library, as described in San Francisco Administrative Code Section 8.16, makes the information available to the people of San Francisco.¹⁴



At the time of the review, 47% of the commissions had posted an annual report.

Attendance

In 2006 Mayor Newsom established a policy on commissioner attendance requiring commission secretaries to submit an annual attendance record and to request that the commission's liaison be contacted regarding commissioners who miss more than three meetings in one fiscal year.¹⁵ Also in 2006, the Board of Supervisors passed a resolution that all commissions should develop an attendance policy.¹⁶

In 2011, Mayor Lee reiterated the importance of attendance at meetings and requested a posting of commissioner attendance at meetings. We noted that the Mayor's website has

¹² San Francisco Administrative Code 1.56 (a) Annual Reports.

¹³ San Francisco Administrative Code 8.12.5 Electronic Distribution of Multi-page Documents.

¹⁴ San Francisco Administrative Code Section 8.16 Filing Annual Reports and Official Documents with the San Francisco Public Library.

¹⁵ <http://www.sfcityattorney.org/Modules/ShowDocument.aspx?documentid=686>, p. 161.

¹⁶ <http://www.sfcityattorney.org/Modules/ShowDocument.aspx?documentid=686>, p.162.

recorded commissioner attendance for FY 2011-2012.¹⁷ Attendance records have not been updated since then.

The jury found only one commission website that posts an attendance roster. To verify meetings and commissioner attendance, we looked at the minutes of every commission for every meeting to determine the proper responses for our survey, including: if or if not the meeting occurred, and for each commissioner, if or if not present and if not present then, if excused.

Attendance is a criterion on which a commissioner's performance is assessed. Except as noted above, there is no ongoing effort to maintain a current attendance record.

List of Commissions

Every resident has a right to know which commissions exist and the purposes for which they are maintained. Complete, concise, accurate information is not available. The jury expended much time in its attempt to create an accurate and complete list of commissions. After 9 months of research and attempts to compile this list, the Jury was able to locate an alphabetical list in the Index to the "City Attorney Opinion 2010-01" on pages 98-99. This obscure location is not easily accessible to the residents of the City.⁶

Commissioner vacancies are posted to a webpage by the Clerk of the Board who maintains a list of only those commissions to which the Board of Supervisors makes appointments, hence it is not complete. The annual list of entities maintained by the City Attorney also has notable omissions. A tabulation of SF311.org quarterly reports from commissions was also not complete.

¹⁷ Office of the Mayor, City and County of San Francisco, Mayoral Appointments. Accessed June 13, 2014 <http://www.sfmayor.org/index.aspx?page=617>.

FINDINGS AND RECOMMENDATIONS

Accessibility

Finding 1

A statement that informs the process of requesting accommodation for physical disability and/or language support is not easily found or present on many commission websites.

Recommendation 1a

The Mayor's Office on Disability should coordinate with commissions to ensure that statements for accommodation are easily located on commission websites.

Recommendation 1b

When commission websites are developed to include language support, that support should be provided in the same languages used in the voter's guide.

Accountability

Annual Report

Finding 2

Fewer than 50% of the commissions post an annual report as required.

Recommendation 2

The Mayor should ensure that each commission posts its annual report on the commission website and provides a URL link to the SFPL, promptly.

Attendance

Finding 3

Commissioner Attendance records are not readily available to the public. To discover this information after the fact is difficult.

Recommendation 3

All commissions should keep and post to their website a record of commissioner attendance. Maintenance of an ongoing record should be required.

List of Commissions

Finding 4

There is no easy reference to all of the commissions in San Francisco. The most complete list the Jury was able to find is located in the Index of the City Attorney Opinion 2010-01, (pages 98-99).

Recommendation 4

The City Attorney should ensure that there is an annual list of active commissions that is complete and listed alphabetically.

1
2

RESPONSE MATRIX

<p>Accessibility</p> <p>Finding 1 A statement that informs the process of requesting accommodation for physical disability and/or language support is not easily found or present on many commission websites.</p>	<p>Recommendation 1a The Mayor's Office on Disability should coordinate with commissions to ensure that statements for accommodation are easily located on commission websites.</p> <p>Recommendation 1b When commission websites are developed to include language support, that support should be provided in the same languages used in the voter's guide.</p>	<p>Mayor's Office on Disability</p>
<p>Accountability</p> <p>Finding 2 Fewer than 50% of the commissions post an annual report as required.</p>	<p>Recommendation 2 The Mayor should ensure that each commission posts its annual report on the commission website and provides a URL link to the SFPL, promptly.</p>	<p>Mayor</p>
<p>Attendance</p> <p>Finding 3 Commissioner Attendance records are not readily available to the public. To discover this information after the fact is difficult.</p>	<p>Recommendation 3 All commissions should keep and post to their website a record of commissioner attendance. Maintenance of an ongoing record should be required.</p>	<p>Mayor</p>

<p>List of Commissions</p> <p>Finding 4 There is no easy reference to all of the commissions in San Francisco. The most complete list the Jury was able to find is located in the Index of the City Attorney Opinion 2010-01, (pages 98-99).</p>	<p>Recommendation 4 The City Attorney should ensure that there is an annual list of active commissions that is accurate, complete and listed alphabetically.</p>	<p>City Attorney</p>

METHODOLOGY

An extensive literature review was conducted and jurors interviewed staff members from San Francisco's Executive and Legislative branches regarding the operations of commissions, selection of commissioners, and assessment for re-appointment or potential removal from commission. Jurors also observed several commission meetings.

Using the Budget and Legislative Analyst 2011 Report on Boards and Commissions,¹⁸ the jury developed questions in a survey format. The survey was pilot tested during the last two weeks of December 2013. Because of the length of the survey and to protect commissioner confidentiality, the survey was divided into two parts. Data collection began during the second week of January 2014 and was completed on May 1, 2014. Jurors reviewed a commission website to locate specific items or information on the site that would answer the survey questions. Information may also have been gathered from SFData.org, sf311.org, and the Ethics Commission website. Data were collected about 225 commissioners from 32 commissions in San Francisco.

Forms were spot checked for accuracy and errors as they were submitted and a random selection of nine forms were reviewed for validation purposes. The questions and format of the survey forms are found in APPENDIX A and APPENDIX B.

¹⁸ Budget and Legislative Analyst (2011) Report on Boards, Commissions, Committees, Task Forces and other Oversight and Advisory Bodies.

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<http://www.sfmayor.org/index.aspx?page=617>
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San Francisco Administrative Code 1.56 (a) Annual Reports.

San Francisco Administrative Code Chapter 67 Sunshine Ordinance

San Francisco Administrative Code Section 8.16 Filing Annual Reports and Official Documents with the San Francisco Public Library.

APPENDICES

APPENDIX A: Commission Survey Form Part 1

APPENDIX B: Commission Survey Form Part 2

SFCGJ14 Commissioner Report Card Revised Survey - March 10, 2014

Please note the new instructions for completing the survey Forms

Introduction: Data collection for this survey takes place in two documents. This one, titled APPENDIX A at the top and the other titled APPENDIX B on top. When you complete the questions and submit this form, the form for APPENDIX B will automatically load in your web browser.

To complete this survey you will be asked to gather information from various online sources, and in some cases compare or reconcile information contained on different web-sites. This process may require that you have more than one browser window or tabs open at the same time. Except for the website for the commission you are collecting information on, links to the websites needed to complete this form will be provided and highlighted in blue.

At the beginning of APPENDIX A and APPENDIX B you will be asked to identify the commission name of the commission your are researching. This will allow us to match the forms later in the data collecting process. Additionally, you are asked to enter your name and email address into each form. This allows us to keep track of who completed the forms and to provide you with an email copy of your responses to the questions. You may find the email containing your replies to Appendix A very helpful to organizing your replies to APPENDIX B.

Please retain your reply emails containing your responses.

To begin, in addition to this page, you will need to locate and open the web site for the commission on which you are collecting information. This can usually be done by searching the internet using Google or Bing or another search engine in another tab or browser window. Once you have opened that web site, check to be sure that you are on the commission web page which will be different from the department web page. Links to the other web sites you will need to visit to complete this form are provided on the form.

If you find an error or experience difficulty please contact me at sfcgj.mskahill@gmail.com I will do my best to resolve the issues.

Name of person completing this form

E-mail

Date Completed

At the end of this form, bottom left --> submit button, and bottom right --> save button. entering your E-mail here enables you to receive a receipt of your responses when you submit the completed form, and to receive an e-mail link to the partially completed form should you chose to save it and return later.

Section 1

Commission Name:

Commission Site URL

This Entity is a:

Section 2: Commissioners and Appointments

Using this link to the [Online Database of Commission and Board Appointments](#) For commission information, Scroll down the page and type the commission name into the appropriate field. For commissioners information and query for the results. Enter the commissioner name into the appropriate field.

Compliance: 2013 Financial Disclosures and Ethics

Statement of Economic Interests (SEI) Form 700, Sunshine Ordinance Declarations, and

Certificate of Ethics Training can be found at this link to DATASF:

[Form 700 sunshine declaration and certificate of ethics training](#)

Commissioners

Appointed By

Some commissions have requirements or qualifications that must be met to fill specific commissioner positions where the qualifications may differ among the commissioners on the commission, in this case the commissioner position number and the qualifications are matched, hence the name, the commissioner position number must be matched with the qualifications for that position.

While completing the following section, whenever possible please match the commissioner name with their correct position number, which also then matches to the requirements for membership on the commission.

It is not always possible to determine the position number that the individual holds, in which case, record one names for each position number in the order given.

Why 24? In almost every case you will be finished with this and other sections of the survey with far fewer than 24 responses. There are , however, a few commissions with as many as 24 commissioners. To construct a data collecting ins

Commissioners

Appointed By

Commissioner 1

Appointed By

Commissioner 1: 2013 Financial Disclosures (form 700) and ethics and sunshine training within the past 2 years

	Yes	No	Other
Form 700			
SF Ethics Training			
Sunshine Training			

Commissioner 2

Appointed By

2013 Financial Disclosures (form 700) and ethics and sunshine training within the past 2 years

	Yes	No	Other
Form 700			
SF Ethics Training			
Sunshine Training			

Commissioner 3

Appointed By

2013 Financial Disclosures (form 700) and ethics and sunshine training within the past 2 years

	Yes	No	Other
Form 700			
SF Ethics Training			
Sunshine Training			

Commissioner 4

Appointed By

Investigator Notes: Optional.

Coding and Confidentiality

Guidelines civil grand jury reports require that no names be disclosed. Much of the data we are collecting is name associated. Hence, we must use coding methods that allow us to track the integrity of our data, but protects the confidentiality of people.

When you were recording names above, you were asked to reconcile and match the commissioner position number and name information provided. And it is understood that it may not have been possible to do so.

Coding question:

- A) I was able to reconcile and match the commissioner position number and name while completing this form
 - B) I was not able to reconcile and match the commissioner position number and name while completing this form
-

Use the email you receive upon submitting this form as a key to complete the remainder of the survey.

Save or Submit

Save: If you wish to continue completing this form at another time click the SAVE button to the right and below: You will receive an email with a link back to this form. The link will expire in 3 days.

Submit: To submit this form complete the 2 validation questions then select the submit button to the left and below. Once you have submitted this form, you will receive an e-mail receipt containing your responses.

IMPORTANT: The responses to this form will help you to complete the remaining questions associated with this survey. Once you have submitted this form, check your email for the auto-receipt. Print that e-mail and use the list of commissioners as an organizing guide in the next part of this survey.

Validation of Responses: Enter your name and check the validate box to indicate that you have completed this form truthfully and to the best of your ability..

Enter your name:

Validate

you will automatically be redirected to the commission form when you select the submit button.

SFCGJ14 Commissions Report Card and Survey Revised March 10, 2014

Commissioner Survey and Report Card: Continued. 2nd of two forms

If you locate errors or have difficulty please send me an e-mail sfcgj.mskahill@gmail.com I will do my best to resolve the problem.

Name of person completing this form

E-mail

Date Completed

For continued data security please enter you name and email again. At the end of this form, bottom left --> submit button, and bottom right --> save button. entering your E-mail here enables you to receive a receipt of your responses when you submit the completed form, and to receive an e-mail link to the partially completed form should you chose to save it and return later.

Section 1

Commission Name:

Commission Site URL

Was this commission Created in 2013

Did this commission sunset in 2013

Yes

Yes

No

No

If this commission is associated with a city Department, what is the name of the department?

Is there a link to the associated department on the commissions web site?

Yes

No

Section 2: Commissioners

Coding Label: Position Member

Select "Position" label if the numerical order of commissioners from the commissioner survey is identical to the designated commission position number.

Select "Member" Label if the numerical order of commissioners varies from the designated commission number.

Duplicate your response from the coding question on your Email Key.

A) I was able to reconcile the commissioner name and commission position number when completing the previous form.

B) I was not able to reconcile the commissioner name and commission position number when completing the previous form

The Role of this commission and it's commissioners (select all that apply).

Advisory

To Make Policy

Quasi-Judicial

Other

Compensation and Insurance information can be located in this spreadsheet of Boards and Commissions created By Hans Carter from San Francisco City Attorney Opinion 2010-01

Commissioners on this commission are eligible to participate in the City/County of San Francisco Health Plan.	Yes
	No
The commissions received financial compensation.	Yes
	No

The amount of compensation is
per

Section 3: Locating Standard Information for Commissions

For the following questions, select "yes" if you are able, and select "no" if you are not able to locate the requested resource on the commission web-site.

Commission Telephone Number	Yes	No
Commission e-mail Address	Yes	No
Next commission meeting announcement	Yes	No
Regular meeting, day, time, location indicated	Yes	No
Information about accessibility and resources for persons with disabilities.	Yes	No
Does the Commission site contain a link to a translation resource, like Google-translate	Yes	No
Does the Commission site announce multi -lingual support?	Yes	No
Commission Calendar	Yes	No
Does the Calender indicate the dates of regular meetings during 2013?	Yes	No
Is there access to meeting agenda?	Yes	No
Are meeting minutes posted on the site?	Yes	No
Is a statement prioritizing agenda topics posted?	Yes	No
Are annual reports for the commission posted?	Yes	No
Are other reports from the commission posted?	Yes	No
Is a statement of incompatible activities posted?	Yes	No
Are commissioners names given	Yes	No
Is biographical information give about the commissioners.	Yes	No.

Section 4: Commission Meetings

Commission Meetings and the Public Record.

In this section it will be necessary to determine the meeting schedule for the commission, record the date of each public meeting locate agenda and minutes for each meeting, and to review the minutes to verify that the meeting did occur, determine if commissioners were present, establish that members of the public had an opportunity to comment on issues before the commission, and to assess if an interested party reviewing the minutes would be informed as to the activities of that meeting.

This commission meets:

Meeting Status Legend

Confirmed = the meeting was held as scheduled and is supported by minutes

None Scheduled = No meeting was scheduled

Canceled: A scheduled meeting was announced as canceled..

No Meeting = The commission web-site indicates a meeting, but that meeting was not scheduled and/or did not occur

Planned Break = The canceled meeting was announced in advance as a break from the regular meeting schedule

Other = a condition that does not meet any of the above criteria

Attendance Legend

Attendance information taken from Meeting minutes:

Present: The commissioner was present for the meeting.

/P: The Commissioner was present for the meeting, but arrived late or left the meeting early.

Absent: Indicates that the commissioner was not present for the meeting.

Excused: The commissioner had significant reason or made prior arrangements to be absent.

Other: For a position that is not filled or condition otherwise not described above.

For each month, below, select the date or dates of regular commission meetings, then respond to questions pertaining to each meeting

January 2013

1st January Meeting
2013

Meeting Status

Select all that apply

Confirmed

public comments were heard.

None Scheduled

Minutes are posted

Canceled

Minutes are detailed.

No Meeting

Planned Break

Other

Commissioner Attendance

For integrity in process, Please retain the order in which you listed commissioner names associated with the position number that you established when completing APPENDIX A. Grand Jury rules do not allow for names to be identified within reports. It is important to retain name and position number integrity to validate our findings

1st January Meeting Attendance

	Present	/P	Absent	Excused	Other
Position 1					
Position 2					
Position 3					
Position 4					
Position 5					
Position 6					
Position 7					
Position 8					
Position 9					
Position 10					
Position 11					
Position 12					
Position 13					
Position 14					
Position 15					

1st February
Meeting 2013

Meeting Status

- Confirmed
- None Scheduled
- Canceled
- No Meeting
- Planned Break
- Other

Select all that apply

- public comments were heard.
- Minutes are posted
- Minutes are detailed.

Commissioner Attendance

The attendance roster repeats each month, January 2013 - December 2013

First December Meeting

	Present	/P	Absent	Excused	Other
Position 1					
Position 2					
Position 3					
Position 4					
Position 5					
Position 6					
Position 7					
Position 8					
Position 9					
Position 10					
Position 11					
Position 12					
Position 13					
Position 14					
Position 15					

Notes

How many meetings was this commission scheduled to hold
between January 1, and December 31, 2013

How many meetings did this commission actual hold between
January 1 and December 31, 2012

VALIDATE AND SUBMIT

OR

SAVE

SAVE: If you wish to save this form, Select SAVE at the bottom right of this form. You will receive an email with a link back to this form. The link will expire in three days.

SUBMIT: To submit this form, respond to the validation questions (Name, Date, Validate) below then select SUBMIT, at the bottom left corner of this form. You will receive and email that contains your responses to this form. Please retain that email.

Enter your name here:

Enter Today's Date

I assert that I have completed this form truthfully and to the best of my ability

Validate

Then select submit, below and to the left.
