

AREA 12

RULES OF

PROCEDURE



Handbell Musicians
OF AMERICA

September 2023

Table of Contents

I.	Area 12 Guidelines.....	1
A.	Administrative Policy	1
B.	Membership	3
C.	Nondiscrimination.....	5
D.	Finances	5
E.	Expenses and Income.....	6
F.	Assets	8
G.	Amendments and Revisions to Bylaws and Rules of Procedure	8
H.	Events.....	10
I.	Conferences.....	12
J.	Bell/Chime Loan Program	13
K.	Social Media	14
L.	The Twelfth Tone E-Newsletter	15
M.	Website (604).....	17
II.	Area 12 Board of Directors.....	19
A.	General.....	19
B.	Board Approval/Appointment Responsibilities	20
C.	Qualifications/Election/Term.....	22
D.	Resignation/Vacancies/Removal	22
E.	Meetings/Attendance	23
F.	Indemnification/Conflicts of Interest.....	24
III.	Area 12 Executive Committee	26
A.	General.....	26
B.	Chair.....	28
C.	Chair-Elect	29
D.	Past-Chair.....	30
E.	Secretary.....	31
F.	Treasurer	33
IV.	Area 12 Appointed Officers.....	36
A.	General.....	36
B.	Communications Director	36
C.	Education Director	37
D.	Events Director	38

E.	Historian.....	39
F.	Membership Director	39
G.	Regional Coordinators	40
H.	District Liaisons	41
I.	Social Media Director	41
J.	Vendor Coordinator	42
K.	Webmaster	43
V.	Area 12 Committees.....	44
A.	General	44
B.	Bylaws Committee (Art XI).....	44
C.	Composition Contest (447)	45
D.	Finance Investment Committee/Financial Advisor.....	47
E.	Nominating Committee	48
F.	Jim Scott Memorial Scholarship Committee	49
G.	Mel Tully Memorial Scholarship Committee	50
H.	Patty Marquart Scholarship Committee	52
VI.	Record of Revision.....	54
VII.	Region Definition 9/18/2022	VII-I
VIII.	Records and Retention (TBD).....	VIII-I
I.	Record definition.....	VIII-I
J.	General (all officer) records	VIII-I
1.	Email	VIII-I
2.	Committee Chair records	VIII-II
3.	Committee Member records.....	VIII-II
K.	Chair records	VIII-III
L.	Chair-Elect records	VIII-III
M.	Past-Chair records	VIII-III
N.	Secretary records	VIII-III
O.	Treasurer records.....	VIII-V
P.	Communications Director records	VIII-VI
Q.	Education Director records	VIII-VI
R.	Events Director records.....	VIII-VII
S.	Historian records	VIII-VII
T.	Membership Director records	VIII-VIII
U.	Regional Coordinator records	VIII-VIII
V.	District Liaison records	VIII-VIII

W.	Social Media Director records	VIII-IX
X.	Vendor Coordinator records.....	VIII-IX
Y.	Webmaster records.....	VIII-IX
IX.	2017 Travel Reimbursement Policy.....	IX-I
X.	Code of Ethics (665)	X-I
XI.	Conflict Resolution (TBD).....	XI-I
XII.	Annual Forms.....	XII-I
A.	Code of Ethics Form (665).....	XII-I
B.	Conflict of Interest Form (667).....	XII-II
C.	Social Media Form (643)	XII-IV
D.	Youth Protection Policy (643)	XII-V

PREFACE

These Rules of Procedure (ROP) are intended to be the implementing document for the requirements stated in the Articles of Association approved May 28, 1979, the Bylaws dated October 15, 2018, and to provide direction to the Officers and Board of the Directors for AGEHR AREA XII. (693, 694)

The legal name of Area XII, in accordance with the Articles of Association, is The American Guild of English Handbell Ringers, Inc., Area XII. (Art I Sec 1) However, the working name that is used by the national organization and the area is Handbell Musicians of America, Area 12. Throughout this document, reference to Area 12 is reference to the legal entity.

Area 12 is one of the area divisions of The American Guild of English Handbell Ringers, Inc., (AGEHR, Inc.) and is bound by and subscribes to all regulations and bylaws established by AGEHR, Inc. (Art I Sec 1). Reference to the Guild or National in this document is referring to AGEHR, Inc. The Area 12 territory includes (alphabetically) the states of California, Hawaii and Nevada as well as the US Pacific island territories (e.g., Guam, North Marianna Islands).

Throughout this document, if an Arabic numeral is in parentheses (111), it refers to a motion from the Book of Motions. Reference to the bylaws is indicated by parentheses, with the Article, Section, and Subsection included, as applicable (e.g., Art II Sec 3.a). If there is a date in parentheses, e.g., (4/1985) these are believed to be reference to Board meeting minutes. There are also references to other sections in this document and are usually hyperlinked with section number; for example: refer to ROP [Area 12 Guidelines](#) (Sect I). Clicking on a hyperlink will jump to that section.

This document is not intended to prescribe specific methods on how board members implement their functions. Board members are encouraged to have “desk guides” which contain the implementing information and information that the next person in that position might need. For example: the Treasurer is required to keep books. This document does not specify which software is used. The Treasurer’s desk guide would indicate that Area 12 utilizes QuickBooks.

In the event there is conflict between this document and the Area 12 Bylaws and/or Articles of Association, the Articles of Association, and the bylaws, in that order, take precedence.

I. Area 12 Guidelines

A. Administrative Policy

- 1) The Mission of Area 12 is to educate, motivate, and nurture fellowship, joy, and excellence in handbell and handchime music. (369)
- 2) The primary objectives of Area 12 shall be to educate, promote the exchange of ideas relating to handbell and handchime ringing, and sponsor educational activities that may be adjudicated but which exclude direct competition between handbell and handchime choirs, ensembles, and/or ringers. (Art II Sect 1)
- 3) In no way shall Area 12 become separate from, or work at cross-purposes with, the Guild, of which it is a part. (Art II Sect 2)
- 4) Area 12 and its regions and districts must operate in a manner consistent with the Guild's bylaws. (Art IV Sec 2.e)
- 5) Area 12 and its regions and districts shall submit any and all reports and records to the next higher level of the Guild as requested by the Guild's Board of Directors or Executive Director. (Art VIII Sec 4)
- 6) Except as otherwise provided by law, Area 12 shall be governed and managed by the Area 12 Board of Directors, hereinafter referred to as the Area 12 Board, in accordance with Area 12 Bylaws. (Art IV Sec 2.a /Art V Sec 1)
- 7) Area 12 shall be administered by a Chair elected from the voting membership of Area 12. (Art IV Sec 2.b)
- 8) The Area 12 Board shall establish documents necessary for implementing the bylaws and for governing Area 12. (Art VIII Sec 2) These shall include Rules of Procedure, Book of Motions, and any other official documents approved by the Area 12 Board of Directors.
- 9) All monies collected and administered by Area 12 shall be used in a manner consistent with the objectives of the Guild. (Art II Sect 2)
- 10) Articles of Association for AGEHR, Inc., Area XII, were submitted and approved on May 28, 1979.
- 11) The IRS Employer Identification Number (EIN) for Area 12 is 95-3347050 and Area 12 is listed with IRS as American Guild of English Handbell Ringers Inc Area X11. (5/1979) (Note the intended nomenclature for the EIN was Area XII and the IRS does not include punctuation.) Area 12 is registered with IRS as a 501(3)c non-profit organization.
- 12) Area 12's California Secretary of State/Franchise Tax Board Corporate/Organization number is 9786061. Area 12's California Registry of Charitable Trusts Registration Number is 039539.

- 13) For insurance reasons, no alcoholic beverages are to be served by Area 12 at any Area 12 activity (4/1990), nor other mood-changing controlled substances, such as marijuana.
- 14) The principal office(s) of Area 12 shall be located at the residence of the current Area 12 Chair or such other place as the current Area 12 Chair may designate. (Art I Sec 2) The official address according to the State and Federal tax records is the residence of the current Area 12 Treasurer.
- 15) Area 12 shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its Area 12 Board, Executive Committee, and committees having any of the authority of the Area 12 Board at a place or places designated by the Area 12 Board. It shall also keep at its principal or registered office a record of the names and addresses of the board members entitled to vote. All books and records of Area 12 may be inspected by any member of Area 12, or agent or attorney for such member, or by the Guild for any proper purpose authorized by the bylaws or as required by law. (Art VIII Sec 1) The Secretary is the officer responsible for maintaining the Area's records but may delegate some of this task to other officers for specific items. A definition of what are Area 12 records and which officer is responsible is defined in ROP Records and Retention (Appendix VIII).
- 16) If Area 12 procures a non-profit bulk mail permit, the mailing address shall be determined by the Area 12 Executive Committee. (580)
- 17) The Guild-provided insurance for sponsored events includes borrowed equipment and general liability coverage; any deductible will be as prescribed by the Guild. (683)
- 18) The rules contained in the most recently revised Robert's Rules of Order shall govern Area 12 in all cases where they are applicable and when they are not inconsistent with the bylaws, these Rules of Procedure, or other official documents adopted by Area 12 or the Guild. (Art VIII Sec 3)
- 19) The Area 12 Board may provide an Area 12 Honorary Service Award to an individual who has given extraordinary service to the development of handbells in Area 12. The award will be in the form of a plaque with an appropriate inscription. The Area 12 Board must approve giving the Honorary Service Award. (430)
 - a. The cost for the honorary service award shall be included in the budget for each year the board would like to give out an award. (687)
- 20) Ticket Sales Policy (286): This policy outlines the resources that Area 12 Board members will offer when approached by organizations or individuals for assistance with booking and ticket sales:
 - a. Assistance in locating event sites and contacts, excluding tour planning, housing, and meals.
 - b. Assistance with publicity, such as newsletter announcements at current rates (see ROP sections Events, item 19 (Section I.H); Social Media, item 10 (Section I.K); Twelfth Tone, item 6 (Section I.L); and Website, item 3.a (Section I.M)).
 - c. Assistance with ticket sales, however, Area 12's charge is 25% (twenty five percent) of face value. Area 12 assumes no financial risk nor guaranteed ticket quota.

- 21) The Area 12 Board shall consider joining the North American Guild of Change Ringers or similar organizations, and consider holding workshops and including occasional articles in the Twelfth Tone. (673) The Secretary shall be assigned the task of finding such organizations and their organizational deadlines but may delegate.
- 22) The Area 12 Board shall consider nominations for Guild Honorary Life Members annually and submit qualified candidates for nomination by the Guild deadline.
- 23) The Chair shall assign the task of providing Area 12 write up for the quarterly Guild Overtones Area Spotlight by the deadline.

B. Membership

- 1) The members of Area 12 shall be all members of the Guild who reside in the geographical area designated by the Guild as Area 12 and any member classified by the Guild as living outside the defined boundaries of any area of the Guild who chooses to affiliate with Area 12. (Art III, Sec 1)
- 2) A member in good standing is one who is current in Guild dues and has no other outstanding financial obligation to Area 12 or the Guild. (Art III Sec 1.a)
- 3) Membership categories and privileges shall be consistent with the Guild's Bylaws and policies. (Art III Sec 1.b)
- 4) Voting and Other Privileges
 - a. Voting privileges of Area 12 members shall be consistent with the Guild's Bylaws and policies. (Art III Sec 2.a) Area 12 members in good standing, with Guild voting rights, have Area 12 voting privileges.
 - b. In addition to the membership privileges granted by the Guild, the Area 12 Board may grant additional privileges. (Art III Sec 2.b)
- 5) Regions and Districts (Art IV Sec 1)
 - a. Area 12 is subdivided into geographic Regions. Each Region consists of a smaller territory contained within the territory designated to Area 12 by the Guild.
 - b. Area 12 may redefine Regions with the simple majority approvals of the Area 12 Board of Directors and the voting membership of the proposed Region.
 - c. Members who reside in Regions that are included within the geographical boundaries of Area 12 shall be members of that Region.
 - d. Each Region may be further subdivided into additional geographic sub-regions known as Districts with the approval of the Area 12 Board. Each District will consist of a smaller territory contained within the territory designated to a single Region.
 - e. Each Region and District must operate under the Area 12 Bylaws.
 - f. Area 12 Regions in California and Nevada are defined by ZIP codes. The Hawaii Region consists of the entire state of Hawaii and the US Pacific Islands. The breakdown of the

Regions is listed in these Rules of Procedure Region Definition (Attachment VII). (583, 670) Regional Coordinators may support members in an adjacent Region, based on distance, etc. The Regions have the following nominal names:

- i. Southern CA (sometimes called SoCal),
- ii. Hawaii,
- iii. LA Metro,
- iv. Southern Nevada,
- v. Northern Nevada,
- vi. Central CA, (sometimes called CenCal),
- vii. Bay Area, and
- viii. Northern California (sometimes called NorCal).

Northern California also has a District nominally known as the Far Northern California District and generally consists of the counties north of Sacramento and west of counties touching Nevada. The ROP Region Definition (Attachment VII) specifies which ZIP codes are supported by the Far Northern California District.

- 6) New Area 12 members shall be sent a new member packet as defined in the Membership Director desk guide. (672)
- 7) Area 12 shall encourage joining the Guild or renewing membership at sponsored/endorsed events. Local event organizers are authorized to reduce or waive event fees for those who join the Guild for that event. (585)
- 8) Any Area 12 member may request data with mailing information as prescribed by the Guild. (193)
- 9) The Communications Director will list new Area 12 members (first names or organizations, and cities only), as provided by the Membership Director, in the Area 12 newsletter, if said new member has given permission for their name to be published. (586)
- 10) There shall be a biennial Area 12 general membership meeting for purposes of receiving reports from the Area 12 Board and for transacting any other such business as may be brought before the membership by either the Area 12 Board or its members. No minimum number of members must be present, either in person or by proxy, for purposes of the transaction of any business at any meeting of the Area 12 members. (Art IV Sec 4) Note this meeting typically takes place at the biennial conference. If no conference is held a biennial meeting shall still take place.
- 11) An Area 12 general membership meeting may take place in the odd-numbered years.
- 12) At least 10% (ten percent) of the membership shall be present, either in person or by proxy, for the purpose of taking any action relating to the merger or dissolution of the area. (Art IV Sec 4)

C. Nondiscrimination

Area 12, its officers, employees, and members will not discriminate against any voting or nonvoting member on any basis, including, but not limited to race, age, color, religion, marital status, veteran status, gender, pregnancy, sexual orientation, national origin, or physical or mental disability. (Art III Sec 3)

In addition, Area 12 has adopted a Code of Ethics; see ROP Code of Ethics (Attachment X). (665)

D. Finances

- 1) The fiscal year of Area 12 shall begin September 1 and extend through August 31. (Art IV Sec 3).
- 2) In the event of the dissolution of Area 12 or any Region or District of Area 12, all assets of the dissolved area, Region, or District shall be transferred to the next higher level of Area 12 or the Guild (e.g., Region to Area 12, Area 12 to the Guild). (Art XII)
- 3) Designated funds are monies (usually donated) earmarked for a specific purpose, such as for scholarships, equipment purchase, event down payment, etc. Undesignated funds are funds that have no stipulations on their use, such as for general board budget items.
- 4) The Area 12 Board shall approve a budget at the first Area 12 Board of meeting of the fiscal year. (587)
- 5) The Area 12 budget shall include a line item for membership in a national music educators' association. (588)
- 6) The Area 12 Chair must approve all non-budgetary expenditures of Area 12 funds in excess of \$500 (five hundred dollars). This can be in the form of a motion in the minutes or a signature on the requisition or event forms. Board members may spend up to \$500 (five hundred dollars) for non-budgetary expenditures in carrying out their assigned duties. Such expenditures should be reported to the Area 12 Chair prior to request for reimbursement. (688)
- 7) The Treasurer shall inform the Executive Committee of the potential for investment of all or some undesignated funds not immediately needed when threshold reached as defined in ROP Treasurer, item 2.n (Section III.F).
- 8) At the beginning of each term, the incoming Area 12 Chair and the Area 12 Treasurer shall arrange for a disinterested, qualified party to conduct an inspection of the finances encompassing the preceding two years. This inspection is intended to identify items that may not be consistent with generally accepted accounting principles. (590)
- 9) If Area 12 has reached the financial thresholds described in ROP Finance Investment Committee/Financial Advisor (Section V.D), each incoming Area 12 Chair shall appoint a Finance Investment Committee or Financial Advisor to make recommendations to the Area 12 Board for action concerning investment of the designated Area 12 funds. (591)

- 10) The Area 12 Chair is the person designated to sign and submit to the Guild the paperwork for sponsored and endorsed events. In the event the Chair is unavailable, the Past-Chair or Chair-Elect may sign and submit to the Guild the event paperwork. (592)
- 11) Area 12 shall produce at least one Area 12 conference biennially in the even-numbered years, if practicable. These events should produce sufficient revenue to support the financial needs of Area 12 for the ensuing two years. (593) Refer to ROP Conference (Section I.I) for details.
- 12) Money raised from Area 12 sponsored events shall go to the Area 12 Treasury. (4)
- 13) Area 12 shall endeavor to maintain balance(s) with its financial institutions to avoid monthly maintenance charges. For example, if \$5000.00 (five thousand dollars) is the threshold to pay a monthly maintenance fee, the Treasurer should keep the balance above \$5,000.00. (674)
- 14) Area 12 may fund raise to provide funds to operational budget or other normal activities. Including fundraising activities like “Adopt-a-Bell”. It can be in conjunction with Area 12 events like the biennial conference, or other events, or on a stand-alone basis.
- 15) Financial laws, or a financial institution’s requirements, will determine which officers must have access to financial accounts and instruments.
 - a) As a minimum, the Treasurer and one other member of the Executive Committee must be signatories on the financial institution accounts.
 - b) As a minimum, the Treasurer shall have a debit card or equivalent.
 - c) As a minimum, the Treasurer and one other member of the Executive Committee must have administrative access to the PayPal account, or other financial accounts.
- 16) When a Treasurer or Secretary changes, due to election or replacement appointment, the results of the election or the appointment shall be documented in the Board Meeting minutes. (Financial institutions require this information in the minutes to confirm that the new officer is authorized to access the organization’s accounts.)

E. Expenses and Income

- 1) All deposits and claims for reimbursement from Area 12 funds shall use the current reimbursement form as maintained by the Secretary.
 - a. Each bill or receipt shall be listed individually.
 - b. All products or services for each bill or receipt shall be itemized.
 - c. If a bill or receipt is unavailable, an itemized, signed, and dated statement must be submitted in place of that bill or receipt.
 - d. Deposits must include reference to what generated the deposit.
 - e. The reimbursement form, any deposits, and/or supporting receipts/documentation should be submitted to the Treasurer.

- 2) Request for Area 12 reimbursement should be submitted for payment within thirty (30) days of occurrence or following the completion of the event which the expense is related to. Expenses may be submitted for reimbursement as soon as the expense is incurred, even when related to a future event. (681)
- 3) Reimbursement forms must be signed by Board Member before submission. If a non-board member incurs an Area 12 expense, it needs to be routed to the responsible Board Member before submission to the Treasurer for reimbursement.
- 4) Reimbursement rates for transportation costs shall be determined on a biennial basis during the fall meeting when the budget is approved. Passage must be by a two-thirds (2/3) majority of those present. This includes transportation expenses incurred by Area 12 Board of Directors on approved Area 12 business, including traveling to and from Area 12 Board of Directors meetings. (594) See ROP Travel Reimbursement Policy (Attachment IX).
- 5) Reimbursement rates for lodging costs shall be determined on a biennial basis by a two-thirds (2/3) majority of the board present. See ROP Travel Reimbursement Policy (Attachment IX).
- 6) Alcoholic beverage costs will not be reimbursed. (6/1995) Other controlled substance consumables, e.g., marijuana, will also not be reimbursed.
- 7) The Membership Director, Regional Coordinators and District Liaisons shall submit into the budget each year any funds they wish to have for mailings to membership. Mailings regarding specific events are to be covered in the event budget. (676)
- 8) Expenses should be preapproved through the budgeting process and/or the event approval process. Approval of other unbudgeted expenses greater than \$500 (five hundred dollars) shall be approved in writing by the Chair. This approval shall be included with the request for reimbursement. For unbudgeted expenses less than \$500 (five hundred dollars) not previously approved, the Treasurer shall notify the Chair prior to approval and disbursement of funds. (688)
- 9) Normal expenses that may be reimbursed at full rate include, but are not limited to:
 - a. Transportation, housing, and/or meals for conference clinician(s),
 - b. Copying,
 - c. Materials,
 - d. Conference clinicians' honorarium,
 - e. Janitorial fees, facility use fee, equipment rental,
 - f. Refreshments, meals for Area 12 Board meetings, excluding alcoholic beverages or other controlled substance consumables,
 - g. Publicity, letters, supplies, postage,
 - h. Name tags,

- i. Shipping (e.g., music packets), and
 - j. Miscellaneous (itemized and pre-approved).
- 10) The Treasurer will make reasonable efforts to pay board member expense reports within 30 (thirty) days of receiving a valid (and approved, if necessary) reimbursement form and supporting receipts and documentation.
- 11) Area 12 will provide a membership subsidy to each new set of bells purchased in Area 12 when the information on the purchasing entity is available and it is financially practicable. (685)

F. Assets

- 1) The Area 12 Treasurer will be responsible for maintaining a current inventory of transferable property owned by Area 12 and make available said inventory to all board members after filing each years' non-profit filings. (94)
- 2) No member of the Area 12 Board is to be held responsible for any Guild material destroyed by fire, natural disaster, or theft while in their possession. (372) Nor vandalism.
- 3) The Area 12 Chair is the custodian of the ceremonial B# bell. The Area 12 Chair shall be responsible for having the ceremonial B# bell engraved prior to each biennial conference. (320) The engraving shall include the city, state, and year of each Area 12 conference, beginning with Honolulu, Hawaii, 1980. No month is to be included. (18)
- 4) The Area 12 University of California Medal shall be kept with the Area 12 Ceremonial B# bell. (19)
- 5) The Area 12 Education Director is the custodian for the Area 12 Bell/Chime Loan Program handbell and handchime instruments and related equipment. (595) The Area 12 Education Director is responsible for examining the instruments and related equipment on a periodic basis. Repair costs will be paid by Area 12.

G. Amendments and Revisions to Bylaws and Rules of Procedure

- 1) Amendments and Revisions to Area 12 Bylaws
 - a) Amendments and revisions to the bylaws may be initiated by an Area 12 member, a committee appointed by the Area 12 Board, or by the Area 12 Board. (Art XI Sec 1)
 - b) The Secretary shall be responsible for receiving suggestions, coordinating any modifications and/or updates to the Area 12 Bylaws, following the approval guidelines described in the bylaws and this ROP Bylaws Committee (Section V.B). The Secretary serves as chair of the bylaws committee. It is recommended that the Executive Committee review the list of potential changes at least once (1) per Chair term to determine if the Bylaws should be updated.
 - c) The proposed bylaws amendment with modifications shall be reviewed by the Area 12 Board of Directors. Bylaw changes must be approved by a two-thirds (2/3) vote of the

Area 12 Board of Directors before the proposed bylaws amendment is submitted to the Guild's Board of Directors for review and approval. (Art XI Sec 2)

- d) If the Area 12 Board rejects the proposed bylaw amendments, a petition to the Chair bearing the signatures of ten percent (10%) of the voting membership shall cause the set of proposed amendments to be sent to Guild's Board of Directors for review and approval. (Art XI Sec 3)
- e) After final approval from the Guild's Board of Directors and the Area 12 Board of Directors, the changes shall be submitted to the voting membership no less than thirty (30) days prior to the end of the balloting period. (Art XI Sec 4.a)
- f) The voting on the proposed bylaws may be included in the next regular election. If the Area 12 Board deems prompt action on the bylaws vital to the efficient operation of Area 12, it may call a special election for the purpose of voting on the proposed bylaws. (596)
- g) Ballots must be returned to an individual who is not a member of Area 12 or to an independent accounting firm by the date required as set forth on the ballot. (Art XI Sec 4.b, 4.c)
- h) Amendments shall be effective as of the date designated in the proposed amendments. (Art XI Sec 6)
- i) Area 12 membership shall be notified of the results of the bylaw change vote within forty five (45) days of the closure of the voting period. Results will be announced in at least two of the following methods: Newsletter, Website, and Social Media.
- j) After approval, the new Bylaws will be accessible to the Area 12 members from the Area 12 website.

2) Revisions to the Rules of Procedure

- a) The Secretary shall maintain a list of procedural changes and approved motions that need to be incorporated into the Rules of Procedure that do not require a Bylaws change.
- b) Board members shall provide procedural changes to the Secretary for review and/or inclusion in the updated Rules of Procedure. (These are items that do not require a bylaws change.)
- c) The Secretary will present the updated Rules of Procedure for Board approval at each Fall board meeting with any additional motions that might be needed to bring the ROP into compliance with our current practices. (682)
- d) Revisions to these Rules of Procedure must be approved by a two-thirds (2/3) vote of the Area 12 Board Members.
- e) The proposed revision shall be accompanied by a reason for change and a mark-up showing what the changes are.
- f) Effective date of the revision shall be the date of approval.
- g) After approval, the new Rules of Procedure will be accessible to the Area 12 members from the Area 12 website.
- h) A thorough review of the Rules of Procedure should be done every four years, in even

numbered years. It is suggested the committee that does this work include the Secretary, Chair-Elect and Past-Chair as a minimum; the Secretary will chair the committee.

H. Events

- 1) Sponsored events within Area 12 are the financial responsibility of Area 12. Guild benefits of being a sponsored event include general liability insurance, borrowed equipment insurance, site insurance, employee/volunteer dishonesty insurance, publicity and performance royalty payments (the last if post-event paperwork is timely submitted). Specific details can be found here.
- 2) Endorsed events are planned, financed, and carried out by Area 12 members and not by any organizational level of the Guild. These events are the sole financial and legal responsibility of the event planner. Board members should encourage people not associated with the Guild that carry out events to consider making their event an endorsed event. The benefits of being an endorsed event include Guild publicity and performance royalty payments (if post-event paperwork is timely submitted).
- 3) The Area 12 Chair is the person designated to sign and submit to the Guild the paperwork for sponsored and endorsed events. If the Area 12 Chair is unavailable, the Area 12 Past-Chair or Chair-Elect may sign and submit the event paperwork. (592)
- 4) It is intended that all events produced by members of the Area 12 Board be sponsored events. (597)
- 5) Area 12 may produce a Director's Seminar as finances permit. (686)
- 6) Money raised from Area 12 sponsored events goes to the Area 12 Treasury. (4) Endorsement fees received from endorsed events also go to the Area 12 Treasury.
- 7) All members of the Guild and their choirs, regardless of area of residence, are entitled to participate in all Area 12 events.
- 8) Non-members of the Guild may participate in;
 - a) Any Area 12 sponsored event for an optional surcharge, and
 - b) An Area 12 biennial conference if they pay the required Guild membership fee at the time of registration.
- 9) Local event organizers are authorized to reduce or waive event fees for those who join the Guild for that event. (416)
- 10) Area 12 shall encourage participants to join or renew membership in the Guild at sponsored/endorsed events. (585)
- 11) The honorariums and accommodations for clinicians, Conference Chair, Area 12 Chair and other event leaders will be determined by the Event Coordinator or committee managing the event for which the personnel will be compensated for. Honorariums and accommodations for events other than the Biennial Conference shall be handled in a similar manner by the event organizer. (671)

- 12) Board members selected as conductors, clinicians and teachers at Area 12 sponsored events must receive the same honorarium as non-board members providing the same service. (522)
- 13) Registration fees for the host and registrar should be waived for Area 12 sponsored events.
- 14) Meals may be provided as a fundraiser by the host organization in any format. (36)
- 15) It is the goal of the Area 12 Board that repertoire selected for Area 12 sponsored events include a variety of publishers and consider a variety of levels. (598)
- 16) It is the goal of the Area 12 Board that all pieces of music used in Guild sponsored events be graded using the National Difficulty Level System. (304)
- 17) Handchimes may be used as a substitute for handbells in massed ringing at an Area 12 sponsored event, with the permission of the event coordinator/primary event contact. (338)
- 18) The Area 12 Chair may attend Area 12 director's workshops. Room, board, and registration shall be paid by Area 12, when included in the approved annual budget or approved event budget. (599)
- 19) Publicizing Events in Newsletter (600)
 - a. Events within Area 12 may be publicized in the newsletter, at no cost, prior to the event if:
 - i. The event is a sponsored or endorsed event signed by the Chair;
 - ii. An event is youth-oriented (e.g., Concordia Youth Invitational) (556); or
 - iii. An exception has been approved by the Board of Directors.
 - b. Refer to ROP Twelfth Tone Newsletter, item 6 (Section I.L) for paid advertisements in the newsletter.
- 20) Refer to ROP Website, item 3.a (Section I.M) for information on publicizing events on the Area 12 website.
- 21) Refer to ROP Social Media, item 10 (Section I.K) for information on publicizing events through Area 12 Social Media.
- 22) Publicity of Area 12 events should include notification to all Area 12 Board members. (260)
- 23) Area 12 shall follow copyright laws and policies adopted by the Guild (e.g., Use of Tablet Policy). Area 12 event registration material will clearly state that no illegally photocopied music will be allowed. (584)
- 24) Persons responsible for sponsored events shall ensure any required forms (e.g., HMA Youth Protection Policy) are signed and maintained with event documentation. (643)
- 25) The Area 12 Reimbursement Form should be used to document any deposits and/or requests for reimbursement of sponsored events. In the case that cash receipts are received, the event budget should account for a receipt book.

I. Conferences

- 1) Area 12 Conferences shall follow the applicable items described in ROP Events (Section I.H).
- 2) Area 12 shall strive to produce at least one Area 12 conference biennially in the even-numbered years. These conferences should produce sufficient revenue to support the financial needs of Area 12 for the ensuing two (2) years. (602) Refer to ROP Finances, item 11 (Section I.D).
- 3) Area 12 Conferences shall be held at various locations throughout Area 12. Preferably a rotation between large geographic areas of Area 12, if practicable, including, but not in order, Northern California, Central California, Southern California, Hawaii, Southern Nevada, and Northern Nevada will be utilized.
- 4) All Area 12 conference contracts shall be approved by the Area 12 Executive Committee and signed by the Area 12 Chair. (331)
- 5) All registrations over capacity will be placed on a waiting list and accepted on a space-available basis. (195)
- 6) Massed rings at Area 12 biennial conferences may be separated by difficulty level. (603)
- 7) The Events Director, or the Executive Committee or Board of Directors if there is no Events Director, will assemble a Conference Committee to include a Conference Coordinator (typically a person local and/or familiar with the area where the event is being held), a Registrar, and other members, as needed.
 - a. The Conference Committee shall follow the procedures for committees as outlined in ROP Committees, General (Section V.A).
- 8) The honorarium or any benefits for a Conference Chair may be proposed by the Conference Committee and to be included as part of the event budget. (676)
- 9) The early bird deadline, if any, should be scheduled after announcement of any selections for the Jim Scott Memorial Scholarship. See ROP Jim Scott Memorial Scholarship Committee (Section V.F).
- 10) The vendor display rate per square foot for display areas is to be determined by the biennial Conference Committee. (677)
- 11) If possible, the Area 12 Bell/Chime Loan instruments and related equipment should be available for use at the Area 12 Conferences.
- 12) At the Area 12 Conference, as appropriate:
 - a) The Area 12 Chair shall ring the opening bell;
 - b) An Area 12 membership meeting will be held (see ROP Membership, item 10 (Section I.B)). If possible, expand attendance by offering live/recorded option;

- c) The Area 12 Chair shall ring the closing bell and pass it to the Area 12 Chair-Elect;
- d) The results of the Area 12 election shall be announced, if available;
- e) The Area 12 University of California medal shall be passed from the current Area 12 Chair to the incoming Area 12 Chair (Chair-Elect) at the appropriate Area 12 conference; and
- f) Any arrangers and/or composers of handbell music used in the conference in attendance should be introduced. (644)

J. Bell/Chime Loan Program

- 1) Philosophy
 - a. Provide opportunities for music education.
 - b. Encourage music participation in community outreach programs.
 - c. Foster growth in the membership of the Guild.
- 2) Qualifying organizations may include, but are not limited to:
 - a. Educational institutions,
 - b. Organizations serving the special needs population,
 - c. Senior centers, and
 - d. After-school programs.
- 3) The Bell/Chime Loan Program is not intended to assist churches in starting a handbell program.
- 4) Area 12 handbells or handchimes and related equipment shall be loaned for one semester or half of a school year to one qualifying organization before being passed to another qualifying organization, unless there is sufficient number of sets of equipment for an organization to have the equipment for more than one semester.
- 5) To apply for a loaned set of bells or chimes, the person responsible must:
 - a. Submit a loan proposal (i.e., Area 12 Handbell/Handchimes Loan Agreement form) to the Education Director which outlines the current music program;
 - b. Provide information about how the bells or chimes will be used;
 - c. Provide a list of names of persons who will be responsible for the instruments; and
 - d. State how the bells or chimes will benefit the music program.
- 6) Before taking possession of loaned instruments and/or related equipment, the person responsible shall:

- a. Submit proof of Handbell Musicians of America membership to the Education Director;
 - a. Seek to improve bell/chime knowledge through attendance at workshops, conferences, classes, or tutoring, if practicable; and
 - b. Provide written proof of insurance covering theft and damage of the instruments and/or related equipment.
- 7) Each host organization accepts liability for the Bell/Chime Loan Program bells or chimes and related equipment while in their possession.
 - 8) The host organization's only required costs, other than Handbell Musicians of America membership dues, are transportation/shipping and insurance. And likely to have additional expenses to cover music, notebooks, foam, table covers, mallets or other ringing tools.
 - 9) At the conclusion of the loan period, the host organization shall write a report detailing their activities, which shall be submitted to the Area 12 Education Director who may submit the report to the Area 12 Board of Directors at the next meeting and for possible posting to the Area 12 Website, inclusion in the newsletter, or Area 12's social media.
 - 10) The host organization shall coordinate with the Education Director for the return of the loaned equipment at the end of the loan period.
 - 11) If possible, the Bell/Chime Loan Program instruments and related equipment should be available to be used at the Area 12 Conferences.
 - 12) Area 12 purchased nameplates for the Bell/Chime Loan Program's first handbell set dedicated to the memory of Erma Bassett. (281)

Biography: Erma Bassett was born in Canada. She started her musical education at age five and eventually graduated with first class honors from the Royal Conservatory of Music in Toronto, Canada, as a concert pianist and teacher. She concertized and broadcast two-piano works, and taught private piano lessons in Canada, Los Angeles, and Laguna Beach. In 1962, a set of Schulmerich handbells was presented to Laguna Beach Presbyterian Church, and handbells became a very special part of her life. Her first bell festival was in Santa Barbara where nine choirs attended. She worked with handbells in both northern and southern California and also Nevada. Erma served the Area XII Board of Directors from 1979 -1992 as district representative (now Regional Coordinator) of Nevada.

- 13) The Area 12 Executive Committee may approve waiving one or more of the requirements of the Area 12 Handbell/Handchime loan program if recommended by the Education Director. (691)

K. Social Media

- 1) Area 12 Social Media accounts are utilized to provide information and connection with Area 12 members.
- 2) Area 12 Social Media accounts shall include a link to the Area 12 website (as part of profile, or equivalent).
- 3) Social Media accounts are owned by Area 12 and maintained by the Social Media Director.

- 4) Access to the administration of the Social Media accounts will be held by the Social Media Director and shared with at least one other designated member of the Board of Directors, for back up. The Webmaster is nominally the designated administrative back up.
- 5) Area 12 Social Media accounts should be verified/authenticated (to prove ownership), if at all possible and practicable.
- 6) Following or quoting/referencing another entity's social media account or post does not equate to endorsement of that entity.
- 7) Area 12 Social Media shall be utilized to avoid copyright infringement.
- 8) Area 12 Social Media shall be utilized to avoid use of images or video showing identifiable minors without parental permission.
- 9) Social Media accounts include the following, or may expand to include any new or existing service that fulfills the needs of outreach to Area 12 members, as authorized by the Area 12 Board of Directors or Executive Committee.
 - i. Facebook page (<https://www.facebook.com/HandbellMusiciansOfAmericaArea12>, created June 3, 2013)
 - ii. Instagram (<https://www.instagram.com/area12media/>)
 - iii. Twitter (<https://twitter.com/area12handbells>, created May 2014)
 - iv. YouTube (https://www.youtube.com/channel/UCEV27q_v6bzjWw-oF3GnMDw, created June 24, 2020)
- 10) The Social Media Director shall periodically post calendar information for upcoming Area 12 sponsored and endorsed events, with links, as applicable, for further information.
- 11) The Social Media Director shall post timely news and announcements, such as upcoming Board of Director meetings, and Area 12 election voting information and results.
- 12) The Social Media Director shall ban or block spammers from posting or referencing Area 12 Social Media accounts.
- 13) The Social Media Director shall share access to specific Social Media accounts, such as utilizing the YouTube account for event live stream access, as directed by the Board of Directors.

L. The Twelfth Tone E-Newsletter

- 1) The Twelfth Tone E-Newsletter is the official publication of Area 12. Its purpose is to disseminate handbell-related information to members of Area 12, as well as other interested parties. To this end, it aims to provide:
 - a) A calendar of events pertaining to handbells/handchimes in Area 12, with a link to the Area 12 website for more details; (523, 537)

- b) Reports on the activities of the membership;
 - c) Articles pertaining to the handbell art form; and
 - d) Individuals and points of contact who can provide further assistance and information for the membership.
- 2) The Twelfth Tone E-Newsletter does not seek to duplicate information found in other Guild publications, except when specifically pertaining to or having an impact upon the Area 12 membership.
- 3) The Twelfth Tone E-Newsletter shall be:
- a) Published monthly on or near the first of the month, except in months when lack of news warrants a hiatus (typically the month of July); and
 - b) Sent via the current Area 12 massed e-mail software system.
- 4) The deadline for submissions to the Twelfth Tone E-newsletter will be set by the Communications Director.
- 5) The Area 12 mailing address at the bottom of the e-newsletter shall be the residence of the current Communications Director, who serves as the publisher of the Twelfth Tone E-Newsletter.
- 6) The Twelfth Tone may include (paid and unpaid) advertisements for handbells, concerts and handbell businesses. (5)
- a) Twelfth Tone newsletter line ads may publish calendar and opportunity items (e.g., position available) free of charge.
 - b) Want ads of a commercial nature will be free to (Area 12) members and for non-members will be billed at a rate determined by the Communications Director with guidance of the Board of Directors. (367)
 - c) Or other types of advertisements as authorized by the Board of Directors.
 - d) The Communication Director shall ask advertisers in the Twelfth Tone if they would like to be included in the regular distribution of the Twelfth Tone. (679)
- 7) Suggested content for the Twelfth Tone E-Newsletter includes, as applicable:
- e) Messages from the Chair,
 - f) Messages from the Communications Director,
 - g) Area 12 news, including reports from the Regional Coordinators, District Liaisons,
 - h) Special event reports,
 - i) A calendar of upcoming events,

- j) A list of new members with permission (first name, organization, and city) (585),
- k) A synopsis of minutes of the most recent Area 12 Board of Directors meeting,
- l) Announcement of upcoming board meetings at least thirty (30) days in advance (605),
- m) Nomination announcements, election procedure, and election results for Area 12 officers,
- n) Conference information, including repertoire lists,
- o) Workshop information, including repertoire lists, as applicable,
- p) Reading session information, including repertoire lists if available,
- q) Composition contest announcements and results,
- r) Scholarship information and application results,
- s) Bell/Chime Loan Program information,
- t) Article from bell/chime loan program borrower on their experience using the equipment,
- u) Article from Patty Marquart scholarship recipient of his/her experience at National Seminar,
- v) Area 12 donation opportunities (e.g., Amazon Smile, Area 12 website direct donation link),
- w) Article highlighting special needs group,
- x) Appropriately relevant handbell-related advertisements, as determined by the Communications Director,
- y) Links to various Area 12 Social Media accounts, and
- z) Other information, including, but not limited to, short articles, Guild Endowment Fund information, Guild membership information, and information on available resource materials.

M. Website (604)

- 1) The Area 12 Website shall be kept via a public domain registration at <https://area12.handbellmusicians.org>. The domain registration is maintained through the Guild. (503)
- 2) The Area 12 Website shall be coordinated with the Guild's Website.
- 3) The Website shall contain, at a minimum:
 - a) A calendar of events happening in the area. This listing may include links to events that are not sponsored or endorsed but are put on by members in the area (e.g., concerts); (523, 537)
 - b) A listing of the Area 12 Board of Directors, along with their Area 12 emails, city, county and state;

- c) Links to Area 12 Social Media accounts;
- d) Copies of previously issued newsletters;
- e) Access to the following:
 - i. The annual budget and financial statement of income and expenses,
 - ii. A copy of the current Bylaws,
 - iii. A copy of the current Rules of Procedure, including the current definition of regions and districts,
 - iv. A copy of the Area 12 Code of Ethics (666) and Conflict Resolution guidelines (TBD).
 - v. Reimbursement form;
- f) A description and access to the application form (i.e., Area 12 Handbell/Handchimes Loan Agreement form) for the Bell/Chime Loan Program; and
- g) Access to Guild membership information.
- h) Paid advertising banners shall be allowed on the Area 12 website home page, at a rate to be set by the Webmaster, with guidance from the Board of Directors. (692)

II. Area 12 Board of Directors

A. General

- 1) The Area 12 Board shall consist of the Executive Committee and appointed members as determined by the bylaws and these Rules of Procedure. (Art V Sec 2.b)
- 2) The board of directors is subject to the Guild's Bylaws and policies (e.g., Use of Tablet Policy). (584)
- 3) Each region shall be administered by a Regional Coordinator appointed by the Area 12 Chair and approved by the Area 12 Board. (Art IV Sec 2.c)
- 4) If the formation of a district is deemed necessary, each district shall be administered by a District Liaison appointed by the Area 12 Chair and approved by the Area 12 Board. (Art IV Sec 2.d) See ROP Membership (Section I.B) and Region Definition (Attachment VII) for more information on regions and districts.
- 5) The Area 12 Board may call for a special vote of the membership when necessary. A two-thirds (2/3) vote of the Area 12 Board shall be required before the issue is submitted to the general voting membership. (Art V Sec 6)
- 6) Board members shall provide change of address and contact information to the Area 12 Secretary in a timely manner. (4/1996)
- 7) Board members are responsible for maintaining their officer desk guide with details of how to fulfill their required duties. As a minimum, the desk guide should be updated before the end of their term in office.
- 8) Each member of the board shall pass on information including the current Area 12 Bylaws, ~~and~~ Rules of Procedure, and officer desk guide as applicable, to their successor as the board membership changes. (251)
- 9) Each member of the board shall submit annual budget items for consideration prior to the fall board meeting. (587)
- 10) Board members shall submit procedural changes to the Area 12 Secretary to be included in the revised Area 12 Rules of Procedure.
- 11) Board members shall submit Bylaw update suggestions to the Area 12 Secretary to be considered at the next update by the Bylaws Committee.
- 12) Motions should include a "sunset" clause (an expiration of the motion), if appropriate.
- 13) The Board of Directors shall act on the recommendation of the Finance Investment Committee/Financial Advisor concerning investment of Area 12 funds. Refer to ROP Finance Investment Committee/Financial Advisor (Section V.D).

- 14) Board members should provide the reimbursement form to those who need to be reimbursed for expenditures made on behalf of the Area (8/1995), or it may be requested via the website. Leaders of sponsored events should request this form from any Board of Directors member for their use. Non-board members may not directly submit reimbursement forms to the Treasurer; they should be submitted to board member, signed (as the responsible board member), and then sent to the Treasurer for reimbursement.
- 15) Board members shall seek approval of non-budgeted expenditures greater than \$500 (five hundred dollars) from the Chair. Board members shall also notify the Chair of unbudgeted expenditures \$500 (five hundred dollars) or less before submitting reimbursement request to the Treasurer. (688)
- 16) Board members shall sign any required forms annually and return them to the Secretary for record keeping. Examples include Code of Ethics, Conflict of Interest, Social Media Policy and Youth Protection Policy forms. (643, 665, 667)
- 17) Financial support can be provided to a board member, if needed, by making the request to the Chair. A decision on the amount and purpose will be determined by the Executive Committee (651A).
- 18) When Area 12 is selecting Clinicians, conductors, teachers for sponsored events, if Board members are in consideration for these positions, they must recuse themselves from the decision making process. (522)
- 19) Board members shall handle their documents, records, email, etc., as defined in ROP Records and Retention (Appendix VIII).

B. Board Approval/Appointment Responsibilities

- 1) A simple majority is required for approval of items listed below, unless otherwise indicated.
- 2) The Board of Directors shall approve the appointment of Regional Coordinators and District Liaisons. (Art IV Sec 2)
- 3) The Board of Directors may appoint committees beyond those specified in ROP Committees (Section V).
- 4) The Board of Directors must approve any members of committees that are not Area 12 members in good standing. Refer to ROP Committees, General, item 2 (Section V.A).
- 5) The Board of Directors shall approve/determine if a composition contest will take place. Refer to ROP Composition Contest, item 1 (Section V.C). This decision is usually made at the Fall regular meeting in even numbered years, following a biennial Conference.
- 6) The Board of Directors may approve any change to the transportation cost reimbursement, biennially, by a two-thirds (2/3) vote. See ROP Finances, item 3 (Section I.D).
- 7) The Board of Directors may approve any change to the lodging cost reimbursement, biennially, by a two-thirds (2/3) vote. See ROP Finances, item 4 (Section I.D).

- 8) The Board of Directors shall approve a budget at the first Area 12 Board meeting of the fiscal year. This includes discussion and motion on whether or not the Patty Marquart Scholarship (Section V.H) can be given, the Mel Tully Memorial Scholarship (Section V.G) can be given, and if there will be any monetary award for a Composition Contest, item 1 (Section V.C).
- 9) The Board of Directors shall approve any revisions to these Rules of Procedures by a two-thirds (2/3) vote. Refer to ROP Amendments and Revisions to Bylaws and ROP (Section I.G).
- 10) The Board of Directors shall approve financial statements before the Treasurer may submit non-profit filings.
- 11) The Board of Directors shall appoint members to the Nominating Committee. Refer to ROP Nominating Committee, item 4 (Section V.E).
- 12) The Board of Directors shall approve the slate of candidates for election. Refer to ROP Nominating Committee, item 6.d (Section V.E).
- 13) If a Bylaws Committee is deemed necessary, the Board of Directors shall approve the members of such committee.
- 14) The Board of Directors shall approve any bylaw revisions by a two-thirds (2/3) vote. Refer to ROP Amendments and Revisions to Bylaws and Rules of Procedure (Section I.G) and Bylaws Committee (Section V.B).
- 15) The Board of Directors shall approve giving of the Area 12 Honorary Service Award. Refer to ROP Administrative Policy, item 19 (Section I.A).
- 16) The Board of Directors, at the next regular meeting, shall formally review/approve the meeting minutes of the past meeting. (606) Mid-term meetings usually defer minute approval to the next regular meeting; any intervening meetings (emergency, mid-term, special) minutes are approved at the next regular meeting.
- 17) The Board of Directors shall approve any redefinition of a Region for subsequent approval by the voting membership of the proposed Region. Refer to ROP Membership, item 5 (Section I.B).
- 18) The Board of Directors shall approve any district definitions. Refer to ROP Membership, item 5 (Section I.B) and ROP District Liaisons (Section IV.H).
- 19) The Board of Directors shall approve any exceptions to the event-publicizing policy defined in ROP Events, item 19 (Section I.H).
- 20) The Board of Directors shall approve any exceptions to the conflict-of-interest rules defined in ROP Indemnification/Conflicts of Interest, item 4 (Section II.F).
- 21) The Board of Directors shall act on the recommendations of the Finance Investment Committee. Refer to ROP Finance Investment Committee/Financial Advisor (Section V.D).
- 22) The Board of Directors shall approve any new Area 12 social media accounts to be created. Refer to ROP Social Media (Section I.K).

- 23) The Board of Directors shall approve declaring any office vacant by a two-thirds (2/3) vote. See ROP Resignation/Vacancies/Removal, item 3 (Section II.D). The Board of Directors may approve a reinstatement of an officer so removed once (1) in a term by two-thirds (2/3) vote.
- 24) In the case of a vacancy of the office of Past-Chair, the Board of Directors may appoint a person to fill the position. Refer to ROP Past-Chair, item 3 (Section III.D).
- 25) In the case of a vacancy in either of the offices of Treasurer or Secretary, the Board of Directors shall appoint a replacement. Refer to ROP Secretary, item 4 (Section III.E) and Treasurer, item 6 (Section III.F).
- 26) The Board of Directors may call for a special vote of the membership with two-thirds (2/3) vote. See ROP Board of Directors, General, item 5 (Section II.A).

C. Qualifications/Election/Term

- 1) All members of the Board of Directors shall be Guild voting members in good standing of Area 12 during the entirety of their term in office. (Art IV Section 2.b, Art V Sec 2.b; Art V Sec 3.e)
- 2) Term of appointed officers is defined in ROP Appointed Officers, General, item 3 (Section IV.A).
- 3) Appointed officers of the board may be reappointed for additional terms.
- 4) Members of the board shall review the Area 12 Bylaws, Area 12 Rules of Procedure, ~~and~~ any other governing documents, and the appropriate officer desk guide, upon taking office. (607)
- 5) In the case of a tie for any elected office after the required recount, the election shall be determined by a majority vote of the current Board of Directors (Art V Sec 3.d.2), excluding board member(s) on the ballot. (641)
- 6) The term and election of Area 12 Executive Committee members are detailed in ROP Executive Committee (Section III) and Nominating Committee (Section V.E).

D. Resignation/Vacancies/Removal

- 1) Any officer moving out of the geographical area designated as Area 12 shall immediately relinquish their Area 12 office. (608)
- 2) Any officer assuming a national office position in the Guild shall immediately relinquish their Area 12 office. (608)
- 3) Any member of the Board of Directors shall be removed from the board upon evidence of incapacity or unwillingness to serve or to follow the bylaws or governing documents. Any member of the Board of Directors may be removed from the Board of Directors by the remaining members of the Board of Directors whenever, in its judgment, the best interests of Area 12 would be served thereby. Such removal from office must be approved by a two-

thirds (2/3) vote of the full Board of Directors (not counting the member in question) and the office declared vacant. (Art V Sec 4.c)

- 4) Any member of the Board of Directors may resign at any time by filing a written resignation with the Chair. In the event that the Chair desires to resign, the written resignation must be filed with the Chair-Elect. (Art V Sec 4.a)
- 5) Absence from two (2) sequential board meetings can be considered a resignation. See ROP Meetings/Attendance, item 9 (Section II.E). Board member may be reinstated once (1) in a term by the Board.
- 6) Refer to ROP Sections Chair, item 4 (Section III.B), Chair-Elect, item 4 (Section III.C), Past-Chair, item 3 (Section III.D), Secretary, item 4 (Section III.E), and Treasurer, item 6 (Section III.F) for details regarding how vacancies of the elected officers shall be handled.

E. Meetings/Attendance

- 1) Regular Board of Directors meetings are defined as the Spring and Fall two (2)-day meetings, nominally convened in person (with folks able to participate remotely via established or emerging technologies). Mid-term board meetings are defined as the Winter and Summer half-day meetings, nominally convened electronically, e.g., via Zoom. Special board meetings may be called to address emergency situations (e.g., must be addressed before next regularly scheduled meeting) or when board action is required prior to the next regularly scheduled board meeting. The meeting calendar of regular and mid-term meetings, scheduled out two years in advance, is maintained by the Secretary.
- 2) All members of the Area 12 Board are expected to attend all board meetings (regular, mid-term and special). Absence from a total of two (2) consecutive regular or mid-term meetings, as defined in this Rules of Procedure, is considered a resignation by such board member. At the member's request, reinstatement may be granted by the Board once (1) during the term of office of that board member. (Art V Sec 4.b) Absence from a regular or mid-term board meeting is defined as not informing the Chair of the inability to attend a meeting at least 24 hours in advance, if practicable. (638)
- 3) Board Members should submit agenda items to the Secretary at least three (3) weeks in advance of an upcoming meeting so it can be included in the agenda distributed.
- 4) The Secretary and Chair work on the agenda for upcoming Board meetings.
- 5) Notice of all regular or mid-term Board of Director meetings must be provided to members of the Area 12 Board at least fourteen (14) days prior to the meeting and shall state date, time, and place, as applicable, as well as the agenda to be considered. (Art V Sec 5.e)
- 6) Each Board of Directors member shall submit a written report for each regular meeting, in a timely fashion so other board members will be able to review all reports in advance of meeting and the Secretary can gather and organize the reports for the meeting. The deadline for report submission is 60 (sixty) hours before the meeting start (for example, if the meeting begins 10am on Saturday, the report should be submitted before 10pm on Wednesday); this allows for time to read the report before any travel required to attend the meeting. The report

should include a summary of officer and committee duties, the status of any assigned action items, events attended on behalf of the board (e.g., participation at CASMEC, NMEA), and other items as may be required for the office (e.g., financial status and/or year end reports from Treasurer). Reports may be required for mid-term or special meetings if the report content will be discussed.

- 7) Regular meetings of the Board of Directors shall be held at least once (1) per fiscal year at such time and place as shall be determined by the Chair. (Art V Sec 5.a)
- 8) Regular or mid-term meetings of the Board of Directors shall be open without vote to all Area 12 members in good standing (at their own expense). Regular or mid-term meetings of the Board of Directors should be announced in the newsletter, on the Area 12 website and on Area 12 Social Media, at least thirty (30) days in advance. (605) Members should be aware of the open invitation to attend and need to coordinate with the Past-Chair if they wish to attend.
- 9) Area 12 Board Members may participate in Board meetings by any means (e.g., via established or emerging technologies) whereby all members can communicate with each other. (Art V Sec 5.d)
- 10) A simple majority of the Board of Directors shall constitute a quorum for the transaction of business. (Art V Sec 5.c)
- 11) Members of the Board of Directors shall make efforts to attend the Area 12 biennial conference and to attend Area 12 events in their region of residence.
- 12) Motions presented at board meetings need to be in written form before being read and voted on. This can be done by listing proposed motion(s) in a report presented at the meeting, typing in chat for electronic meeting, writing it (legibly) on a piece of paper and handing it to the Secretary, or sending an email to the Secretary. (655)
- 13) Special meetings of the Area 12 Board may be called by either:
 - a. The Chair, with the approval of at least three (3) additional board members and notice to all members of the Area 12 Board; or
 - b. A two-thirds (2/3) majority vote of the Area 12 Board and notice to all members of the Area 12 Board. (Art V Sec 5.b)
- 14) All board members must be notified of a special meeting at least 72 (seventy-two) hours in advance and the purpose of the meeting must be fully described. (609)

F. Indemnification/Conflicts of Interest

- 1) No board member is to be held responsible for any Guild or Area 12 material destroyed by fire, natural disaster, or theft while in their possession. (372) Nor vandalism.
- 2) Members of the board shall abstain from voting on any and all matters that come before the board where they have a conflict of interest or would benefit financially from the outcome.

- 3) If a member of the board is a candidate involved in a tie, where the Board of Directors shall determine the result, they shall recuse themselves from the tie-breaker vote. (649)
- 4) No member of the Area 12 Board or appointed committee shall receive any salary, fee, payment, honorarium, or other compensation of any kind from the area or any other party as a result of their position or affiliation with Area 12. Nothing contained herein shall prevent any person from being reimbursed by Area 12 for expenses incurred in performing authorized business of, or on behalf of Area 12; from being paid the usual and normal royalties or honoraria for authoring music, books, and other resources published by Area 12; or from being paid the usual and normal honoraria for teaching, conducting, or serving as a clinician at events sponsored or endorsed by Area 12. (Art IX Sec 1)
- 5) No member of the Area 12 Board or of an appointed committee shall engage in any course of conduct that may result in a conflict of interest with Area 12. No member of the Area 12 Board or appointed committee, while operating in that capacity, may take any public position contrary to the best interests of Area 12 or of the Guild, without the prior written approval of the Area 12 Board. (Art IX Sec 2)
- 6) Area 12 shall provide for indemnification by Area 12 of any and all of the members of the Area 12 Board against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they or any of them are made parties or a party by reason of having been a member of the Area 12 Board. The exception to this indemnification relates to matters in which such members of the Area 12 Board in such action, suit, or proceeding shall be judged liable for willful misconduct or gross negligence in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability. (Art X)

III. Area 12 Executive Committee

A. General

- 1) The Executive Committee members are subject to the details provided in ROP Board of Directors (Section II).
- 2) The Area 12 elected officers constitute the Executive Committee and shall be (Art V Sec 2.a):
 - a. Area 12 Chair,
 - b. Area 12 Chair-Elect,
 - c. Area 12 Past-Chair,
 - d. Area 12 Secretary, and
 - e. Area 12 Treasurer.
- 3) Refer to ROP Nominating Committee (Section V.E) for details of the election process.
- 4) The newly elected Area 12 Executive Committee shall be announced to the general membership by at least two (2) means (e.g., monthly newsletter, ~~and~~ social media, and website). (610)
- 5) The term of the Area 12 Executive Committee shall commence at the beginning of Area 12's fiscal year following the election. (Art V Sec 3.a & 3.b) Should the election take place after the beginning of the fiscal year the Chair-Elect and Chair shall move to Chair and Past-Chair, respectively and Chair-Elect shall be left vacant. Upon election, any newly elected officers shall take office no more than thirty (30) days after election to allow for a smooth transfer (e.g., transfer of bank signatories, etc.). (611)
- 6) The term of any officer elected or appointed to fill a vacancy shall commence immediately upon notification of their election or appointment. (Art V Sec 4.d.6)
- 7) The Area 12 Chair-Elect shall serve for six (6) years in the following manner (Art V Sec 3.a):
 - a. Two (2) years as Area 12 Chair-Elect,
 - b. Two (2) years as Area 12 Chair, and
 - c. Two (2) years as Area 12 Past-Chair.
- 8) The Chair, Chair-Elect, and Past-Chair may not be re-elected to the same office at the end of a six (6) year term as Chair-Elect, Chair, and Past-Chair until two (2) years after the date on which such person last served on the Area 12 Board in that capacity. (Art V Sec 3.a[#]) (612)

[#] "In that Capacity" added to the RULES OF PROCEDURE for consistency with other sections and original intent.

- 9) The Area 12 Secretary and the Area 12 Treasurer shall be elected for two (2)-year terms and may serve no more than two (2) consecutive terms in the same office. (Art V Sec 3.b)
- 10) The Secretary and Treasurer may not be re-elected to the same office at the end of two consecutive two (2)-year terms until two (2) years after the date on which such person last served in that capacity on the Area 12 Board. (Art V Sec 3.b)

11) The Area 12 Executive Committee shall:

- a) Approve appointments of Appointed Officers (Art V Sec 3.e[#]);

[#] Area 12 Bylaws Article IV Section 2.C and Section 2.D state the board shall approve Regional Coordinators and District Liaisons, respectively.

- b) Determine privileges of appointed officers beyond those stated in the bylaws and these Rules of Procedure (Art V Sec 3.e);
- c) Receive the results of the elections from the Nominating Committee Chair (nominally the Past-Chair) after all candidates have been notified, prior to announcement to the Board and, subsequently to the Area 12 membership (see ROP Nominating Committee, Section V.E);
- d) Act on Treasurer notification that financial threshold of undesignated funds has been reached and may be available for investment. See ROP Treasurer, item 2.j (Section III.F); (690)
- e) Approve Area 12 conference contracts;
- f) Review board member financial requests and decide on the amount and purpose of support (651A);
- g) Approve social media new platforms/accounts. Refer to ROP Social Media (Section I.K); and
- h) Approve waiving one or more of the requirements of the Area 12 Handbell/Handchime loan program if recommended by the Education Director. (691) See ROP Bell/Chime Loan Program, item 13 (Section I.L).

- 12) The Chair may call a meeting of the Area 12 Executive Committee with 72 (seventy-two)-hour notice provided to the executive committee stating the purpose and agenda of the meeting. (613)

- 13) The executive committee quorum shall consist of four (4) members.

- 14) It is recommended that the Executive Committee review the list of Bylaws potential changes, maintained by the Secretary, at least once (1) per Chair two-year (2-year) term to determine if the Bylaws should be updated.

- 15) As required, such as an emergency action, the Executive Committee shall approve minutes of the Executive Committee proceedings.

- 16) All minutes of Executive Committee proceedings shall be filed and distributed to the Executive Committee members by the Secretary. The Area 12 Secretary shall make a report at the next Area 12 Board meeting of Executive Committee meetings.

B. Chair

- 1) The Chair is subject to the details provided in Section II, Board of Directors, and Section III.A, Executive Committee, of these Rules of Procedure.
- 2) The Chair shall:
 - a. Reference the official address of Area 12 as the Chair's residence; (70)
 - b. Oversee the running of Area 12;
 - c. Preside with the right to vote on all matters, at all meetings of the Area 12 Executive Committee and Area 12 Board of Directors (Art VI Sec 1);
 - d. Perform other assignments as determined by the board and outlined in these Rules of Procedure (Art VI Sec 1);
 - e. Communicate to the board members timely and relevant information. (680)
 - f. Be responsible for having the ceremonial B# bell engraved. (320) Refer to ROP Assets, item 3 (Section I.F);
 - g. Approve all disbursements of Area 12 funds for non-budgeted items in excess of \$500 (five hundred dollars); (688)
 - h. At the beginning of the Chair's term, along with the Area 12 Treasurer, arrange for a disinterested, qualified party to conduct an inspection of the finances encompassing the preceding two years as outlined in ROP Finances, item 6 (Section I.D); (590)
 - i. Coordinate the set-up and maintenance of all official Area 12 Board e-mails, as needed (614);
 - j. Work with the Secretary on the agenda for upcoming Board meetings.
 - k. Prepare a report for each Area 12 regular Board meeting. This report shall include the status of assigned action items, activities of the Guild that may affect Area 12, and other normal duties;
 - l. Review and approve, with corrections as needed, the draft Area 12 Board of Directors meeting minutes submitted by the Area 12 Secretary so they can be distributed to the Area 12 Board of Directors within thirty (30) days of the Area 12 Board of Directors meeting. (253) Review and approval of final meeting minutes will take place at the next regular board meeting;
 - m. Review and approve, with corrections as needed, a synopsis of the minutes of the Area 12 Board of Directors meeting prior to the Area 12 Secretary submission for inclusion in the Area 12 Newsletter; (93)

- n. Sign all Area 12 conference contracts with the approval of the Area 12 Executive Committee. (331) Refer to ROP Conferences, item 5 (Section I.I);
 - o. Be responsible to review submitted Guild endorsed/sponsored event paperwork and to submit the paperwork to the Guild for final approval. The Chair shall notify the Area 12 Board when an event is provided to the Guild for final approval; (592)
 - p. Attend all Area 12 biennial conferences and may attend other Area 12 events. All reasonable expenses to attend these events, including transportation, room, board, and registration, shall be paid if included in the annual budget or approved event budget; (671)
 - q. Wear the symbol of the office of the Area 12 Chair (the University of California Medal) at official events and special occasions, as appropriate; (19)
 - r. Ring the Area 12 ceremonial B# to open the Area 12 Biennial Conference; and
 - s. Present the Area 12 University of California Medal to the Area 12 Chair-Elect at the end of each Area 12 Biennial Conference and introduce the incoming officers, as applicable. The Area 12 Chair will ring the closing bell and pass it to the Chair-Elect, as applicable. (41) Refer to ROP Conferences, item 11 (Section I.I).
- 3) The Chair shall appoint:
- a) Regional Coordinators and District Liaisons that are subsequently approved by the Board of Directors (Art IV Sec 2.C and Sec 2.D, respectively).
 - b) Other officers as needed to assist in the work of Area 12. Such appointments shall be made for two (2) years and shall commence concurrent with the Chair's term (Art V Sec 3.c) and be submitted to the Area 12 Executive Committee for approval. Such appointments may include membership on the Area 12 Board of Directors. (Art V Sec 3.e)
 - c) If Area 12 has reached the financial thresholds described in ROP Finance Investment Committee/Financial Advisor (Section V.D), each incoming Area 12 Chair shall appoint a Finance Investment Committee or Financial Advisor to make recommendations to the Area 12 Board of Directors for action concerning investment of the Area 12 funds. (591)
- 4) Should a vacancy occur in the office of Area 12 Chair, the Chair-Elect shall accede to the office for the unexpired term of the Chair as well as serving their own term as Chair. Under these circumstances, the office of Chair-Elect shall remain vacant until the next election. The board shall distribute the duties of Chair-Elect to the remaining board members until the new Chair-Elect takes office. (Art V Sec 4.d.1)

C. Chair-Elect

- 1) The Chair-Elect is subject to the details provided in ROP Board of Directors (Section II), and Executive Committee (Section III.A), of these Rules of Procedure.
- 2) The Chair-Elect shall:
 - a) Perform such duties as assigned to them by the Chair or the Area 12 Board (Art VI Sec 2);

- b) In the absence of the Chair, preside at all meetings of the Area 12 Board and assume the duties of the Chair as determined by the Area 12 Board (Art VI Sec 2);
 - c) Prepare a report for each Area 12 regular Board of Directors meeting. This report shall include the status of assigned action items and other normal duties, such as biennial conference classes;
 - d) Be responsible for planning the curriculum and faculty for the Area 12 biennial conferences, with the assistance of the Area 12 Past-Chair;
 - e) Receive the University of California Medal and receive the closing bell at the Area 12 biennial conference, if practicable, prior to taking office as Area 12 Chair. (41) Refer to ROP Conferences, item 11 (Section I.I);
 - f) Contact all appointed Area 12 Board of Directors members before starting as Area 12 Chair to request their willingness to accept re-appointment for subsequent term(s); and
 - g) Participate in thorough review of Rules of Procedure every four years. See ROP Amendments and Revisions to Bylaws and Rules of Procedure, item 2h (Section I.G).
- 3) Should a vacancy occur in the office of Chair-Elect, other than through accession, or if a newly elected Chair-Elect becomes unable or unwilling to assume office, the board shall, within a period of one month, appoint a Nominating Committee in accordance with Article V, Section 3 of the By-laws to nominate two (2) persons for the office. Within a period of one (1) month after nominees have been selected, a ballot containing these two (2) names shall be provided to the voting members in accordance with the procedures outlined in Article V, Section 3 of the Area 12 Bylaws. (Art V Sec 3.d.2 and Art V 3.d.3, respectively) Refer to ROP Nominating Committee (Section V.E).

D. Past-Chair

- 1) The Past-Chair is subject to the details provided in ROP Board of Directors (Section II), and Executive Committee (Section III.A).
- 2) The Past-Chair shall:
 - a. Serve as an advisor to the Area 12 Chair and the Area 12 Board;
 - b. Serve as parliamentarian at all Area 12 meetings of the membership, Area 12 Board Meetings, and executive committee meetings. A parliamentarian is an expert in the rules, usage, and procedures of meetings; for example, the parliamentarian would recommend actions, or indicate that the issue was previously covered. The rules contained in the most recently revised Robert's Rules of Order shall govern Area 12 in all cases where they are applicable and when they are not inconsistent with the bylaws, Rules of Procedure, or other official documents adopted by Area 12. (Art VIII Sec 3) If the Past-Chair is unavailable for a meeting, the Chair may designate someone to serve as parliamentarian (615);
 - c. Make any necessary arrangements for all Area 12 Board of Directors and all Area 12 Executive Committee meetings;
 - d. Coordinate visitors' attendance meetings, e.g., provide location/meeting link, hours,

- suggested accommodations;
- e. Prepare a report for each Area 12 regular Board of Directors meeting. This report shall include the status of assigned action items and other normal duties, such as Composition Contest, committee duties, upcoming election status, etc.;
 - f. Serve as chair of the Area 12 Nominating Committee. Refer to ROP Nominating Committee (Section V.E);
 - g. Serve as chair of the Area 12 the Jim Scott Memorial Scholarship Committee (Section V.F), Mel Tully Memorial Scholarship Committee (Section V.G), and the Patty Marquart Scholarship Committee (Section V.H), and recruit members to these committees. (4/1985);
 - h. Oversee the Area 12 Composition Contest. Refer to ROP Composition Contest (Section V.C);
 - i. Assist the Area 12 Chair-Elect for planning the curriculum and faculty for the Area 12 biennial conferences;
 - j. Be responsible for seeing that all Area XII board member follow through on the duties as defined in these Rules of Procedures (250); and
 - k. Participate in thorough review of Rules of Procedure every four years. See ROP Amendments and Revisions to Bylaws and Rules of Procedure, item 2h (Section I.G).
- 3) Should a vacancy occur in the office of Past-Chair, the board may appoint a voting member of Area 12 who has previously served as Chair of any Guild area board to complete the unexpired term of the vacated office. The board shall distribute the duties of Past-Chair to the remaining board members until such appointment has occurred. (Art V Sec 4.d.4)

E. Secretary

- 1) The Secretary is subject to the details provided in ROP Board of Directors (Section II), and Executive Committee (Section III.A).
- 2) The Secretary shall:
 - a) Maintain all minutes of the Area 12 Executive Committee, Area 12 Board of Directors, and Area 12 Member meetings. (Art VI Sec 3) Such minutes should include where the meeting was held, a list of members present, and their Area 12 position. The date shall appear on each page of the report. Pertinent facts and figures should be included in the minutes even if complete reports are filed with the minutes;
 - b) Be responsible for maintaining all written documents of the Area 12 Board (Art VI Sec 3); See ROP Records and Retention (Section VIII) for definition of Area 12 records;
 - c) Notify Area 12 Board members where the Area 12 Bylaws and Area 12 Rules of Procedure and other area documents and records may be located electronically;
 - d) The Secretary will be responsible for keeping the Book of Motions and the Rules of Procedures up to date, with the Book of Motions updates being done following each meeting of the Executive Committee and the Board of Directors, and the Rules of Procedure being presented for

update at each Fall board meeting with any additional Motions that might be needed to bring the ROP into compliance with our current practices; (682)

- e) Lead thorough review of Rules of Procedure every four years. See ROP Amendments and Revisions to Bylaws and Rules of Procedure, item 2h (Section I.G);
- f) The Secretary shall receive procedural updates from Board Members to be incorporated in the next Rules of Procedure. These do not require Bylaws updates;
- g) Receive requested updates and changes to the Area 12 Bylaws. At least once (1) per Chair term, review these with the Executive Committee to determine if a Bylaws Committee needs to be formed;
- h) Be responsible for coordinating any modifications and updates to the Area 12 Bylaws, following the approval guidelines described in the bylaws. The Secretary serves as chair on the bylaws committee if a committee is formed. Refer to ROP Bylaws Committee (Section V.B) for details;
- i) Maintain forms, including the reimbursement form (with input from the Treasurer), the Code of Ethics (COE), Conflict of Interest (COI) Form, the Social Media policy (SMP) form, the Youth Protection Policy (YPP) form and other forms as needed;
- j) Make available and retain the signed versions of required forms per records retention rules; see ROP Records and Retention (Section XII). Examples include Code of Ethics, Conflict of Interest, Social Media Policy, and Youth Protection Policy forms (643);
- k) Write and send correspondence on behalf of the Area 12 Executive Committee and the Area 12 Board of Directors;
- l) Maintain a roster containing name, title, address, phone numbers, and other contact information of all Area 12 Board members. Changes shall be received from Area 12 Board members and be made available to other Area 12 Board members as required. For example, provide information to the Area 12 Webmaster for posting to the Area 12 Website (complete addresses and personal phone numbers shall not be posted on the Area 12 website) and to the Guild for their purposes (4/1996);
- m) Provide a template for stationery, including graphic logo, letterhead, business cards, etc.;
- n) Track unfinished agenda items from previous Board Meetings. Maintain list of agenda items for specific meetings; i.e., things that need to be done at certain times of a Chair's term. Receive agenda items from Board Members. Work with the Chair on the agenda for upcoming Board meetings. Agenda needs to be distributed two weeks before meeting;
- o) Prepare a report for each Area 12 regular Board of Directors meeting. This report shall include the status of assigned action items and other normal duties;
- p) For each Area 12 Board of Directors meeting, collect and store together the minutes, reports, and other information including board members present and absent, agenda, and correspondence reported on in the Area 12 records;
- q) Submit draft Area 12 Board of Directors meeting minutes to the Chair so they can be reviewed, and corrections made as needed and subsequently distributed to the Area 12 Board of Directors within thirty (30) days of the Area 12 Board of Directors meeting. (253)

Review/approval of meeting minutes will take place at the next regular board meeting;

- r) Be responsible for submitting, after receiving the Chair's approval, a synopsis of Area 12 board minutes to the Area 12 Communication Director for inclusion in the newsletter (93);
 - s) Maintain Action Item list;
 - t) The Secretary shall be the responsible officer for finding and tracking music organizations that Area 12 may join, such as the North American Guild of Change Ringers (NAGCR) or National Association for Music Education (NAfME), and their organizational deadlines, but may delegate the task;
 - u) Maintain calendar of regular and mid-term board meetings, scheduled out two (2) years; and
 - v) Perform such other duties as assigned to them by the Chair or the Area 12 Board (Art VI Sec 3).
- 3) The Secretary may receive correspondence on behalf of Area 12. The Secretary shall inform the Area 12 Chair, the Area 12 Executive Committee, and/or the Area 12 Board of Directors of incoming correspondence in a timely manner.
- 4) Should a vacancy occur in the office of Secretary during such officer's term, or if a newly elected Secretary becomes unable or unwilling to assume office prior to the commencement of that officer's term, the vacancy shall be filled by appointment by the Area 12 Board within six (6) months of the vacancy. The appointed officer will complete the unexpired term of the vacated office. (Art 5 Sec 4.d.5)

F. Treasurer

- 1) The Treasurer is subject to the details provided in ROP Area 12 Guidelines, Finances (Section I.D), Expenses and Income (Section I.E), and Assets (Section I.F), as well as Board of Directors (Section II), and Executive Committee (Section III.A).
- 2) In carrying out their responsibility for the safekeeping of all monetary assets of Area 12 and for reporting thereon (Art VI Sec 4), the Treasurer shall:
 - a) Handle all financial matters for Area 12;
 - b) Pay all approved bills and keep a proper set of books;
 - i. Keep a separate Area 12 biennial conference accounting;
 - ii. In order to be honored, requests for reimbursement and/or invoices to be paid directly by Area 12, ensure that reimbursements have been turned in to the Treasurer thirty (30) days of occurrence, or the conclusion of the event to which the expense is related to, whichever is later; (681)
 - iii. Ensure that non-board member reimbursement forms are signed by the responsible Board Member before reimbursing expenditures;

- iv. Seek approval of the Chair for any disbursements of funds greater than \$500 (five hundred dollars) that have not previously been approved (688);
 - v. Make reasonable efforts to pay board member expense reports within 30 (thirty) days of receiving a valid (and approved, if necessary) expense report; and
 - vi. In coordination with the Communications Director, ensure monthly newsletter advertisements fees are invoiced and paid; (618)
- c) Provide acknowledgment of donations greater than \$250 (two hundred fifty dollars) in accordance with IRS guidelines and industry best practices defined by the IRS here. Donations of less than \$250 may be acknowledged by the Treasurer or other Board Members (689)
- d) At the beginning of the new Chair's term, along with the incoming Area 12 Chair, arrange for a qualified party to conduct an inspection of the finances encompassing the preceding two (2) years. This inspection is intended to identify items that may not be consistent with generally accepted accounting principles. (590) Refer to ROP Finances, item 6 (Section I.D).
- e) Serve as chair of the Finance Investment Committee if Area 12 has reached the financial thresholds defined in ROP Finance Investment Committee/Financial Advisor (Section V.D). (591)
- f) Receive budget requests from Board Members and incorporate them into proposed budget to be approved at the first board meeting of the fiscal year. (587)
- g) Prepare and send to all Area 12 Board members at least annually, a report that shall include such items as reminders of requisition deadlines, a fiscal year budget, and other pertinent information (5/1995);
- h) Prepare a report for each Area 12 regular Board of Directors meeting. This report shall include the status of assigned action items and other normal duties, such as the financial status of Area 12;
- i) Submit Year End Financials for approval by the Area 12 Board of Directors before submitting non-profit filings;
- j) Handle annual reports required by State and Federal Governments; including tax filings and required reports to the California Secretary of State to keep Area 12 in good standing;
- k) Make an inventory of transferable property owned by Area 12 updated annually. (94) This includes, but is not limited to bells, chimes, related equipment, the Ceremonial B# Bell and the University of California Medal. The Education Director provides an updated list of bell equipment to the Treasurer annually;
- l) Furnish financial reports to the Guild's Board of Directors, as required;
- m) Notify the Executive Committee if more than \$25,000 in undesignated funds for a period of greater than 3 months is available so that Executive Committee may determine if investment is appropriate (690); and

- n) Perform such other duties as assigned by the Chair or the Area 12 Board (Art VI Sec 4).
- 3) Should a vacancy occur in the office of Treasurer during such officer's term, or if a newly elected Treasurer becomes unable or unwilling to assume office prior to the commencement of that officer's term, the vacancy shall be filled by appointment by the Area 12 Board within six (6) months of the vacancy. The appointed officer will complete the unexpired term of the vacated office. (Art 5 Sec 4.d.5)
- 4) "Master" documents including requisitions and photocopies of receipts, are paper, not electronic.
- 5) See ROP Records and Retention for a full list of records the Treasurer is responsible for and their required retention duration.

IV. Area 12 Appointed Officers

A. General

- 1) The Appointed Officers are subject to the details provided in ROP Board of Directors (Section II).
- 2) The Area 12 Chair shall have power to appoint officers to assist in the work of Area 12. The board shall approve all appointments of Regional Coordinators and District Liaisons. The Area 12 Executive Committee shall approve all other appointments. (Art IV Sec 2.c, and 2.d; and Art V Sec 3.e)
- 3) Terms for all appointed positions shall be for two (2) years and shall commence concurrent with the Chair's term. Persons appointed to positions on the Area 12 Board may be reappointed to the same position for additional term(s) by the Chair, except for positions involving financial activity. (Art V Sec 3.c)
- 4) Area 12 Appointed Officers shall:
 - a) Serve as voting members of the Area 12 Board;
 - b) Function along the lines of duty outlined for them by the Area 12 Rules of Procedure and other documents (e.g., respective officer desk guide);
 - c) Prepare a report for each Area 12 regular Board of Directors meeting. This report shall include the status of assigned action item and other normal duties;
 - d) Submit calendar information to the Communications Director, Social Media Director, and the Webmaster for publication;
 - e) Submit images from events, programs, and similar information to the Communications Director, Social Media Director, and the Webmaster for publication, and the Historian for posterity; and
 - f) Submit a budget request to perform their officer duties to the Area 12 Treasurer annually, prior to the start of the fiscal year.

B. Communications Director

- 1) The Communications Director shall (587):
 - a) Prepare monthly communications for distribution to the Area 12 membership;
 - b) Be responsible for the content of the Area 12 newsletter. Refer to ROP The Twelfth Tone E-Newsletter (Section I.L);
 - c) Act as a resource for the Regional Coordinators and other members of the board;

- d) Solicit information from the Regional Coordinators and the Area 12 Board for inclusion in the monthly newsletter;
- e) Chair the Area 12 Appointed Officers meetings when held at the Area 12 Board of Directors meeting. A report of this meeting shall be made at the full Area 12 Board of Directors meeting;
- f) In coordination with the Treasurer, the Communications Director shall ensure monthly newsletter advertisements fees are invoiced and paid (220);
- g) Ask advertisers in the Twelfth Tone if they would like to be included in the regular distribution of the Twelfth Tone (679); and
- h) Follow the guidance in ROP The Twelfth Tone E-Newsletter, item 17 (Section I.L) regarding the publicizing of events.

C. Education Director

- 1) It is the responsibility of the Area 12 Education Director to promote the following:
 - a) The development of handbell education activities and resources within Area 12;
 - b) The development of in-service training activities for handbell educators within Area 12; and
 - c) The use of handbells and handchimes in the population of music educators.
- 2) The Education Director shall:
 - a) Be responsible for establishing and maintaining a list of handbell educators in Area 12, to the extent practicable, with input from the Regional Coordinators;
 - b) Provide to the Treasurer a current list of handbells and handchime instruments and related equipment owned by Area 12 annually;
 - c) Be responsible for the Area 12 Bell/Chime Loan Program described in ROP Bell/Chime Loan Program (Section I.J);
 - i. Advertise the Area 12 Bell/Chime Loan Program in educational and other appropriate publications;
 - ii. Distribute information about the Bell/Chime Loan Program to prospective qualifying organizations;
 - iii. Collect loan applications and ensure the applications are complete;
 - iv. Select and inform the qualifying organization of its selection as host;
 - v. Coordinate transportation from the previous host location;
 - vi. Maintain a list of host qualifying organizations (and host dates);
 - vii. Submit information/testimonials about the current and past Bell/Chime Loan Program hosts to the Communications Director, ~~and the Area 12~~ Webmaster, and

Social Media Director for publication, and the Historian for history-keeping; and

- viii. The Area 12 Education Director is the custodian for the Area 12 Bell/Chime Loan Program handbells, handchimes, and related equipment and is responsible for having the equipment examined on a periodic basis. Repair costs will be paid by Area 12.
- d) Act as a liaison between Area 12 and special needs handbell/handchime groups, including, but not limited to:
 - i. Networking with other individuals/groups who work with special needs musicians; ii. Creating and maintaining a list of special needs handbell groups in Area 12, to the extent practicable;
 - ii. Maintaining a list of resources regarding adaptive methods that may be pertinent to special needs groups (such as ringing and alternative music) for dissemination to those who request it. This includes materials that the Guild may have;
 - iii. Organizing performances by special needs groups at Area 12 events, if requested by the Area 12 Board or by a special needs group; and
 - iv. Write occasional article in 12th Tone highlighting special needs group.
- 3) The Education Director shall serve as the primary liaison for any Guild committees associated with education. (620)
- 4) The Education Director shall be the Area 12 lead in educational and special needs outreaches, such as attending educational conferences.

D.Events Director

- 1) The Events Director shall be responsible for overseeing Area 12 events by:
 - a) Advising conference coordinators, Regional Coordinators, and others responsible for Area 12 sponsored events (441);
 - b) Checking on possible sites for biennial conferences and area-wide events;
 - c) Collate lists of potential clinicians and event venues received from the Regional Coordinators;
 - d) Assist in negotiating contracts for Area 12;
 - e) Assist in the preparation of budgets for sponsored events;
 - f) Assemble a biennial Conference Committee to include a conference coordinator, registrar, and other members as needed (441); and
 - g) Be the chair of the biennial Conference Committee if no one else can serve as Conference Committee Chair. (622)
- 2) Refer to ROP Conferences (Section I.I) for details of the biennial conference.

E. Historian

- 1) The Historian shall:
 - a) Be responsible for documenting Area 12 events and activities;
 - b) Collect historical documents and images relating to Area 12 and preserve these items for future reference;
 - c) Prepare a display of Area 12 history at each Area 12 biennial Conference; and
 - d) Be custodian of Area 12 mascots and make them available for Area 12 events.

F. Membership Director

- 1) The Membership Director shall (524, 630, 645):
 - a) Periodically download a copy of the Area 12 membership from the Guild database to keep apprised of any new, or lapsed, members of Area 12;
 - b) Maintain templates of the information provided to new members. Definition of information provided to new member is defined in the Membership Director desk guide;
 - c) Coordinate with the appropriate Regional Coordinator to welcome any new member of Area 12;
 - d) Coordinate with the appropriate Regional Coordinator to follow up on any lapsed member, to ascertain, if possible, what the Guild and Area 12 can do better;
 - e) Provide to the Communications Director a listing of any new members (first name, organization, city) for inclusion in the monthly newsletter. Permission shall be sought from the new member prior to providing the information to the Communications Director;
 - f) Provide assistance to Area 12 Board of Directors members and committee members to confirm an individual/organization's membership status;
 - g) Submit report to the Executive Committee annually on the status of any lapsed memberships of Board Members;
 - h) Be familiar with Guild membership types, how the Guild contact members, including new member contacts and the timing for renewals;
 - i) Coordinate with the Guild Regional Membership Coordinator West for inquiries and other membership issues, as required;
 - j) Submit reports to the Guild, as required; and
 - k) Chair Area 12 Regional Coordinator meeting, when broken out from general Appointed Officers discussions.

G. Regional Coordinators

1) Regional Coordinators shall:

- a) In coordination with the Membership Director, contact new regional members as they join Area 12 to offer assistance, and act as a mentor to new members;
- b) In coordination with the Membership Director, follow up on lapsed memberships and conduct a brief exit survey with the results reported to the Membership Director;
- c) At least annually, as practicable, reach out to region members to understand how the organization can help directors/ringers, what skills they may want emphasized at upcoming events, answer questions; (4/1997, 9/2002)
- d) Submit articles with information of interest to their respective regions to the Communications Director for publication;
- e) Submit information to the Social Media Director for publication through Area 12's social media channels (623);
- f) Submit calendar information to the Communications Director and the Webmaster for publication;
- g) Handle public relations including publicity and thank you notes in their region for sponsored events held within their region;
- h) Assist endorsed event organizers with public relations for their events;
- i) Include all Area 12 Board of Directors when event information is sent to members;
- j) Ensure events take place in their region and assist with goals, direction, design, and publicity of events offering assistance as needed to those putting on the event. Regional Coordinators do not have to be directly involved in individual events, although the Regional Coordinator may be the clinician/director;
- k) If possible, attend and evaluate events in the region;
- l) If requested, help members of their region put on events and encourage those events to be either endorsed or sponsored events;
- m) Coordinate all events with other Regional Coordinators for the purposes of publicity and to avoid date overlap with events in nearby regions;
- n) Complete pre- and post-event forms for sponsored events and submit to the Area 12 Chair/Guild, as applicable, in a timely manner. The Area 12 Chair should be cc'd on post event reports sent to the Guild. (625) In addition, post-event financials should be submitted to the Area 12 Treasurer so that they can reconcile the books for the event;
- o) Ensure that complete pre- and post-event forms for endorsed events in their region are submitted to the Area 12 Chair/Guild, as applicable in a timely manner. The Area 12 Chair should be cc'd on post event reports sent to the Guild. Note, post-event financials should be sent to the Area 12 Treasurer so that they can ensure that the appropriate endorsement fees are paid;

- p) Develop a list of clinicians/directors and workshop locations within the region for both local and area-wide events, and provide this information to the Events Director; and
- q) Follow the guidance in ROP Events, item 19 (Section I.H) regarding the publicizing of events. (600)
- 2) The State of Hawaii and US Pacific Islands Regional Coordinator shall be reimbursed to attend Area 12 Board of Directors meetings as is financially practicable and approved.
- 3) Regional Coordinators may request a petty cash fund to work with. Documentation of legitimate expenses needs to be made when asking for personal reimbursement of petty cash disbursement. (23)
- 4) All Area 12 requests for reimbursement by non-Area 12 Board members must be signed and submitted by a member of the Area 12 Board.
- 5) Regional Coordinators may request member data from the Guild to publicize their events. (626)

H. District Liaisons

- 1) A district liaison may be appointed by the Area 12 Chair in regions where the Regional Coordinator and the Chair see a need. District Liaisons may be recommended by an Area 12 Regional Coordinator and appointed by the Area 12 Chair, with approval of the board. (Art IV Sec 2.d)
- 2) A district liaison has all the rights and responsibilities of other appointed officers. (627)
- 3) A district liaison shall:
 - a) Provide assistance to the Regional Coordinator within their region;
 - b) Notify designated Regional Coordinator of director/ringers needs; (380)
 - c) Notify designated Regional Coordinator of activities, e.g., concerts, workshops, etc.; (380)
 - d) Find unused bell sets; (380)
 - e) Help create and/or organize sponsored or endorsed local events; (380)
 - f) Be a mentor to local directors; (380) and
 - g) Obtain preapproval from the Regional Coordinator of all funds to be spent in their district.
- 4) All monies spent by District Liaisons shall be routed through their Regional Coordinator for reimbursement. (200)

I. Social Media Director

- 1) The Social Media Director shall (623):

- a) Act as primary administrator on all social media accounts. (Preferred back up administrator is the Webmaster (630));
- b) May add other Board members as administrators on Facebook or other accounts;
- c) Maintain all official Area 12 social media accounts, or set up new accounts, as authorized (e.g., Facebook, Twitter, Instagram). See ROP Social Media (Section I.K) for further definition;
- d) Periodically post calendar information for upcoming Area 12 sponsored and endorsed events, with links, as applicable, for further information. (See ROP Website, item 3.a (Section I.M));
- e) Post timely news and announcements, such as upcoming Board of Director meetings, scholarship availability, composition contest information, and Area 12 election voting information and results;
- f) May-solicit information from the Regional Coordinators and the Area 12 Board of Directors for inclusion in Area 12's social media accounts;
- g) Act as a resource for the Regional Coordinators and other members of the board, as well as any Area 12 committees or sponsored event organizers;
- h) If requested, work with Regional Coordinators to facilitate the use of social media for furthering their work in their region;
- i) Follow the Social Media Policy (see form/policy in ROP Social Media Form (Section XII.C)) to promote Area 12 values when posting on the Area 12 social media accounts as the Social Media Director;
- j) Ban or block spammers from posting or referencing Area 12 social media accounts;
- k) Avoid use of images or video showing minors without parental permission;
- l) Avoid copyright infringement;
- m) Acknowledge receipt of direct messages or queries via social media requiring a response within forty-eight (48) hours and respond with the answer as soon as practicable; and
- n) Maintain the integrity and strength of passwords, and access methods, to social media accounts, updating periodically.

J. Vendor Coordinator

- 1) The Vendor Coordinator shall (631):
 - a) Foster a collegial relationship with businesses that provide equipment and services to Area 12 members;

- b) Coordinate with the biennial Conference Committee for vendor participation in the Area 12 Conference; and
- c) Act as a resource for Regional Coordinators that may seek vendor participation in their events.

K. Webmaster

- 1) The Webmaster shall:
 - a) Be responsible for Area 12 information and content on the Area 12 website;
 - b) Be responsible for coordinating with the Guild regarding website issues including updates and domain registration;
 - c) Be responsible for creating and/or posting information on the Area 12 website;
 - d) Coordinate with the Guild, as necessary, to ensure all fees related to domain registration and web hosting are paid and current at all times;
 - e) Act as a resource for the Regional Coordinators and other members of the board;
 - f) Solicit information from the Regional Coordinators and the Area 12 Board for inclusion on the website;
 - g) Work with the Communications Director, the Regional Coordinators, and the Area 12 Chair to ensure the Area 12 Website is current and accurate;
 - h) Work with any formed Area 12 committees relative to information posted on the Area 12 Website;
 - i) Coordinate web pages for Area 12 announcements;
 - j) Act as the preferred back-up administrator on all social media accounts (629);
 - k) Follow the guidance in ROP Events, item 19 (Section I.H) regarding the publicizing of events. Note that non-sponsored/-endorsed events may be included in the calendar; (600); and
 - l) In coordination with the Treasurer, the Webmaster shall ensure monthly banner advertisements fees are invoiced and paid.
- 2) Refer to ROP Website (Section I.M) for details regarding the Area 12 Website.

V. Area 12 Committees

A. General

- 1) The Area 12 Board may appoint committees. All committees appointed by the Area 12 Board are accountable to the Area 12 Board. The term of any committee may not extend past the term of the Chair who was in office at the time the committee was formed and may be terminated by the Area 12 Board at any time. (Art VII Sec 1)
- 2) All members of committees must be members in good standing of Area 12 during the entirety of their membership on the committee. An exception to this requirement may be made if approved by the Area 12 Board. (Art VII Sec 2)
- 3) Committees shall keep minutes of their meetings (Art VIII Sec 1) as part of Area 12 records. Including the rationale for decisions made in the minutes is helpful. These minutes should be kept with the materials the committee is working on (e.g., event committee minutes should be kept with the event materials, budget, paperwork), or with the board member committee chair (e.g., the Past-Chair for the Nominating Committee). See ROP Records and Retention (Section VIII).

B. Bylaws Committee (Art XI)

- 1) If required, the Bylaws Committee shall consist of three (3) to five (5) members appointed and approved by the Board, including at least two (2) board members. (636)
- 2) The Secretary shall serve as chair of the committee and is a voting member of the committee.
- 3) The Bylaws Committee Chair shall:
 - a) Receive any bylaw modification requests from Area 12 members;
 - b) Review any bylaw modification requests with the Area 12 Bylaws Committee;
 - c) After approval from the Area 12 Bylaws Committee, present the proposed bylaws to the Area 12 Board;
 - d) After approval from the Area 12 Board, send the proposed bylaws to the National Board of Directors;
 - e) If changes are requested by the National Board of Directors, get approval from the Area 12 Board;
 - f) Resubmit the revised bylaws to the National Board of Directors for final approval;
 - g) After final approval from the National Board of Directors, and the Area 12 Board of Directors, coordinate with the Area 12 Nominating Committee Chair to submit the changes to the voting membership no less than thirty (30) days prior to the end of the balloting period;

- h) Include effective date of any change(s);
 - i) After the Area 12 members approve the bylaws, submit the approved bylaws to the State of California; and
 - j) Distribute approved bylaws to Board Members and to Members on the Area 12 website.
- 4) The Area 12 Bylaws Committee shall:
- a) Propose any bylaw modifications based on requests from the Area 12 members;
 - b) Propose any bylaw modifications based on changes of law; and
 - c) Propose any bylaw modifications based on changes from the Guild.

C.Composition Contest (447)

- 1) At the fall board meeting in even-numbered years, the Area 12 Board shall determine if a composition contest will take place. (647)
- 2) The Area 12 Past-Chair shall serve as chair of the composition contest committee and shall not vote. (334) (4/1985)
- 3) The Area 12 Past-Chair shall recruit three (3) to five (5) committee members. Membership of the committee shall not be disclosed. (334)
- 4) Composition contest applicants need not reside within Area 12, but all Area 12 submissions will be given additional consideration in the adjudication process.
- 5) The winning composition shall be selected by the end of the spring Area 12 Board meeting in the year preceding the Area 12 biennial conference.
- 6) Composition contest manuscript submissions (192):
 - a) Should be unpublished and not under consideration for publication (170);
 - b) Should be suitable for massed ringing at approximately 3-7 (three to seven) minutes in length (170);
 - c) Must follow the guidelines in the Guild notation pamphlet and be graded using the National Difficulty Level System;
 - d) Shall include electronic manuscript copies of the composition with no identifying marks (such as the applicant's name) (635);
 - e) Shall include an audio copy of the piece. Handbells are the preferred instrument for the recording. It should be understood that a different timbre (such as piano or synthesizer) could affect the perception of the piece;
 - f) Shall be sent to the Composition Contest Chair by the deadline for entries; and
 - g) Arrangers of copyrighted music must include in their submission documentation

certifying that permission to make the arrangement and permission to publish the piece has been granted by the copyright holder. (333)

- 7) General guidelines for selection of the winning composition shall be as follows:
 - a) Musicality – Interest: Is the composition novel or interesting, and does it enhance the general handbell repertoire;
 - b) Musicality – Artistry: Does the composition possess an inherent beauty of musical sound;
 - c) Musicality – Construction: Is the composition musically well-constructed;
 - d) Appropriateness: Is it a good composition for the instrument;
 - e) Accessibility: Will choirs be able to identify with the composition and want to play it outside of the conference;
 - f) Playability: Can the composition be played with relative ease while still providing adequate challenge and interest; and
 - g) Judge’s Discretion: Points may be given according to a judge’s fondness for a composition.
- 8) Composition contest winners must be published by a willing publisher, self-published (by composer), or provide to Area 12 for use at a conference with release documentation by the composition author. (684)
- 9) A monetary prize, in an amount to be determined by the Area 12 Board in advance of the contest announcements, shall be awarded to the winning composition (648).
- 10) If the Composition Contest Committee deems no piece acceptable, no prize shall be awarded.
- 11) The Composition Contest Committee Chair shall:
 - a) Be the recipient of contest entries;
 - b) Announce the composition contest rules and deadline to the Area 12 membership in at least two (2) different formats (e.g., newsletter and website or newsletter and social media);
 - c) Review all pieces before distribution to the committee. This review will include contest criteria, removal of identifying marks, and copyright permission;
 - d) Put the recorded pieces on one recording and distribute manuscript copies and combined recordings to composition contest committee members within thirty (30) days of the entry deadline;
 - e) Collate the choices made by the composition contest committee members. If the recommendation is unclear, the composition contest committee members shall re-vote on the top five (5) pieces. In the event of a tie, or if a final determination cannot be made by the composition contest committee, the finalists may be submitted to the Area 12 Board to select the winner;
 - f) After the recommendation has been made, the Composition Contest Committee Chair

shall destroy all materials (manuscripts and recordings, any and all electronic files) for all submissions except for the recommended selection;

- g) Report the final recommended selection to the Area 12 Board of Directors at the spring Area 12 Board meeting in the odd-numbered year (the year preceding the Area 12 biennial conference);
- h) Notify the Composition Contest winner after the acceptance of the recommendation by the Area 12 Board of Directors;
- i) Contact the non-winning applicants and thank them for their participation;
- j) Announce the Composition Contest results to the Area 12 membership in at least two different formats (e.g., newsletter and website or newsletter and social media); and
- k) Strive to have published piece available no later than August 31 of the year preceding the biennial Area 12 Conference.

12) The composition contest committee members shall:

- a) Send back their top three choices to the Composition Contest Committee Chair, each piece being given a rating from 1 to 10 (one to ten; 10 being the highest) within thirty (30) days of receiving the materials.
- b) If the recommendation is unclear, the Composition Contest Committee Chair shall require the composition contest committee members to re-vote on the top five (5) pieces.
- c) After the recommendation has been made, the composition contest committee members shall destroy all materials (manuscripts, recordings any and all electronic files).

D. Finance Investment Committee/Financial Advisor

- 1) If Area 12 has designated funds greater than \$25,000 (twenty five thousand dollars), each incoming Area 12 Chair shall appoint a Finance Investment Committee or Financial Advisor to make recommendations to the Area 12 Board for action concerning investment of the designated Area 12 funds. (591)
- 2) The Finance Investment Committee/Financial Advisor shall:
 - a) Be appointed for two (2) years corresponding to the term of each Area 12 Chair; and
 - b) If a committee, consist of the Area 12 Treasurer, who will serve as committee chair, and two (2) other members, one (1) of which must be an Area 12 Board member. (164)
- 3) The Area 12 Board shall act on the recommendation of the Finance Investment Committee/Financial Advisor concerning investment of Area 12 funds. Action shall be in the form of adoption or rejection of the recommendation by a simple majority vote of the board of Directors. (591)

E. Nominating Committee

- 1) Area 12 elections shall be held in each even-numbered year. (Art V Sec 3.d)
- 2) A candidate shall:
 - a) Be elected from the resident voting membership (646);
 - b) Give consent to being nominated (646);
 - c) Be cognizant of office duties and responsibilities before accepting nomination; and
 - d) Be willing to serve, if elected.
- 3) The process for filling an elected office's vacancy is defined in the Area 12 Bylaws, Article V, and also outlined in each elected office's specific section in these Rules of Procedure.
- 4) A Nominating Committee of at least two (2), but not more than four (4), members shall be appointed by the Area 12 Board, with half of this committee consisting of members not currently on the Area 12 Board. Such members shall be appointed to the Nominating Committee in sufficient time to comply with other provisions of the bylaws governing elections and the assumption of office of those elected. The Nominating Committee shall nominate two (2) candidates each for Chair-Elect, Secretary, and Treasurer. (Art V Sec 3.d.1)
- 5) The Area 12 Past-Chair shall serve as chair of the Nominating Committee. (646)
- 6) The Nominating Committee Chair shall:
 - a) Submit announcements of the nominating period to be announced to the current membership prior to the election to allow any interested Area 12 voting member to nominate or to self nominate an Area 12 voting member for one (1) of the three (3) offices (646);
 - b) Work with the Nominating Committee to compile the list of two (2) candidates for the three (3) positions from the list of potential candidates. (Art V Sec 3.d.1) This list should be compiled by May 1 of the election year (even-numbered years);
 - c) Officially approach the six (6) candidates, confirming their ability and willingness to serve if elected. The Nominating Committee Chair shall provide the Area 12 Bylaws, ~~and~~ the Area 12 Rules of Procedure, and may provide appropriate officer desk guide, to the candidates;
 - d) Submit a final slate of candidates to the Area 12 Board of Directors for approval. Note: if there is not a full slate of candidates for the ballot by May 1, a ballot will be created at such time as enough nominees are found. The elections process and the announcement of the election results should be postponed accordingly;
 - e) Oversee the creation of election ballots (electronic or mail). Ballots must be available to the Area 12 voting members no less than thirty (30) days prior to the close of the voting period (Art V Sec 3.d.2.i); and
 - f) Ensure means are in place to minimize the chance of tampering with the election process. (640)

- 7) The Nominating Committee shall:
 - a) Research potential candidates and approach these potential candidates about their willingness to be nominated and to serve; and
 - b) Nominate two (2) candidates for each office open for election (Art V Sec 3.d.1): Chair-Elect, Secretary, and Treasurer.
- 8) The Area 12 election materials shall include access to biographical information about the candidates.
- 9) Ballots shall be returned/managed by a designated person or entity independent of the Area 12 Board of Directors. (Art V Sec 3.d.2.ii)
- 10) Each member's completed ballot must be received by the designated independent agency or postmarked by the date required as set forth on the ballot. (Art V Sec 3.d.2.iii)
- 11) Upon closing of the election period, the individual or entity shall count the ballots and confirm the election results to the Nominating Committee Chair.
- 12) A simple majority of all votes cast for each office shall elect. An automatic recount shall occur if the margin of victory is less than or equal to one percent (1%) of the total votes cast. In the event of a tie, the election shall be determined by a majority vote of the Area 12 Board. (Art V Sec 3.d.2) If a member of the board is a candidate involved in a tie, they shall recuse themselves from the tie-breaker vote. (641)
- 13) The Nominating Committee Chair shall inform all the candidates first of the election results, then inform the Area 12 Executive Committee.
- 14) The newly elected Area 12 Executive Committee shall be announced first to the existing board of directors and then to the Area 12 membership by at least two (2) of the following means, newsletter, website, or social media. (632)
- 15) In normal circumstances officers begin their terms at the beginning of the fiscal year. (Art V Sec 3) In the event that elections are delayed are such that officers cannot take office at the beginning of the fiscal year, the officers shall take office no later than thirty (30) days after the announcement of the election results to the membership, to allow for an orderly transition. (611)

F. Jim Scott Memorial Scholarship Committee

- 1) Background: Jim Scott was an Area 12 District Representative (now called Regional Coordinator) from Yuba City, California. Refer to the [Area 12 website](#) for details of the circumstances of his death. The first Jim Scott Memorial Scholarships were awarded for attendance at the 1986 Area 12 Festival in Visalia, California.
- 2) The Jim Scott Memorial Scholarship provides funds for Area 12 members to attend an Area 12 biennial conference. (113)

- 3) The Jim Scott Memorial Scholarship may be given to a ringer and to a director for an Area 12 biennial conference. (132) In the absence of director applications, two (2) ringer scholarships may be given. (402)
- 4) The scholarship funds will include registration fees, room (at half the double occupancy rate), and board. (132)
- 5) Funds for these scholarships shall be accounted for in the biennial conference budget. (633)
- 6) Timing of scholarship committee work:
 - a. Announce scholarship availability in January (of even numbered years).
 - b. Deadline for application March.
 - c. Selection announcement in April (before early bird deadline, if any).
- 7) Applicants shall:
 - a) Reside in Area 12,
 - b) Be attending their first (1) Area 12 biennial conference,
 - c) Be a member or associated with an organizational member of the Guild, and
 - d) Be currently or have contracted to be a handbell choir director in Area 12 (directors only). This includes volunteer directors.
- 8) The Area 12 Past-Chair shall chair the committee and serve in a non-voting capacity except in the case of a tie.
- 9) The Area 12 Past-Chair shall recruit three (3) members of the Area 12 Board of Directors to be on the Jim Scott Memorial Scholarship Committee. These persons must not have ringers or associates applying for the scholarship that year. (634)
- 10) The committee members shall remain anonymous except for the Jim Scott Memorial Scholarship Committee Chair who will receive all applications and notify applicants of the results.

G. Mel Tully Memorial Scholarship Committee

- 1) Background: Mel touched many lives with his ministry, kindness, and laughter. Many knew him from his handbell business West Coast Handbell Supply that he ran with his wife, Gail. He attended California State University, Long Beach, where he received his BA in Music, then began a career as a Minister of Music at Malibu Presbyterian Church. In 1980, he moved his family to Visalia to continue his ministry at First Presbyterian Church, Visalia, and then at First Presbyterian Church, Lindsay. It was in 1980 that he became involved in handbell organizations. Mel served several board positions for Area 12, including Area Chair and Central California Regional Coordinator. He also served as Conference Chair and taught classes at several Area 12 conferences. Mel was loved by all in the handbell community.

Based on Mel's love for Area 12 and those that are new to directing handbells, the family requested a scholarship be established.

See the [Area12 website](#) for more information.

- 2) The Mel Tully Memorial Scholarship provides funds for Area 12 members to attend a conference or workshop associated with improving their directing skills. (663)
- 3) The Mel Tully Memorial Scholarship may be given to an Area 12 member who is new to directing handbells, regardless of prior conducting experience.
- 4) The scholarship funds will include registration fees, room (at half the double occupancy rate), and board.
- 5) The Area 12 Board shall determine each year, when the budget is prepared, whether area funds are sufficient to cover the cost of offering this scholarship and if multiple scholarships can be given.
- 6) If the Mel Tully Memorial Scholarship may be awarded in the fiscal year, a standing committee, shall be formed.
- 7) The Area 12 Past-Chair shall chair the Mel Tully Memorial Scholarship Committee and serve in a non-voting capacity except in the case of a tie.
- 8) The Area 12 Past-Chair shall recruit three (3) to five (5) members of the Area 12 Board of Directors to be on the Mel Tully Memorial Scholarship Committee. These persons must not have ringers or associates applying for the scholarship that year.
- 9) The Mel Tully Memorial Scholarship Committee members shall remain anonymous except for the Mel Tully Memorial Scholarship Committee Chair who will receive all applications and notify applicants of the results.
- 10) Scholarship applications may be made any time of a fiscal year if the scholarship is available. The committee will deliberate, and a decision will be rendered within 30 days.
- 11) Payment of scholarship will be made by reimbursement to recipient, or the Area 12 Executive Committee may make exception for prepayment of registration.
- 12) Applicants shall:
 - a) Reside in Area 12.
 - b) Be a member or associated with an organizational member of the Guild.
 - c) Be currently or has contracted to be a handbell director in Area 12. (New directors in a volunteer position meet this criteria.)
 - d) Be attending their first director-related conference or workshop.
- 13) Specific Area 12/HMA events that would fit the criteria for consideration for the Mel Tully Memorial Scholarship include, but are not limited to:
 - a) Area 12 Director Seminar
 - b) HMA Master Class (often held in conjunction with National Seminar)
 - c) HMA National Seminar

d) HMA Virtual Winter Workshop

H. Patty Marquart Scholarship Committee

- 1) Patty Marquart first heard handbells when she attended a Choristers Guild Seminar in Colorado in the mid-1960s. A few years later, in 1968, as the director of music at the First United Methodist Church of Orange, California (along with her husband), she was asked to help start a handbell program with the church's new set of memorial handbells. As she took the bells from their individual plastic bags and put them inside their new cases (and, of course, rang each one), she was hooked.

During her years in handbells, Patty directed some of Area 12's most capable ensembles, both at the Methodist Church in Orange, and then later at Trinity United Presbyterian Church in Santa Ana, California. While most groups were competently handling quarter notes (with a few eighth notes thrown in here and there), Patty's groups wowed audiences at many Area 12 conferences with a repertoire that included Leroy Anderson's Syncopated Clock and Handel's Overture to Messiah. It was at Patty's request that Dr. William Payn wrote two of his compositions, Prism of Light (named after her Trinity bell choir), and Nova, which is dedicated to Patty.

From her beginning as a handbell director with very little formal music education, Patty schooled herself by attending Choristers' Guild events, Handbell Musicians of America (formerly AGEHR) events, and eventually completed music theory and piano courses at the Santa Ana Community College. Those who attended Area 12 conferences in the 1970s and 80s always looked forward to a stellar performance from Patty's choirs, and they were not disappointed. Patty is a model for all directors who might begin their musical journey with little experience, but who have a desire to continue to learn and grow. See the [Area 12 website](#) for more information.

- 2) The Patty Marquart Scholarship provides funds for an Area 12 director to attend a Guild National Seminar. (447, 455)
- 3) The scholarship funds will include registration fee and room at half the double occupancy rate at a National Seminar.
- 4) The Area 12 Board shall determine each year when the budget is prepared whether area funds are sufficient to cover the cost of offering this scholarship for the next National Seminar.
- 5) The Area 12 Past-Chair shall recruit two (2) additional members of the Area 12 Board to be on the Patty Marquart Scholarship Committee. (634)
- 6) The Area 12 Past-Chair shall chair the committee and serve in a non-voting capacity except in the case of a tie.
- 7) The committee members shall remain anonymous except for the Patty Marquart Scholarship Committee Chair who will receive all applications and notify applicants of the results.
- 8) Timing of scholarship committee work:

- a. Announce scholarship availability by TBD.
- b. Deadline for application by TBD.
- c. Selection announcement by TBD.

9) Applicants shall:

- a) Reside in Area 12,
- b) Be attending their first (1) National Seminar,
- c) Be a member or associated with an organizational member of the Guild, and
- d) Be currently or has contracted to be a handbell director in Area 12. This includes volunteer directors.

10) Payment of scholarship will be made by reimbursement to recipient. Or the Area 12 Executive Committee may make exception for prepayment of registration.

11) Recipients shall write an article of their experience for the Area 12 newsletter.

VI. Record of Revision

2023 Revision to add record retention approved September 17, 2023 by motion 708.

2023 Revision to add new motions since last update, and update with current practices approved January 21, 2023 by motion 694.

2021 Major Revision to reflect 2018 Bylaw changes and update with current practices approved on June 5, 2021, by motion 649.

2010 Previous Revision

VII. Region Definition 9/18/2022

The following pages show the definition of the Area 12 regions assigned to Regional Coordinators, ordered by zip code (California first, then Nevada and Hawaii). The county nominally associated with the zip code is listed (some zip codes span counties), the major cities, the responsible Regional Coordinator, any District Liaison assigned, and any support Regional Coordinator.

A support Regional Coordinator is an adjacent/near RC of a region. For example, someone living in Bishop, California, in Inyo County, is assigned to the Central California (CenCal) Regional Coordinator, but because of geography and roads, the support Regional Coordinator is Northern Nevada. It's a couple of hours to Reno for events, but more than four hours to Bakersfield.

Regional definition change procedure is defined in the Bylaws, Art IV, Sec 1.b. The Board of Directors must first approve change, and then the voting members in the effected region must approve change.

History of revision of region definitions:

- Original regional definition by zip code (583; 6/5/2021)
- Move Inyo county zip codes 92328, 92384, 92389 into Central California region (from Southern California) with Southern Nevada support (670; 9/18/2022). There were no active members in the affected zip codes.

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
90001	Los Angeles	Firestone Park, Firestone Pk	CA	Los Angeles	LA Metro		
90002	Los Angeles	August F. Haw, Watts	CA	Los Angeles	LA Metro		
90003	Los Angeles		CA	Los Angeles	LA Metro		
90004	Los Angeles	Oakwood	CA	Los Angeles	LA Metro		
90005	Los Angeles	Sanford	CA	Los Angeles	LA Metro		
90006	Los Angeles		CA	Los Angeles	LA Metro		
90007	Los Angeles	Dockweiler	CA	Los Angeles	LA Metro		
90008	Los Angeles	Baldwin Hills, Leimert Park	CA	Los Angeles	LA Metro		
90009	Los Angeles	Los Angeles Afb, Los Angls Afb	CA	Los Angeles	LA Metro		
90010	Los Angeles		CA	Los Angeles	LA Metro		
90011	Los Angeles		CA	Los Angeles	LA Metro		
90012	Los Angeles		CA	Los Angeles	LA Metro		
90013	Los Angeles		CA	Los Angeles	LA Metro		
90014	Los Angeles		CA	Los Angeles	LA Metro		
90015	Los Angeles		CA	Los Angeles	LA Metro		
90016	Los Angeles		CA	Los Angeles	LA Metro		
90017	Los Angeles		CA	Los Angeles	LA Metro		
90018	Los Angeles		CA	Los Angeles	LA Metro		
90019	Los Angeles		CA	Los Angeles	LA Metro		
90020	Los Angeles		CA	Los Angeles	LA Metro		
90021	Los Angeles		CA	Los Angeles	LA Metro		
90022	Los Angeles	Commerce, East Los Angeles, Est Ls Angls	CA	Los Angeles	LA Metro		
90023	Los Angeles	Commerce	CA	Los Angeles	LA Metro		
90024	Los Angeles		CA	Los Angeles	LA Metro		
90025	Los Angeles	W Los Angeles, West Los Angeles	CA	Los Angeles	LA Metro		
90026	Los Angeles		CA	Los Angeles	LA Metro		
90027	Los Angeles		CA	Los Angeles	LA Metro		
90028	Los Angeles	Hollywood	CA	Los Angeles	LA Metro		
90029	Los Angeles		CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
90030	Los Angeles		CA	Los Angeles	LA Metro		
90031	Los Angeles	Lincoln Heights, Lincoln Hts	CA	Los Angeles	LA Metro		
90032	Los Angeles		CA	Los Angeles	LA Metro		
90033	Los Angeles		CA	Los Angeles	LA Metro		
90034	Los Angeles		CA	Los Angeles	LA Metro		
90035	Los Angeles		CA	Los Angeles	LA Metro		
90036	Los Angeles		CA	Los Angeles	LA Metro		
90037	Los Angeles		CA	Los Angeles	LA Metro		
90038	Los Angeles	W Hollywood, West Hollywood	CA	Los Angeles	LA Metro		
90039	Los Angeles		CA	Los Angeles	LA Metro		
90040	Los Angeles	Commerce, Cty Of Cmmrce	CA	Los Angeles	LA Metro		
90041	Los Angeles	Eagle Rock	CA	Los Angeles	LA Metro		
90042	Los Angeles	Highland Park	CA	Los Angeles	LA Metro		
90043	Los Angeles	View Park, Windsor Hills	CA	Los Angeles	LA Metro		
90044	Los Angeles	August F. Haw	CA	Los Angeles	LA Metro		
90045	Los Angeles	Westchester	CA	Los Angeles	LA Metro		
90046	Los Angeles	W Hollywood, West Hollywood	CA	Los Angeles	LA Metro		
90047	Los Angeles		CA	Los Angeles	LA Metro		
90048	Los Angeles	W Hollywood, West Hollywood	CA	Los Angeles	LA Metro		
90049	Los Angeles		CA	Los Angeles	LA Metro		
90050	Los Angeles		CA	Los Angeles	LA Metro		
90051	Los Angeles	August F. Haw	CA	Los Angeles	LA Metro		
90052	Los Angeles		CA	Los Angeles	LA Metro		
90053	Los Angeles		CA	Los Angeles	LA Metro		
90054	Los Angeles		CA	Los Angeles	LA Metro		
90055	Los Angeles		CA	Los Angeles	LA Metro		
90056	Los Angeles	Baldwin Hills, Windsor Hills	CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
90057	Los Angeles		CA	Los Angeles	LA Metro		
90058	Los Angeles	Vernon	CA	Los Angeles	LA Metro		
90059	Los Angeles	August F. Haw	CA	Los Angeles	LA Metro		
90060	Los Angeles		CA	Los Angeles	LA Metro		
90061	Los Angeles	August F. Haw	CA	Los Angeles	LA Metro		
90062	Los Angeles		CA	Los Angeles	LA Metro		
90063	Los Angeles	Hazard	CA	Los Angeles	LA Metro		
90064	Los Angeles	Rancho Park	CA	Los Angeles	LA Metro		
90065	Los Angeles	Glassell, Glassell Park	CA	Los Angeles	LA Metro		
90066	Los Angeles		CA	Los Angeles	LA Metro		
90067	Los Angeles	Century City	CA	Los Angeles	LA Metro		
90068	Los Angeles	Hollywood	CA	Los Angeles	LA Metro		
		Los Angeles, W					
90069	West Hollywood	Hollywood	CA	Los Angeles	LA Metro		
90070	Los Angeles		CA	Los Angeles	LA Metro		
90071	Los Angeles		CA	Los Angeles	LA Metro		
90072	Los Angeles		CA	Los Angeles	LA Metro		
		Veterans Adm, Veterans Admin, Veterans Administration, Veterans Admn					
90073	Los Angeles		CA	Los Angeles	LA Metro		
90074	Los Angeles		CA	Los Angeles	LA Metro		
90075	Los Angeles		CA	Los Angeles	LA Metro		
90076	Los Angeles		CA	Los Angeles	LA Metro		
90077	Los Angeles		CA	Los Angeles	LA Metro		
90078	Los Angeles	Hollywood	CA	Los Angeles	LA Metro		
90079	Los Angeles		CA	Los Angeles	LA Metro		
90080	Los Angeles		CA	Los Angeles	LA Metro		
90081	Los Angeles		CA	Los Angeles	LA Metro		
90082	Los Angeles		CA	Los Angeles	LA Metro		
90083	Los Angeles		CA	Los Angeles	LA Metro		
90084	Los Angeles		CA	Los Angeles	LA Metro		
90086	Los Angeles		CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
90087	Los Angeles		CA	Los Angeles	LA Metro		
90088	Los Angeles		CA	Los Angeles	LA Metro		
90089	Los Angeles		CA	Los Angeles	LA Metro		
90090	Dodgertown	Los Angeles	CA	Los Angeles	LA Metro		
90091	Los Angeles	Commerce, Cty Of Cmmrce	CA	Los Angeles	LA Metro		
90093	Los Angeles		CA	Los Angeles	LA Metro		
90094	Playa Vista	Los Angeles	CA	Los Angeles	LA Metro		
90095	Los Angeles	Ucla	CA	Los Angeles	LA Metro		
90096	Los Angeles		CA	Los Angeles	LA Metro		
90099	Los Angeles		CA	Los Angeles	LA Metro		
90101	Los Angeles		CA	Los Angeles	LA Metro		
90102	Los Angeles	Brylane	CA	Los Angeles	LA Metro		
90103	Los Angeles		CA	Los Angeles	LA Metro		
90189	Los Angeles		CA	Los Angeles	LA Metro		
90201	Bell Gardens	Bell, Cudahy	CA	Los Angeles	LA Metro		
90202	Bell	Bell Gardens	CA	Los Angeles	LA Metro		
90209	Beverly Hills		CA	Los Angeles	LA Metro		
90210	Beverly Hills		CA	Los Angeles	LA Metro		
90211	Beverly Hills		CA	Los Angeles	LA Metro		
90212	Beverly Hills		CA	Los Angeles	LA Metro		
90213	Beverly Hills		CA	Los Angeles	LA Metro		
90220	Compton	Crystal City, Rancho Dominguez, Rncho Domingz	CA	Los Angeles	LA Metro		
90221	Compton	E Rncho Dmngz, East Rancho Dominguez	CA	Los Angeles	LA Metro		
90222	Compton	Rosewood	CA	Los Angeles	LA Metro		
90223	Compton		CA	Los Angeles	LA Metro		
90224	Compton	Rancho Dominguez, Rncho Domingz	CA	Los Angeles	LA Metro		
90230	Culver City	Los Angeles	CA	Los Angeles	LA Metro		
90231	Culver City		CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
90232	Culver City		CA	Los Angeles	LA Metro		
90233	Culver City		CA	Los Angeles	LA Metro		
90239	Downey		CA	Los Angeles	LA Metro		
90240	Downey		CA	Los Angeles	LA Metro		
90241	Downey		CA	Los Angeles	LA Metro		
90242	Downey		CA	Los Angeles	LA Metro		
90245	El Segundo		CA	Los Angeles	LA Metro		
90247	Gardena		CA	Los Angeles	LA Metro		
90248	Gardena		CA	Los Angeles	LA Metro		
90249	Gardena		CA	Los Angeles	LA Metro		
90250	Hawthorne	Holly Park, Hollyglen	CA	Los Angeles	LA Metro		
90251	Hawthorne		CA	Los Angeles	LA Metro		
90254	Hermosa Beach		CA	Los Angeles	LA Metro		
90255	Huntington Park	Huntington Pk, Walnut Park	CA	Los Angeles	LA Metro		
90260	Lawndale		CA	Los Angeles	LA Metro		
90261	Lawndale		CA	Los Angeles	LA Metro		
90262	Lynwood		CA	Los Angeles	LA Metro		
90263	Malibu		CA	Los Angeles	LA Metro		
90264	Malibu		CA	Los Angeles	LA Metro		
90265	Malibu		CA	Los Angeles	LA Metro		
90266	Manhattan Beach	Manhattan Bch	CA	Los Angeles	LA Metro		
90267	Manhattan Beach	Manhattan Bch	CA	Los Angeles	LA Metro		
90270	Maywood	Bell Gardens	CA	Los Angeles	LA Metro		
90272	Pacific Palisades	Pacific Plsds	CA	Los Angeles	LA Metro		
90274	Palos Verdes Peninsula	Palos Verdes Estates, Pls Vrd Est, Pls Vrd Pnsl, Rllng Hls Est, Rolling Hills, Rolling Hills Estates	CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
90275	Rancho Palos Verdes	Palos Verdes Estates, Palos Verdes Peninsula, Pls Vrds Est, Pls Vrds Pnsl, Rch Palos Vrd, Rllng Hls Est, Rolling Hills Estates	CA	Los Angeles	LA Metro		
90277	Redondo Beach		CA	Los Angeles	LA Metro		
90278	Redondo Beach		CA	Los Angeles	LA Metro		
90280	South Gate		CA	Los Angeles	LA Metro		
90290	Topanga		CA	Los Angeles	LA Metro		
90291	Venice	Playa Del Rey	CA	Los Angeles	LA Metro		
90292	Marina Del Rey	Marina DI Rey, Venice	CA	Los Angeles	LA Metro		
90293	Playa Del Rey	Venice	CA	Los Angeles	LA Metro		
90294	Venice		CA	Los Angeles	LA Metro		
90295	Marina Del Rey	Marina DI Rey, Venice	CA	Los Angeles	LA Metro		
90296	Playa Del Rey	Venice	CA	Los Angeles	LA Metro		
90301	Inglewood		CA	Los Angeles	LA Metro		
90302	Inglewood		CA	Los Angeles	LA Metro		
90303	Inglewood		CA	Los Angeles	LA Metro		
90304	Inglewood	Lennox	CA	Los Angeles	LA Metro		
90305	Inglewood		CA	Los Angeles	LA Metro		
90306	Inglewood		CA	Los Angeles	LA Metro		
90307	Inglewood		CA	Los Angeles	LA Metro		
90308	Inglewood		CA	Los Angeles	LA Metro		
90309	Inglewood		CA	Los Angeles	LA Metro		
90310	Inglewood		CA	Los Angeles	LA Metro		
90311	Inglewood		CA	Los Angeles	LA Metro		
90312	Inglewood		CA	Los Angeles	LA Metro		
90313	Inglewood	General Telephone	CA	Los Angeles	LA Metro		
90397	Inglewood	Shared Firm Zip Code	CA	Los Angeles	LA Metro		
90398	Inglewood		CA	Los Angeles	LA Metro		
90401	Santa Monica		CA	Los Angeles	LA Metro		
90402	Santa Monica		CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
90403	Santa Monica		CA	Los Angeles	LA Metro		
90404	Santa Monica		CA	Los Angeles	LA Metro		
90405	Santa Monica		CA	Los Angeles	LA Metro		
90406	Santa Monica		CA	Los Angeles	LA Metro		
90407	Santa Monica		CA	Los Angeles	LA Metro		
90408	Santa Monica		CA	Los Angeles	LA Metro		
90409	Santa Monica		CA	Los Angeles	LA Metro		
90410	Santa Monica		CA	Los Angeles	LA Metro		
90411	Santa Monica		CA	Los Angeles	LA Metro		
90501	Torrance		CA	Los Angeles	LA Metro		
90502	Torrance		CA	Los Angeles	LA Metro		
90503	Torrance		CA	Los Angeles	LA Metro		
90504	Torrance		CA	Los Angeles	LA Metro		
90505	Torrance		CA	Los Angeles	LA Metro		
90506	Torrance		CA	Los Angeles	LA Metro		
90507	Torrance		CA	Los Angeles	LA Metro		
90508	Torrance		CA	Los Angeles	LA Metro		
90509	Torrance		CA	Los Angeles	LA Metro		
90510	Torrance		CA	Los Angeles	LA Metro		
90601	Whittier	City Industry, City Of Industry, Pico Rivera	CA	Los Angeles	LA Metro		
90602	Whittier		CA	Los Angeles	LA Metro		
90603	Whittier		CA	Los Angeles	LA Metro		
90604	Whittier		CA	Los Angeles	LA Metro		
90605	Whittier		CA	Los Angeles	LA Metro		
90606	Whittier	Los Nietos	CA	Los Angeles	LA Metro		
90607	Whittier		CA	Los Angeles	LA Metro		
90608	Whittier		CA	Los Angeles	LA Metro		
90609	Whittier		CA	Los Angeles	LA Metro		
90610	Whittier	Los Nietos	CA	Los Angeles	LA Metro		
90612	Whittier		CA	Los Angeles	LA Metro		
90620	Buena Park		CA	Orange	LA Metro		
90621	Buena Park		CA	Orange	LA Metro		
90622	Buena Park		CA	Orange	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
90623	La Palma	Buena Park	CA	Orange	LA Metro		
90624	Buena Park		CA	Orange	LA Metro		
90630	Cypress		CA	Orange	LA Metro		
90631	La Habra	La Habra Heights, La Habra Hgts	CA	Orange	LA Metro		
90632	La Habra		CA	Orange	LA Metro		
90633	La Habra		CA	Orange	LA Metro		
90637	La Mirada		CA	Los Angeles	LA Metro		
90638	La Mirada	Lamirada, Mirada	CA	Los Angeles	LA Metro		
90639	La Mirada		CA	Los Angeles	LA Metro		
90640	Montebello		CA	Los Angeles	LA Metro		
90650	Norwalk		CA	Los Angeles	LA Metro		
90651	Norwalk		CA	Los Angeles	LA Metro		
90652	Norwalk		CA	Los Angeles	LA Metro		
90659	Norwalk		CA	Los Angeles	LA Metro		
90660	Pico Rivera		CA	Los Angeles	LA Metro		
90661	Pico Rivera		CA	Los Angeles	LA Metro		
90662	Pico Rivera		CA	Los Angeles	LA Metro		
90670	Santa Fe Springs	Santa Fe Spgs	CA	Los Angeles	LA Metro		
90671	Santa Fe Springs	Santa Fe Spgs	CA	Los Angeles	LA Metro		
90680	Stanton		CA	Orange	LA Metro		
90701	Artesia	Cerritos	CA	Los Angeles	LA Metro		
90702	Artesia		CA	Los Angeles	LA Metro		
90703	Cerritos	Artesia	CA	Los Angeles	LA Metro		
90704	Avalon		CA	Los Angeles	LA Metro		
90706	Bellflower		CA	Los Angeles	LA Metro		
90707	Bellflower		CA	Los Angeles	LA Metro		
90710	Harbor City		CA	Los Angeles	LA Metro		
90711	Lakewood		CA	Los Angeles	LA Metro		
90712	Lakewood		CA	Los Angeles	LA Metro		
90713	Lakewood		CA	Los Angeles	LA Metro		
90714	Lakewood		CA	Los Angeles	LA Metro		
90715	Lakewood		CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
90716	Hawaiian Gardens	Hawaiian Gdns, Lakewood	CA	Los Angeles	LA Metro		
90717	Lomita		CA	Los Angeles	LA Metro		
90720	Los Alamitos	Cypress, Rossmoor	CA	Orange	LA Metro		
90721	Los Alamitos		CA	Orange	LA Metro		
90723	Paramount		CA	Los Angeles	LA Metro		
90731	San Pedro		CA	Los Angeles	LA Metro		
90732	San Pedro		CA	Los Angeles	LA Metro		
90733	San Pedro		CA	Los Angeles	LA Metro		
90734	San Pedro		CA	Los Angeles	LA Metro		
90740	Seal Beach		CA	Orange	LA Metro		
90742	Sunset Beach		CA	Orange	LA Metro		
90743	Surfside		CA	Orange	LA Metro		
90744	Wilmington		CA	Los Angeles	LA Metro		
90745	Carson	Long Beach	CA	Los Angeles	LA Metro		
90746	Carson	Long Beach	CA	Los Angeles	LA Metro		
90747	Carson	Long Beach	CA	Los Angeles	LA Metro		
90748	Wilmington		CA	Los Angeles	LA Metro		
90749	Carson	Long Beach	CA	Los Angeles	LA Metro		
90755	Signal Hill	Long Beach	CA	Los Angeles	LA Metro		
90801	Long Beach		CA	Los Angeles	LA Metro		
90802	Long Beach		CA	Los Angeles	LA Metro		
90803	Long Beach		CA	Los Angeles	LA Metro		
90804	Long Beach		CA	Los Angeles	LA Metro		
90805	Long Beach	Lakewood	CA	Los Angeles	LA Metro		
90806	Long Beach		CA	Los Angeles	LA Metro		
90807	Long Beach	Signal Hill	CA	Los Angeles	LA Metro		
90808	Long Beach		CA	Los Angeles	LA Metro		
90809	Long Beach		CA	Los Angeles	LA Metro		
90810	Long Beach	Carson	CA	Los Angeles	LA Metro		
90813	Long Beach		CA	Los Angeles	LA Metro		
90814	Long Beach		CA	Los Angeles	LA Metro		
90815	Long Beach		CA	Los Angeles	LA Metro		
90822	Long Beach		CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
90831	Long Beach		CA	Los Angeles	LA Metro		
90832	Long Beach		CA	Los Angeles	LA Metro		
90833	Long Beach		CA	Los Angeles	LA Metro		
90834	Long Beach		CA	Los Angeles	LA Metro		
90835	Long Beach		CA	Los Angeles	LA Metro		
90840	Long Beach		CA	Los Angeles	LA Metro		
90842	Long Beach		CA	Los Angeles	LA Metro		
90844	Long Beach		CA	Los Angeles	LA Metro		
90845	Long Beach		CA	Los Angeles	LA Metro		
90846	Long Beach		CA	Los Angeles	LA Metro		
90847	Long Beach		CA	Los Angeles	LA Metro		
90848	Long Beach		CA	Los Angeles	LA Metro		
90853	Long Beach		CA	Los Angeles	LA Metro		
90888	Long Beach		CA	Los Angeles	LA Metro		
90895	Carson	Long Beach	CA	Los Angeles	LA Metro		
90899	Long Beach		CA	Los Angeles	LA Metro		
91001	Altadena		CA	Los Angeles	LA Metro		
91003	Altadena		CA	Los Angeles	LA Metro		
91006	Arcadia		CA	Los Angeles	LA Metro		
91007	Arcadia		CA	Los Angeles	LA Metro		
91008	Duarte	Bradbury	CA	Los Angeles	LA Metro		
91009	Duarte		CA	Los Angeles	LA Metro		
91010	Duarte	Bradbury, Irwindale	CA	Los Angeles	LA Metro		
91011	La Canada Flintridge	Flintridge, La Canada, La Canada Flt	CA	Los Angeles	LA Metro		
91012	La Canada Flintridge	La Canada, La Canada Flt	CA	Los Angeles	LA Metro		
91016	Monrovia		CA	Los Angeles	LA Metro		
91017	Monrovia		CA	Los Angeles	LA Metro		
91020	Montrose		CA	Los Angeles	LA Metro		
91021	Montrose		CA	Los Angeles	LA Metro		
91023	Mount Wilson		CA	Los Angeles	LA Metro		
91024	Sierra Madre		CA	Los Angeles	LA Metro		
91025	Sierra Madre		CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
91030	South Pasadena	S Pasadena	CA	Los Angeles	LA Metro		
91031	South Pasadena	S Pasadena	CA	Los Angeles	LA Metro		
91040	Sunland	Shadow Hills	CA	Los Angeles	LA Metro		
91041	Sunland		CA	Los Angeles	LA Metro		
91042	Tujunga		CA	Los Angeles	LA Metro		
91043	Tujunga		CA	Los Angeles	LA Metro		
91046	Verdugo City		CA	Los Angeles	LA Metro		
91066	Arcadia		CA	Los Angeles	LA Metro		
91077	Arcadia		CA	Los Angeles	LA Metro		
91101	Pasadena		CA	Los Angeles	LA Metro		
91102	Pasadena		CA	Los Angeles	LA Metro		
91103	Pasadena		CA	Los Angeles	LA Metro		
91104	Pasadena		CA	Los Angeles	LA Metro		
91105	Pasadena		CA	Los Angeles	LA Metro		
91106	Pasadena		CA	Los Angeles	LA Metro		
91107	Pasadena		CA	Los Angeles	LA Metro		
91108	San Marino	Pasadena	CA	Los Angeles	LA Metro		
91109	Pasadena		CA	Los Angeles	LA Metro		
91110	Pasadena		CA	Los Angeles	LA Metro		
91114	Pasadena		CA	Los Angeles	LA Metro		
91115	Pasadena		CA	Los Angeles	LA Metro		
91116	Pasadena		CA	Los Angeles	LA Metro		
91117	Pasadena		CA	Los Angeles	LA Metro		
91118	San Marino	Pasadena	CA	Los Angeles	LA Metro		
91121	Pasadena		CA	Los Angeles	LA Metro		
91123	Pasadena		CA	Los Angeles	LA Metro		
91124	Pasadena		CA	Los Angeles	LA Metro		
91125	Pasadena		CA	Los Angeles	LA Metro		
91126	Pasadena		CA	Los Angeles	LA Metro		
91129	Pasadena		CA	Los Angeles	LA Metro		
91131	Pasadena		CA	Los Angeles	LA Metro		
91182	Pasadena		CA	Los Angeles	LA Metro		
91184	Pasadena		CA	Los Angeles	LA Metro		
91185	Pasadena		CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
91188	Pasadena		CA	Los Angeles	LA Metro		
91189	Pasadena		CA	Los Angeles	LA Metro		
91191	Pasadena	World Vision Inc Brm	CA	Los Angeles	LA Metro		
91199	Pasadena		CA	Los Angeles	LA Metro		
91201	Glendale		CA	Los Angeles	LA Metro		
91202	Glendale		CA	Los Angeles	LA Metro		
91203	Glendale		CA	Los Angeles	LA Metro		
91204	Glendale		CA	Los Angeles	LA Metro		
91205	Glendale		CA	Los Angeles	LA Metro		
91206	Glendale		CA	Los Angeles	LA Metro		
91207	Glendale		CA	Los Angeles	LA Metro		
91208	Glendale		CA	Los Angeles	LA Metro		
91209	Glendale		CA	Los Angeles	LA Metro		
91210	Glendale		CA	Los Angeles	LA Metro		
91214	La Crescenta	Glendale	CA	Los Angeles	LA Metro		
91221	Glendale		CA	Los Angeles	LA Metro		
91222	Glendale		CA	Los Angeles	LA Metro		
91224	La Crescenta	Glendale	CA	Los Angeles	LA Metro		
91225	Glendale		CA	Los Angeles	LA Metro		
91226	Glendale		CA	Los Angeles	LA Metro		
91301	Agoura Hills	Agoura, Calabasas, Calabasas Hills, Calabasas Hls, Cornell, Oak Park, Saratoga Hills, Saratoga Hls	CA	Los Angeles	LA Metro		
91302	Calabasas	Hidden Hills, Monte Nido, Woodland Hills, Woodland Hls	CA	Los Angeles	LA Metro		
91303	Canoga Park	Woodland Hills, Woodland Hls	CA	Los Angeles	LA Metro		
91304	Canoga Park	Box Canyon, West Hills	CA	Los Angeles	LA Metro		
91305	Canoga Park		CA	Los Angeles	LA Metro		
91306	Winnetka	Canoga Park	CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
91307	West Hills	Bell Canyon, Canoga Park	CA	Los Angeles	LA Metro		
91308	West Hills	Canoga Park	CA	Los Angeles	LA Metro		
91309	Canoga Park		CA	Los Angeles	LA Metro		
91310	Castaic	Santa Clarita	CA	Los Angeles	LA Metro		
91311	Chatsworth		CA	Los Angeles	LA Metro		
91313	Chatsworth		CA	Los Angeles	LA Metro		
91316	Encino	Van Nuys	CA	Los Angeles	LA Metro		
91319	Newbury Park	Thousand Oaks	CA	Ventura	LA Metro		
91320	Newbury Park	Thousand Oaks	CA	Ventura	LA Metro		
91321	Newhall	Santa Clarita	CA	Los Angeles	LA Metro		
91322	Newhall	Santa Clarita	CA	Los Angeles	LA Metro		
91324	Northridge		CA	Los Angeles	LA Metro		
91325	Northridge		CA	Los Angeles	LA Metro		
91326	Porter Ranch	Northridge	CA	Los Angeles	LA Metro		
91327	Northridge	Porter Ranch	CA	Los Angeles	LA Metro		
91328	Northridge		CA	Los Angeles	LA Metro		
91329	Northridge		CA	Los Angeles	LA Metro		
91330	Northridge		CA	Los Angeles	LA Metro		
91331	Pacoima	Arleta, Hansen Hills	CA	Los Angeles	LA Metro		
91333	Pacoima		CA	Los Angeles	LA Metro		
91334	Pacoima	Arleta	CA	Los Angeles	LA Metro		
91335	Reseda	Tarzana	CA	Los Angeles	LA Metro		
91337	Reseda		CA	Los Angeles	LA Metro		
91340	San Fernando		CA	Los Angeles	LA Metro		
91341	San Fernando		CA	Los Angeles	LA Metro		
91342	Sylmar	Kagel Canyon, Lake View Ter, Lake View Terrace	CA	Los Angeles	LA Metro		
91343	North Hills	Northridge, Sepulveda	CA	Los Angeles	LA Metro		
91344	Granada Hills	San Fernando	CA	Los Angeles	LA Metro		
91345	Mission Hills	San Fernando	CA	Los Angeles	LA Metro		
91346	Mission Hills	San Fernando	CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
91350	Santa Clarita	Agua Dulce, Saugus	CA	Los Angeles	LA Metro		
91351	Canyon Country	Canyon Cntry, Santa Clarita	CA	Los Angeles	LA Metro		
91352	Sun Valley		CA	Los Angeles	LA Metro		
91353	Sun Valley		CA	Los Angeles	LA Metro		
91354	Valencia	Santa Clarita	CA	Los Angeles	LA Metro		
91355	Valencia	Santa Clarita	CA	Los Angeles	LA Metro		
91356	Tarzana		CA	Los Angeles	LA Metro		
91357	Tarzana		CA	Los Angeles	LA Metro		
91358	Thousand Oaks		CA	Ventura	LA Metro		
91359	Westlake Village	Thousand Oaks, Westlake Vlg	CA	Los Angeles	LA Metro		
91360	Thousand Oaks		CA	Ventura	LA Metro		
91361	Westlake Village	Hidden Valley, Lake Sherwood, Thousand Oaks, Westlake Vlg	CA	Ventura	LA Metro		
91362	Thousand Oaks	Westlake Village, Westlake Vlg	CA	Ventura	LA Metro		
91363	Thousand Oaks		CA	Los Angeles	LA Metro		
91364	Woodland Hills	Woodland Hls	CA	Los Angeles	LA Metro		
91365	Woodland Hills	Woodland Hls	CA	Los Angeles	LA Metro		
91367	Woodland Hills	Woodland Hls	CA	Los Angeles	LA Metro		
91371	Woodland Hills	Woodland Hls	CA	Los Angeles	LA Metro		
91372	Calabasas	Woodland Hills, Woodland Hls	CA	Los Angeles	LA Metro		
91376	Agoura Hills	Agoura	CA	Los Angeles	LA Metro		
91377	Oak Park	Agoura Hills	CA	Ventura	LA Metro		
91380	Santa Clarita	Valencia	CA	Los Angeles	LA Metro		
91381	Stevenson Ranch	Newhall, Santa Clarita, Stevenson Rnh, Valencia	CA	Los Angeles	LA Metro		
91382	Santa Clarita		CA	Los Angeles	LA Metro		
91383	Santa Clarita		CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
91384	Castaic	Santa Clarita, Val Verde	CA	Los Angeles	LA Metro		
91385	Valencia	Santa Clarita	CA	Los Angeles	LA Metro		
91386	Canyon Country	Canyon Cntry, Santa Clarita	CA	Los Angeles	LA Metro		
91387	Canyon Country	Canyon Cntry, Santa Clarita	CA	Los Angeles	LA Metro		
91388	Van Nuys		CA	Los Angeles	LA Metro		
91390	Santa Clarita	Agua Dulce, Canyon Cntry, Canyon Country, Green Valley	CA	Los Angeles	LA Metro		
91392	Sylmar		CA	Los Angeles	LA Metro		
91393	North Hills	Sepulveda	CA	Los Angeles	LA Metro		
91394	Granada Hills		CA	Los Angeles	LA Metro		
91395	Mission Hills		CA	Los Angeles	LA Metro		
91396	Winnetka	Canoga Park	CA	Los Angeles	LA Metro		
91399	Woodland Hills	Woodland Hls, Calabasas	CA	Los Angeles	LA Metro		
91401	Van Nuys	Sherman Oaks, Valley Glen	CA	Los Angeles	LA Metro		
91402	Panorama City	Van Nuys	CA	Los Angeles	LA Metro		
91403	Sherman Oaks	Van Nuys	CA	Los Angeles	LA Metro		
91404	Van Nuys		CA	Los Angeles	LA Metro		
91405	Van Nuys	Valley Glen	CA	Los Angeles	LA Metro		
91406	Van Nuys	Lake Balboa	CA	Los Angeles	LA Metro		
91407	Van Nuys		CA	Los Angeles	LA Metro		
91408	Van Nuys		CA	Los Angeles	LA Metro		
91409	Van Nuys		CA	Los Angeles	LA Metro		
91410	Van Nuys		CA	Los Angeles	LA Metro		
91411	Van Nuys	Sherman Oaks	CA	Los Angeles	LA Metro		
91412	Panorama City	Van Nuys	CA	Los Angeles	LA Metro		
91413	Sherman Oaks	Van Nuys	CA	Los Angeles	LA Metro		
91416	Encino	Van Nuys	CA	Los Angeles	LA Metro		
91423	Sherman Oaks	Van Nuys	CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
91426	Encino	Van Nuys	CA	Los Angeles	LA Metro		
91436	Encino	Van Nuys	CA	Los Angeles	LA Metro		
91470	Van Nuys		CA	Los Angeles	LA Metro		
91482	Van Nuys		CA	Los Angeles	LA Metro		
91495	Sherman Oaks	Van Nuys	CA	Los Angeles	LA Metro		
91496	Van Nuys		CA	Los Angeles	LA Metro		
91497	Van Nuys	Southern California Gas Comp	CA	Los Angeles	LA Metro		
91499	Van Nuys		CA	Los Angeles	LA Metro		
91501	Burbank		CA	Los Angeles	LA Metro		
91502	Burbank		CA	Los Angeles	LA Metro		
91503	Burbank		CA	Los Angeles	LA Metro		
91504	Burbank		CA	Los Angeles	LA Metro		
91505	Burbank		CA	Los Angeles	LA Metro		
91506	Burbank		CA	Los Angeles	LA Metro		
91507	Burbank		CA	Los Angeles	LA Metro		
91508	Burbank		CA	Los Angeles	LA Metro		
91510	Burbank		CA	Los Angeles	LA Metro		
91521	Burbank		CA	Los Angeles	LA Metro		
91522	Burbank		CA	Los Angeles	LA Metro		
91523	Burbank		CA	Los Angeles	LA Metro		
91526	Burbank		CA	Los Angeles	LA Metro		
91601	North Hollywood	N Hollywood, Toluca Ter, Toluca Terrace, Valley Village, Valley Vlg	CA	Los Angeles	LA Metro		
91602	North Hollywood	N Hollywood, Studio City, Toluca Lake, W Toluca Lake, West Toluca Lake	CA	Los Angeles	LA Metro		
91603	North Hollywood	N Hollywood	CA	Los Angeles	LA Metro		
91604	Studio City	N Hollywood, North Hollywood	CA	Los Angeles	LA Metro		
91605	North Hollywood	N Hollywood	CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
91606	North Hollywood	N Hollywood, Valley Glen	CA	Los Angeles	LA Metro		
91607	Valley Village	N Hollywood, North Hollywood, Sherman Village, Sherman Vlg, Studio City, Valley Vlg	CA	Los Angeles	LA Metro		
91608	Universal City	N Hollywood, North Hollywood, Universal Cty	CA	Los Angeles	LA Metro		
91609	North Hollywood	N Hollywood	CA	Los Angeles	LA Metro		
91610	Toluca Lake	N Hollywood, North Hollywood	CA	Los Angeles	LA Metro		
91611	North Hollywood	N Hollywood	CA	Los Angeles	LA Metro		
91612	North Hollywood	N Hollywood	CA	Los Angeles	LA Metro		
91614	Studio City	N Hollywood, North Hollywood	CA	Los Angeles	LA Metro		
91615	North Hollywood	N Hollywood	CA	Los Angeles	LA Metro		
91616	North Hollywood	N Hollywood	CA	Los Angeles	LA Metro		
91617	Valley Village	N Hollywood, North Hollywood, Valley Vlg	CA	Los Angeles	LA Metro		
91618	North Hollywood	N Hollywood, Universal Cty	CA	Los Angeles	LA Metro		
91701	Rancho Cucamonga	Alta Loma, Rch Cucamonga	CA	San Bernardino	So Cal		
91702	Azusa	Irwindale	CA	Los Angeles	LA Metro		
91706	Baldwin Park	Irwindale	CA	Los Angeles	LA Metro		
91708	Chino		CA	San Bernardino	So Cal		
91709	Chino Hills		CA	San Bernardino	So Cal		
91710	Chino	Montclair, Ontario	CA	San Bernardino	So Cal		
91711	Claremont		CA	Los Angeles	LA Metro		
91714	City Of Industry	City Industry	CA	Los Angeles	LA Metro		
91715	City Of Industry	City Industry	CA	Los Angeles	LA Metro		
91716	City Of Industry	City Industry	CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
91722	Covina		CA	Los Angeles	LA Metro		
91723	Covina		CA	Los Angeles	LA Metro		
91724	Covina		CA	Los Angeles	LA Metro		
91729	Rancho Cucamonga	Rch Cucamonga	CA	San Bernardino	So Cal		
91730	Rancho Cucamonga	Rch Cucamonga	CA	San Bernardino	So Cal		
91731	El Monte		CA	Los Angeles	LA Metro		
91732	El Monte	City Industry, City Of Industry	CA	Los Angeles	LA Metro		
91733	South El Monte	El Monte, S El Monte	CA	Los Angeles	LA Metro		
91734	El Monte		CA	Los Angeles	LA Metro		
91735	El Monte		CA	Los Angeles	LA Metro		
91737	Rancho Cucamonga	Alta Loma, Rch Cucamonga	CA	San Bernardino	So Cal		
91739	Rancho Cucamonga	Etiwanda, Rch Cucamonga	CA	San Bernardino	So Cal		
91740	Glendora		CA	Los Angeles	LA Metro		
91741	Glendora		CA	Los Angeles	LA Metro		
91743	Guasti		CA	San Bernardino	So Cal		
91744	La Puente	City Industry, City Of Industry	CA	Los Angeles	LA Metro		
91745	Hacienda Heights	City Industry, City Of Industry, Hacienda Hts, La Puente	CA	Los Angeles	LA Metro		
91746	La Puente	Bassett, City Industry, City Of Industry	CA	Los Angeles	LA Metro		
91747	La Puente		CA	Los Angeles	LA Metro		
91748	Rowland Heights	City Industry, City Of Industry, La Puente, Rowland Hgts, Rowland Hgts	CA	Los Angeles	LA Metro		
91749	La Puente		CA	Los Angeles	LA Metro		
91750	La Verne		CA	Los Angeles	LA Metro		
91752	Mira Loma	Eastvale	CA	Riverside	So Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
91754	Monterey Park		CA	Los Angeles	LA Metro		
91755	Monterey Park		CA	Los Angeles	LA Metro		
91756	Monterey Park		CA	Los Angeles	LA Metro		
91758	Ontario		CA	San Bernardino	So Cal		
91759	Mt Baldy		CA	San Bernardino	So Cal		
91761	Ontario		CA	San Bernardino	So Cal		
91762	Ontario	Montclair	CA	San Bernardino	So Cal		
91763	Montclair		CA	San Bernardino	So Cal		
91764	Ontario		CA	San Bernardino	So Cal		
91765	Diamond Bar	Pomona	CA	Los Angeles	LA Metro		
		Phillips Ranch, Phillips Rnch					
91766	Pomona		CA	Los Angeles	LA Metro		
91767	Pomona		CA	Los Angeles	LA Metro		
91768	Pomona		CA	Los Angeles	LA Metro		
91769	Pomona		CA	Los Angeles	LA Metro		
91770	Rosemead		CA	Los Angeles	LA Metro		
91771	Rosemead		CA	Los Angeles	LA Metro		
91772	Rosemead		CA	Los Angeles	LA Metro		
91773	San Dimas		CA	Los Angeles	LA Metro		
91775	San Gabriel		CA	Los Angeles	LA Metro		
91776	San Gabriel		CA	Los Angeles	LA Metro		
91778	San Gabriel		CA	Los Angeles	LA Metro		
91780	Temple City		CA	Los Angeles	LA Metro		
91784	Upland		CA	San Bernardino	So Cal		
91785	Upland		CA	San Bernardino	So Cal		
91786	Upland		CA	San Bernardino	So Cal		
91788	Walnut		CA	Los Angeles	LA Metro		
		City Industry, City Of Industry, Diamond Bar					
91789	Walnut		CA	Los Angeles	LA Metro		
91790	West Covina		CA	Los Angeles	LA Metro		
91791	West Covina		CA	Los Angeles	LA Metro		
91792	West Covina		CA	Los Angeles	LA Metro		
91793	West Covina		CA	Los Angeles	LA Metro		
91795	Walnut		CA	Los Angeles	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
91797	Pomona	Bureau Of The Census	CA	Los Angeles	LA Metro		
91798	Ontario	Rmx	CA	San Bernardino	So Cal		
91799	Pomona		CA	Los Angeles	LA Metro		
91801	Alhambra		CA	Los Angeles	LA Metro		
91802	Alhambra		CA	Los Angeles	LA Metro		
91803	Alhambra		CA	Los Angeles	LA Metro		
91804	Alhambra		CA	Los Angeles	LA Metro		
91841	Alhambra		CA	Los Angeles	LA Metro		
91896	Alhambra		CA	Los Angeles	LA Metro		
91899	Alhambra		CA	Los Angeles	LA Metro		
91901	Alpine		CA	San Diego	So Cal		
91902	Bonita		CA	San Diego	So Cal		
91903	Alpine		CA	San Diego	So Cal		
91905	Boulevard		CA	San Diego	So Cal		
91906	Campo		CA	San Diego	So Cal		
91908	Bonita		CA	San Diego	So Cal		
91909	Chula Vista		CA	San Diego	So Cal		
91910	Chula Vista		CA	San Diego	So Cal		
91911	Chula Vista		CA	San Diego	So Cal		
91912	Chula Vista		CA	San Diego	So Cal		
91913	Chula Vista		CA	San Diego	So Cal		
91914	Chula Vista		CA	San Diego	So Cal		
91915	Chula Vista		CA	San Diego	So Cal		
91916	Descanso		CA	San Diego	So Cal		
91917	Dulzura		CA	San Diego	So Cal		
91921	Chula Vista		CA	San Diego	So Cal		
91931	Guatay		CA	San Diego	So Cal		
91932	Imperial Beach	Imperial Bch	CA	San Diego	So Cal		
91933	Imperial Beach	Imperial Bch	CA	San Diego	So Cal		
91934	Jacumba		CA	San Diego	So Cal		
91935	Jamul		CA	San Diego	So Cal		
91941	La Mesa		CA	San Diego	So Cal		
91942	La Mesa		CA	San Diego	So Cal		
91943	La Mesa		CA	San Diego	So Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
91944	La Mesa		CA	San Diego	So Cal		
91945	Lemon Grove		CA	San Diego	So Cal		
91946	Lemon Grove		CA	San Diego	So Cal		
91947	Lincoln Acres		CA	San Diego	So Cal		
91948	Mount Laguna		CA	San Diego	So Cal		
91950	National City		CA	San Diego	So Cal		
91951	National City		CA	San Diego	So Cal		
91962	Pine Valley		CA	San Diego	So Cal		
91963	Potrero		CA	San Diego	So Cal		
91976	Spring Valley		CA	San Diego	So Cal		
91977	Spring Valley		CA	San Diego	So Cal		
91978	Spring Valley		CA	San Diego	So Cal		
91979	Spring Valley		CA	San Diego	So Cal		
91980	Tecate		CA	San Diego	So Cal		
91987	Tecate		CA	San Diego	So Cal		
91990	Potrero	Young America	CA	San Diego	So Cal		
92003	Bonsall		CA	San Diego	So Cal		
92004	Borrego Springs	Borrego Spgs	CA	San Diego	So Cal		
92007	Cardiff By The Sea	Cardiff	CA	San Diego	So Cal		
92008	Carlsbad		CA	San Diego	So Cal		
92009	Carlsbad	La Costa	CA	San Diego	So Cal		
92010	Carlsbad		CA	San Diego	So Cal		
92011	Carlsbad	La Costa	CA	San Diego	So Cal		
92013	Carlsbad		CA	San Diego	So Cal		
92014	Del Mar		CA	San Diego	So Cal		
92018	Carlsbad		CA	San Diego	So Cal		
92019	El Cajon		CA	San Diego	So Cal		
92020	El Cajon		CA	San Diego	So Cal		
92021	El Cajon		CA	San Diego	So Cal		
92022	El Cajon		CA	San Diego	So Cal		
92023	Encinitas		CA	San Diego	So Cal		
92024	Encinitas		CA	San Diego	So Cal		
92025	Escondido		CA	San Diego	So Cal		
92026	Escondido		CA	San Diego	So Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92027	Escondido		CA	San Diego	So Cal		
92028	Fallbrook		CA	San Diego	So Cal		
92029	Escondido		CA	San Diego	So Cal		
92030	Escondido		CA	San Diego	So Cal		
92033	Escondido		CA	San Diego	So Cal		
92036	Julian		CA	San Diego	So Cal		
92037	La Jolla		CA	San Diego	So Cal		
92038	La Jolla		CA	San Diego	So Cal		
92039	La Jolla		CA	San Diego	So Cal		
92040	Lakeside		CA	San Diego	So Cal		
92046	Escondido		CA	San Diego	So Cal		
92049	Oceanside		CA	San Diego	So Cal		
92051	Oceanside		CA	San Diego	So Cal		
92052	Oceanside		CA	San Diego	So Cal		
92054	Oceanside	Camp Pendleton, Cmp Pendleton	CA	San Diego	So Cal		
92055	Camp Pendleton	Cmp Pendleton, Oceanside	CA	San Diego	So Cal		
92056	Oceanside		CA	San Diego	So Cal		
92057	Oceanside		CA	San Diego	So Cal		
92058	Oceanside		CA	San Diego	So Cal		
92059	Pala		CA	San Diego	So Cal		
92060	Palomar Mountain	Palomar Mtn	CA	San Diego	So Cal		
92061	Pauma Valley	Pala	CA	San Diego	So Cal		
92064	Poway		CA	San Diego	So Cal		
92065	Ramona		CA	San Diego	So Cal		
92066	Ranchita	Warner Spgs, Warner Springs	CA	San Diego	So Cal		
92067	Rancho Santa Fe	Rcho Santa Fe	CA	San Diego	So Cal		
92068	San Luis Rey		CA	San Diego	So Cal		
92069	San Marcos		CA	San Diego	So Cal		
92070	Santa Ysabel		CA	San Diego	So Cal		
92071	Santee		CA	San Diego	So Cal		
92072	Santee		CA	San Diego	So Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92074	Poway		CA	San Diego	So Cal		
92075	Solana Beach		CA	San Diego	So Cal		
92078	San Marcos		CA	San Diego	So Cal		
92079	San Marcos		CA	San Diego	So Cal		
92081	Vista		CA	San Diego	So Cal		
92082	Valley Center		CA	San Diego	So Cal		
92083	Vista		CA	San Diego	So Cal		
92084	Vista		CA	San Diego	So Cal		
92085	Vista		CA	San Diego	So Cal		
92086	Warner Springs	Warner Spgs	CA	San Diego	So Cal		
92088	Fallbrook		CA	San Diego	So Cal		
92090	El Cajon		CA	San Diego	So Cal		
92091	Rancho Santa Fe	Rcho Santa Fe	CA	San Diego	So Cal		
92092	La Jolla		CA	San Diego	So Cal		
92093	La Jolla		CA	San Diego	So Cal		
92096	San Marcos		CA	San Diego	So Cal		
92101	San Diego		CA	San Diego	So Cal		
92102	San Diego		CA	San Diego	So Cal		
92103	San Diego		CA	San Diego	So Cal		
92104	San Diego		CA	San Diego	So Cal		
92105	San Diego		CA	San Diego	So Cal		
92106	San Diego		CA	San Diego	So Cal		
92107	San Diego		CA	San Diego	So Cal		
92108	San Diego		CA	San Diego	So Cal		
92109	San Diego		CA	San Diego	So Cal		
92110	San Diego		CA	San Diego	So Cal		
92111	San Diego		CA	San Diego	So Cal		
92112	San Diego		CA	San Diego	So Cal		
92113	San Diego		CA	San Diego	So Cal		
92114	San Diego		CA	San Diego	So Cal		
92115	San Diego		CA	San Diego	So Cal		
92116	San Diego		CA	San Diego	So Cal		
92117	San Diego		CA	San Diego	So Cal		
92118	Coronado	San Diego	CA	San Diego	So Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92119	San Diego		CA	San Diego	So Cal		
92120	San Diego		CA	San Diego	So Cal		
92121	San Diego		CA	San Diego	So Cal		
92122	San Diego		CA	San Diego	So Cal		
92123	San Diego		CA	San Diego	So Cal		
92124	San Diego		CA	San Diego	So Cal		
92126	San Diego		CA	San Diego	So Cal		
92127	San Diego		CA	San Diego	So Cal		
92128	San Diego		CA	San Diego	So Cal		
92129	San Diego		CA	San Diego	So Cal		
92130	San Diego		CA	San Diego	So Cal		
92131	San Diego		CA	San Diego	So Cal		
92132	San Diego		CA	San Diego	So Cal		
92133	San Diego		CA	San Diego	So Cal		
92134	San Diego		CA	San Diego	So Cal		
92135	San Diego	Nas N Island, Nas North Island	CA	San Diego	So Cal		
92136	San Diego		CA	San Diego	So Cal		
92137	San Diego		CA	San Diego	So Cal		
92138	San Diego		CA	San Diego	So Cal		
92139	San Diego		CA	San Diego	So Cal		
92140	San Diego		CA	San Diego	So Cal		
92142	San Diego		CA	San Diego	So Cal		
92143	San Ysidro	San Diego	CA	San Diego	So Cal		
92145	San Diego		CA	San Diego	So Cal		
92147	San Diego		CA	San Diego	So Cal		
92149	San Diego		CA	San Diego	So Cal		
92150	San Diego		CA	San Diego	So Cal		
92152	San Diego		CA	San Diego	So Cal		
92153	San Diego	Nestor	CA	San Diego	So Cal		
92154	San Diego		CA	San Diego	So Cal		
92155	San Diego		CA	San Diego	So Cal		
92158	San Diego		CA	San Diego	So Cal		
92159	San Diego		CA	San Diego	So Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92160	San Diego		CA	San Diego	So Cal		
92161	San Diego		CA	San Diego	So Cal		
92162	San Diego		CA	San Diego	So Cal		
92163	San Diego		CA	San Diego	So Cal		
92164	San Diego		CA	San Diego	So Cal		
92165	San Diego		CA	San Diego	So Cal		
92166	San Diego		CA	San Diego	So Cal		
92167	San Diego		CA	San Diego	So Cal		
92168	San Diego		CA	San Diego	So Cal		
92169	San Diego		CA	San Diego	So Cal		
92170	San Diego		CA	San Diego	So Cal		
92171	San Diego		CA	San Diego	So Cal		
92172	San Diego		CA	San Diego	So Cal		
92173	San Ysidro	San Diego	CA	San Diego	So Cal		
92174	San Diego		CA	San Diego	So Cal		
92175	San Diego		CA	San Diego	So Cal		
92176	San Diego		CA	San Diego	So Cal		
92177	San Diego		CA	San Diego	So Cal		
92178	Coronado	San Diego	CA	San Diego	So Cal		
92179	San Diego		CA	San Diego	So Cal		
92182	San Diego		CA	San Diego	So Cal		
92184	San Diego		CA	San Diego	So Cal		
92186	San Diego		CA	San Diego	So Cal		
92187	San Diego		CA	San Diego	So Cal		
92190	San Diego		CA	San Diego	So Cal		
92191	San Diego		CA	San Diego	So Cal		
92192	San Diego		CA	San Diego	So Cal		
92193	San Diego		CA	San Diego	So Cal		
92194	San Diego		CA	San Diego	So Cal		
92195	San Diego		CA	San Diego	So Cal		
92196	San Diego		CA	San Diego	So Cal		
92197	San Diego		CA	San Diego	So Cal		
92198	San Diego		CA	San Diego	So Cal		
92199	San Diego		CA	San Diego	So Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92201	Indio	Chiriaco Smt, Chiriaco Summit	CA	Riverside	So Cal		
92202	Indio		CA	Riverside	So Cal		
92203	Indio	Bermuda Dunes	CA	Riverside	So Cal		
92210	Indian Wells	Palm Desert	CA	Riverside	So Cal		
92211	Palm Desert		CA	Riverside	So Cal		
92220	Banning		CA	Riverside	So Cal		
92222	Bard		CA	Imperial	So Cal		
92223	Beaumont	Cherry Valley	CA	Riverside	So Cal		
92225	Blythe	Ripley	CA	Riverside	So Cal		
92226	Blythe		CA	Riverside	So Cal		
92227	Brawley		CA	Imperial	So Cal		
92230	Cabazon		CA	Riverside	So Cal		
92231	Calexico		CA	Imperial	So Cal		
92232	Calexico		CA	Imperial	So Cal		
92233	Calipatria		CA	Imperial	So Cal		
92234	Cathedral City	Cathedral Cty	CA	Riverside	So Cal		
92235	Cathedral City	Cathedral Cty	CA	Riverside	So Cal		
92236	Coachella		CA	Riverside	So Cal		
92239	Desert Center	Eagle Mountain, Eagle Mtn	CA	Riverside	So Cal		
92240	Desert Hot Springs	Dsrt Hot Spgs	CA	Riverside	So Cal		
92241	Desert Hot Springs	Dsrt Hot Spgs	CA	Riverside	So Cal		
92242	Earp	Big River	CA	San Bernardino	So Cal		
92243	El Centro		CA	Imperial	So Cal		
92244	El Centro		CA	Imperial	So Cal		
92247	La Quinta		CA	Riverside	So Cal		
92248	La Quinta		CA	Riverside	So Cal		
92249	Heber		CA	Imperial	So Cal		
92250	Holtville		CA	Imperial	So Cal		
92251	Imperial		CA	Imperial	So Cal		
92252	Joshua Tree		CA	San Bernardino	So Cal		
92253	La Quinta		CA	Riverside	So Cal		
92254	Mecca		CA	Riverside	So Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92255	Palm Desert		CA	Riverside	So Cal		
92256	Morongo Valley	Morongo Vly	CA	San Bernardino	So Cal		
92257	Niland		CA	Imperial	So Cal		
92258	North Palm Springs	N Palm Spgs, N Palm Springs, No Palm Springs	CA	Riverside	So Cal		
92259	Ocotillo		CA	Imperial	So Cal		
92260	Palm Desert		CA	Riverside	So Cal		
92261	Palm Desert		CA	Riverside	So Cal		
92262	Palm Springs		CA	Riverside	So Cal		
92263	Palm Springs		CA	Riverside	So Cal		
92264	Palm Springs		CA	Riverside	So Cal		
92266	Palo Verde		CA	Imperial	So Cal		
92267	Parker Dam		CA	San Bernardino	So Cal		
92268	Pioneertown		CA	San Bernardino	So Cal		
92270	Rancho Mirage		CA	Riverside	So Cal		
92273	Seeley		CA	Imperial	So Cal		
92274	Thermal		CA	Riverside	So Cal		
92275	Salton City	Thermal	CA	Imperial	So Cal		
92276	Thousand Palms	Thousand Plms	CA	Riverside	So Cal		
92277	Twentynine Palms	Twentynin Plm, 29 Palms	CA	San Bernardino	So Cal		
92278	Twentynine Palms	Twentynin Plm, Twentynine Palms Mcb, 29 Palms	CA	San Bernardino	So Cal		
92280	Vidal	Blythe	CA	San Bernardino	So Cal		
92281	Westmorland		CA	Imperial	So Cal		
92282	Whitewater	Cabazon	CA	Riverside	So Cal		
92283	Winterhaven	Felicity	CA	Imperial	So Cal		
92284	Yucca Valley		CA	San Bernardino	So Cal		
92285	Landers	Johnson Valley, Johnson Vly, Yucca Valley	CA	San Bernardino	So Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92286	Yucca Valley		CA	San Bernardino	So Cal		
92292	Palm Springs		CA	Riverside	So Cal		
92301	Adelanto	El Mirage	CA	San Bernardino	So Cal		
92304	Amboy	Cadiz	CA	San Bernardino	So Cal		
92305	Angelus Oaks		CA	San Bernardino	So Cal		
92307	Apple Valley		CA	San Bernardino	So Cal		
92308	Apple Valley	Jess Ranch	CA	San Bernardino	So Cal		
92309	Baker	Kelso	CA	San Bernardino	So Cal		
92310	Fort Irwin	Barstow	CA	San Bernardino	So Cal		
92311	Barstow		CA	San Bernardino	So Cal		
92312	Barstow		CA	San Bernardino	So Cal		
92313	Grand Terrace		CA	San Bernardino	So Cal		
92314	Big Bear City		CA	San Bernardino	So Cal		
92315	Big Bear Lake		CA	San Bernardino	So Cal		
92316	Bloomington		CA	San Bernardino	So Cal		
92317	Blue Jay		CA	San Bernardino	So Cal		
92318	Bryn Mawr		CA	San Bernardino	So Cal		
92320	Calimesa		CA	Riverside	So Cal		
92321	Cedar Glen		CA	San Bernardino	So Cal		
92322	Cedarpines Park	Cedarpines Pk	CA	San Bernardino	So Cal		
92323	Cima		CA	San Bernardino	So Cal		
92324	Colton	Grand Terrace	CA	San Bernardino	So Cal		
92325	Crestline		CA	San Bernardino	So Cal		
92326	Crest Park		CA	San Bernardino	So Cal		
92327	Daggett		CA	San Bernardino	So Cal		
92328	Death Valley		CA	Inyo	Cen Cal*		Southern NV
92329	Phelan		CA	San Bernardino	So Cal		
92331	Fontana		CA	San Bernardino	So Cal		
92332	Essex		CA	San Bernardino	So Cal		
92333	Fawnskin		CA	San Bernardino	So Cal		
92334	Fontana		CA	San Bernardino	So Cal		
92335	Fontana		CA	San Bernardino	So Cal		
92336	Fontana		CA	San Bernardino	So Cal		
92337	Fontana		CA	San Bernardino	So Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92338	Ludlow	Newberry Spgs, Newberry Springs	CA	San Bernardino	So Cal		
92339	Forest Falls		CA	San Bernardino	So Cal		
92340	Hesperia		CA	San Bernardino	So Cal		
92341	Green Valley Lake	Green Vly Lk	CA	San Bernardino	So Cal		
92342	Helendale		CA	San Bernardino	So Cal		
92344	Hesperia	Oak Hills	CA	San Bernardino	So Cal		
92345	Hesperia		CA	San Bernardino	So Cal		
92346	Highland		CA	San Bernardino	So Cal		
92347	Hinkley		CA	San Bernardino	So Cal		
92350	Loma Linda		CA	San Bernardino	So Cal		
92352	Lake Arrowhead	Lk Arrowhead	CA	San Bernardino	So Cal		
92354	Loma Linda		CA	San Bernardino	So Cal		
92356	Lucerne Valley	Lucerne Vly	CA	San Bernardino	So Cal		
92357	Loma Linda		CA	San Bernardino	So Cal		
92358	Lytle Creek		CA	San Bernardino	So Cal		
92359	Mentone		CA	San Bernardino	So Cal		
92363	Needles		CA	San Bernardino	So Cal		
92364	Nipton	Baker	CA	San Bernardino	So Cal		
92365	Newberry Springs	Newberry Spgs	CA	San Bernardino	So Cal		
92366	Mountain Pass		CA	San Bernardino	So Cal		
92368	Oro Grande		CA	San Bernardino	So Cal		
92369	Patton		CA	San Bernardino	So Cal		
92371	Phelan		CA	San Bernardino	So Cal		
92372	Pinon Hills		CA	San Bernardino	So Cal		
92373	Redlands		CA	San Bernardino	So Cal		
92374	Redlands		CA	San Bernardino	So Cal		
92375	Redlands		CA	San Bernardino	So Cal		
92376	Rialto		CA	San Bernardino	So Cal		
92377	Rialto		CA	San Bernardino	So Cal		
92378	Rimforest		CA	San Bernardino	So Cal		
92382	Running Springs	Arrowbear Lake, Arrowbear Lk, Running Spgs	CA	San Bernardino	So Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92384	Shoshone		CA	Inyo	Cen Cal*		Southern NV
92385	Skyforest		CA	San Bernardino	So Cal		
92386	Sugarloaf	Big Bear City	CA	San Bernardino	So Cal		
92389	Tecopa		CA	Inyo	Cen Cal*		Southern NV
92391	Twin Peaks		CA	San Bernardino	So Cal		
92392	Victorville		CA	San Bernardino	So Cal		
92393	Victorville		CA	San Bernardino	So Cal		
92394	Victorville	George Afb	CA	San Bernardino	So Cal		
		Spg Valley Lk, Spring Valley Lake					
92395	Victorville		CA	San Bernardino	So Cal		
92397	Wrightwood		CA	San Bernardino	So Cal		
92398	Yermo		CA	San Bernardino	So Cal		
92399	Yucaipa	Oak Glen	CA	San Bernardino	So Cal		
92401	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
92402	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
92403	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
92404	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
92405	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
92406	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
		Arrowhead Farms, Arrowhed Farm, Devore Heights, Devore Hghts, Muscoy, Sn Bernrdno, Verdemont					
92407	San Bernardino		CA	San Bernardino	So Cal		
92408	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
92410	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
92411	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
92412	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
92413	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
92414	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
92415	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
92418	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
92423	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92424	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
92427	San Bernardino	Sn Bernrdno	CA	San Bernardino	So Cal		
92501	Riverside		CA	Riverside	So Cal		
92502	Riverside		CA	Riverside	So Cal		
92503	Riverside		CA	Riverside	So Cal		
92504	Riverside		CA	Riverside	So Cal		
92505	Riverside		CA	Riverside	So Cal		
92506	Riverside		CA	Riverside	So Cal		
92507	Riverside		CA	Riverside	So Cal		
92508	Riverside		CA	Riverside	So Cal		
92509	Riverside	Jurupa Valley	CA	Riverside	So Cal		
92513	Riverside		CA	Riverside	So Cal		
92514	Riverside		CA	Riverside	So Cal		
92515	Riverside		CA	Riverside	So Cal		
92516	Riverside		CA	Riverside	So Cal		
92517	Riverside		CA	Riverside	So Cal		
92518	March Air Reserve Base	March Arb, Riverside	CA	Riverside	So Cal		
92519	Riverside		CA	Riverside	So Cal		
92521	Riverside		CA	Riverside	So Cal		
92522	Riverside		CA	Riverside	So Cal		
92530	Lake Elsinore		CA	Riverside	So Cal		
92531	Lake Elsinore		CA	Riverside	So Cal		
92532	Lake Elsinore		CA	Riverside	So Cal		
92536	Aguanga		CA	Riverside	So Cal		
92539	Anza		CA	Riverside	So Cal		
92543	Hemet		CA	Riverside	So Cal		
92544	Hemet		CA	Riverside	So Cal		
92545	Hemet		CA	Riverside	So Cal		
92546	Hemet		CA	Riverside	So Cal		
92548	Homeland		CA	Riverside	So Cal		
92549	Idyllwild		CA	Riverside	So Cal		
92551	Moreno Valley		CA	Riverside	So Cal		
92552	Moreno Valley		CA	Riverside	So Cal		
92553	Moreno Valley		CA	Riverside	So Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92554	Moreno Valley		CA	Riverside	So Cal		
92555	Moreno Valley	Rancho Belago	CA	Riverside	So Cal		
92556	Moreno Valley		CA	Riverside	So Cal		
92557	Moreno Valley		CA	Riverside	So Cal		
92561	Mountain Center	Mountain Ctr	CA	Riverside	So Cal		
92562	Murrieta		CA	Riverside	So Cal		
92563	Murrieta		CA	Riverside	So Cal		
92564	Murrieta		CA	Riverside	So Cal		
92567	Nuevo	Lakeview	CA	Riverside	So Cal		
92570	Perris		CA	Riverside	So Cal		
92571	Perris		CA	Riverside	So Cal		
92572	Perris		CA	Riverside	So Cal		
92581	San Jacinto		CA	Riverside	So Cal		
92582	San Jacinto		CA	Riverside	So Cal		
92583	San Jacinto	Gilman Hot Springs, Glmn Hot Spgs	CA	Riverside	So Cal		
92584	Menifee	Sun City	CA	Riverside	So Cal		
92585	Sun City	Menifee, Romoland	CA	Riverside	So Cal		
92586	Sun City	Menifee	CA	Riverside	So Cal		
92587	Sun City	Canyon Lake, Menifee, Quail Valley	CA	Riverside	So Cal		
92589	Temecula		CA	Riverside	So Cal		
92590	Temecula		CA	Riverside	So Cal		
92591	Temecula		CA	Riverside	So Cal		
92592	Temecula		CA	Riverside	So Cal		
92593	Temecula		CA	Riverside	So Cal		
92595	Wildomar		CA	Riverside	So Cal		
92596	Winchester	Menifee	CA	Riverside	So Cal		
92599	Perris		CA	Riverside	So Cal		
92602	Irvine		CA	Orange	LA Metro		
92603	Irvine		CA	Orange	LA Metro		
92604	Irvine		CA	Orange	LA Metro		
92605	Huntington Beach	Huntingtn Bch	CA	Orange	LA Metro		
92606	Irvine		CA	Orange	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92607	Laguna Niguel	Laguna Beach	CA	Orange	LA Metro		
92609	El Toro	Lake Forest	CA	Orange	LA Metro		
92610	Foothill Ranch	El Toro, Foothill Rnch	CA	Orange	LA Metro		
92612	Irvine		CA	Orange	LA Metro		
92614	Irvine		CA	Orange	LA Metro		
92615	Huntington Beach	Huntingtn Bch	CA	Orange	LA Metro		
92616	Irvine		CA	Orange	LA Metro		
92617	Irvine		CA	Orange	LA Metro		
92618	Irvine		CA	Orange	LA Metro		
92619	Irvine		CA	Orange	LA Metro		
92620	Irvine		CA	Orange	LA Metro		
92623	Irvine		CA	Orange	LA Metro		
92624	Capistrano Beach	Capo Beach, Dana Point	CA	Orange	LA Metro		
92625	Corona Del Mar	Corona DI Mar	CA	Orange	LA Metro		
92626	Costa Mesa		CA	Orange	LA Metro		
92627	Costa Mesa		CA	Orange	LA Metro		
92628	Costa Mesa		CA	Orange	LA Metro		
92629	Dana Point	Monarch Bay, Monarch Beach	CA	Orange	LA Metro		
92630	Lake Forest	El Toro	CA	Orange	LA Metro		
92637	Laguna Woods	Laguna Hills	CA	Orange	LA Metro		
92646	Huntington Beach	Huntingtn Bch	CA	Orange	LA Metro		
92647	Huntington Beach	Huntingtn Bch	CA	Orange	LA Metro		
92648	Huntington Beach	Huntingtn Bch	CA	Orange	LA Metro		
92649	Huntington Beach	Huntingtn Bch	CA	Orange	LA Metro		
92650	East Irvine	Irvine	CA	Orange	LA Metro		
92651	Laguna Beach		CA	Orange	LA Metro		
92652	Laguna Beach		CA	Orange	LA Metro		
92653	Laguna Hills	Aliso Viejo, Laguna Beach, Laguna Woods	CA	Orange	LA Metro		
92654	Laguna Hills	Laguna Beach, Laguna Woods	CA	Orange	LA Metro		
92655	Midway City		CA	Orange	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92656	Aliso Viejo	Laguna Beach, Laguna Hills	CA	Orange	LA Metro		
92657	Newport Coast	Newport Beach	CA	Orange	LA Metro		
92658	Newport Beach		CA	Orange	LA Metro		
92659	Newport Beach		CA	Orange	LA Metro		
92660	Newport Beach		CA	Orange	LA Metro		
92661	Newport Beach		CA	Orange	LA Metro		
92662	Newport Beach	Balboa, Balboa Island	CA	Orange	LA Metro		
92663	Newport Beach		CA	Orange	LA Metro		
92672	San Clemente		CA	Orange	LA Metro		
92673	San Clemente		CA	Orange	LA Metro		
92674	San Clemente		CA	Orange	LA Metro		
92675	San Juan Capistrano	Mission Viejo, San Juan Capo	CA	Orange	LA Metro		
92676	Silverado		CA	Orange	LA Metro		
92677	Laguna Niguel	Laguna Beach	CA	Orange	LA Metro		
92678	Trabuco Canyon	Trabuco Cyn	CA	Orange	LA Metro		
92679	Trabuco Canyon	Coto De Caza, Dove Canyon, Portola Hills, Robinson Ranch, Robinson Rnch, Trabuco, Trabuco Cyn	CA	Orange	LA Metro		
92683	Westminster		CA	Orange	LA Metro		
92684	Westminster		CA	Orange	LA Metro		
92685	Westminster		CA	Orange	LA Metro		
92688	Rancho Santa Margarita	Rancho Sta Marg, Rcho Sta Marg, Rsm	CA	Orange	LA Metro		
92690	Mission Viejo	San Juan Capistrano, San Juan Capo	CA	Orange	LA Metro		
92691	Mission Viejo	San Juan Capistrano, San Juan Capo	CA	Orange	LA Metro		
92692	Mission Viejo	San Juan Capistrano, San Juan Capo	CA	Orange	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92693	San Juan Capistrano	San Juan Capo	CA	Orange	LA Metro		
92694	Ladera Ranch	Mission Viejo	CA	Orange	LA Metro		
92697	Irvine	Uci	CA	Orange	LA Metro		
92698	Aliso Viejo		CA	Orange	LA Metro		
92701	Santa Ana		CA	Orange	LA Metro		
92702	Santa Ana		CA	Orange	LA Metro		
92703	Santa Ana		CA	Orange	LA Metro		
92704	Santa Ana		CA	Orange	LA Metro		
92705	Santa Ana	Cowan Heights, North Tustin	CA	Orange	LA Metro		
92706	Santa Ana		CA	Orange	LA Metro		
92707	Santa Ana		CA	Orange	LA Metro		
92708	Fountain Valley	Fountain Vly, Santa Ana	CA	Orange	LA Metro		
92709	Irvine		CA	Orange	LA Metro		
92710	Irvine		CA	Orange	LA Metro		
92711	Santa Ana		CA	Orange	LA Metro		
92712	Santa Ana		CA	Orange	LA Metro		
92725	Santa Ana		CA	Orange	LA Metro		
92728	Fountain Valley	Fountain Vly, Santa Ana	CA	Orange	LA Metro		
92735	Santa Ana		CA	Orange	LA Metro		
92780	Tustin		CA	Orange	LA Metro		
92781	Tustin		CA	Orange	LA Metro		
92782	Tustin		CA	Orange	LA Metro		
92799	Santa Ana		CA	Orange	LA Metro		
92801	Anaheim		CA	Orange	LA Metro		
92802	Anaheim		CA	Orange	LA Metro		
92803	Anaheim		CA	Orange	LA Metro		
92804	Anaheim		CA	Orange	LA Metro		
92805	Anaheim		CA	Orange	LA Metro		
92806	Anaheim		CA	Orange	LA Metro		
92807	Anaheim		CA	Orange	LA Metro		
92808	Anaheim		CA	Orange	LA Metro		
92809	Anaheim		CA	Orange	LA Metro		
92811	Atwood		CA	Orange	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92812	Anaheim		CA	Orange	LA Metro		
92814	Anaheim		CA	Orange	LA Metro		
92815	Anaheim		CA	Orange	LA Metro		
92816	Anaheim		CA	Orange	LA Metro		
92817	Anaheim		CA	Orange	LA Metro		
92821	Brea		CA	Orange	LA Metro		
92822	Brea		CA	Orange	LA Metro		
92823	Brea		CA	Orange	LA Metro		
92825	Anaheim		CA	Orange	LA Metro		
92831	Fullerton		CA	Orange	LA Metro		
92832	Fullerton		CA	Orange	LA Metro		
92833	Fullerton		CA	Orange	LA Metro		
92834	Fullerton		CA	Orange	LA Metro		
92835	Fullerton		CA	Orange	LA Metro		
92836	Fullerton		CA	Orange	LA Metro		
92837	Fullerton		CA	Orange	LA Metro		
92838	Fullerton		CA	Orange	LA Metro		
92840	Garden Grove		CA	Orange	LA Metro		
92841	Garden Grove		CA	Orange	LA Metro		
92842	Garden Grove		CA	Orange	LA Metro		
92843	Garden Grove		CA	Orange	LA Metro		
92844	Garden Grove		CA	Orange	LA Metro		
92845	Garden Grove		CA	Orange	LA Metro		
92846	Garden Grove		CA	Orange	LA Metro		
92850	Anaheim		CA	Orange	LA Metro		
92856	Orange		CA	Orange	LA Metro		
92857	Orange		CA	Orange	LA Metro		
92859	Orange		CA	Orange	LA Metro		
92860	Norco		CA	Riverside	So Cal		
92861	Villa Park	Orange	CA	Orange	LA Metro		
92862	Orange		CA	Orange	LA Metro		
92863	Orange		CA	Orange	LA Metro		
92864	Orange		CA	Orange	LA Metro		
92865	Orange		CA	Orange	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
92866	Orange		CA	Orange	LA Metro		
92867	Orange	Villa Park	CA	Orange	LA Metro		
92868	Orange		CA	Orange	LA Metro		
92869	Orange		CA	Orange	LA Metro		
92870	Placentia		CA	Orange	LA Metro		
92871	Placentia		CA	Orange	LA Metro		
92877	Corona		CA	Riverside	So Cal		
92878	Corona		CA	Riverside	So Cal		
92879	Corona		CA	Riverside	So Cal		
92880	Corona	Eastvale	CA	Riverside	So Cal		
92881	Corona		CA	Riverside	So Cal		
92882	Corona		CA	Riverside	So Cal		
92883	Corona		CA	Riverside	So Cal		
92885	Yorba Linda		CA	Orange	LA Metro		
92886	Yorba Linda		CA	Orange	LA Metro		
92887	Yorba Linda		CA	Orange	LA Metro		
92899	Anaheim		CA	Orange	LA Metro		
93001	Ventura		CA	Ventura	LA Metro		
93002	Ventura		CA	Ventura	LA Metro		
93003	Ventura		CA	Ventura	LA Metro		
93004	Ventura		CA	Ventura	LA Metro		
93005	Ventura		CA	Ventura	LA Metro		
93006	Ventura		CA	Ventura	LA Metro		
93007	Ventura		CA	Ventura	LA Metro		
93009	Ventura		CA	Ventura	LA Metro		
93010	Camarillo		CA	Ventura	LA Metro		
93011	Camarillo		CA	Ventura	LA Metro		
93012	Camarillo	Santa Rosa Va, Santa Rosa Valley	CA	Ventura	LA Metro		
93013	Carpinteria		CA	Santa Barbara	Cen Cal		
93014	Carpinteria		CA	Santa Barbara	Cen Cal		
93015	Fillmore		CA	Ventura	LA Metro		
93016	Fillmore		CA	Ventura	LA Metro		
93020	Moorpark		CA	Ventura	LA Metro		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
93021	Moorpark		CA	Ventura	LA Metro		
93022	Oak View		CA	Ventura	LA Metro		
93023	Ojai		CA	Ventura	LA Metro		
93024	Ojai		CA	Ventura	LA Metro		
93030	Oxnard		CA	Ventura	LA Metro		
93031	Oxnard		CA	Ventura	LA Metro		
93032	Oxnard		CA	Ventura	LA Metro		
93033	Oxnard		CA	Ventura	LA Metro		
93034	Oxnard		CA	Ventura	LA Metro		
93035	Oxnard		CA	Ventura	LA Metro		
93036	Oxnard		CA	Ventura	LA Metro		
93040	Piru		CA	Ventura	LA Metro		
93041	Port Hueneme	Point Mugu Nawc, Pt Mugu Nawc	CA	Ventura	LA Metro		
93042	Point Mugu Nawc	Port Hueneme, Pt Mugu Nawc	CA	Ventura	LA Metro		
93043	Port Hueneme Cbc Base	Port Hueneme, Prt Hueneme	CA	Ventura	LA Metro		
93044	Port Hueneme		CA	Ventura	LA Metro		
93060	Santa Paula		CA	Ventura	LA Metro		
93061	Santa Paula		CA	Ventura	LA Metro		
93062	Simi Valley		CA	Ventura	LA Metro		
93063	Simi Valley	Santa Susana	CA	Ventura	LA Metro		
93064	Brandeis	Simi Valley	CA	Ventura	LA Metro		
93065	Simi Valley		CA	Ventura	LA Metro		
93066	Somis		CA	Ventura	LA Metro		
93067	Summerland		CA	Santa Barbara	Cen Cal		
93093	Simi Valley		CA	Ventura	LA Metro		
93094	Simi Valley		CA	Ventura	LA Metro		
93099	Simi Valley		CA	Ventura	LA Metro		
93101	Santa Barbara		CA	Santa Barbara	Cen Cal		
93102	Santa Barbara		CA	Santa Barbara	Cen Cal		
93103	Santa Barbara		CA	Santa Barbara	Cen Cal		
93105	Santa Barbara		CA	Santa Barbara	Cen Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
93106	Santa Barbara	Ucsb, Univ Of Cal Santa Barbara	CA	Santa Barbara	Cen Cal		
93107	Santa Barbara		CA	Santa Barbara	Cen Cal		
93108	Santa Barbara	Montecito	CA	Santa Barbara	Cen Cal		
93109	Santa Barbara		CA	Santa Barbara	Cen Cal		
93110	Santa Barbara	Goleta	CA	Santa Barbara	Cen Cal		
93111	Santa Barbara	Goleta	CA	Santa Barbara	Cen Cal		
93116	Goleta	Santa Barbara	CA	Santa Barbara	Cen Cal		
93117	Goleta	Gaviota, Isla Vista, Santa Barbara	CA	Santa Barbara	Cen Cal		
93118	Goleta	Santa Barbara	CA	Santa Barbara	Cen Cal		
93120	Santa Barbara		CA	Santa Barbara	Cen Cal		
93121	Santa Barbara		CA	Santa Barbara	Cen Cal		
93130	Santa Barbara		CA	Santa Barbara	Cen Cal		
93140	Santa Barbara		CA	Santa Barbara	Cen Cal		
93150	Santa Barbara	Montecito	CA	Santa Barbara	Cen Cal		
93160	Santa Barbara		CA	Santa Barbara	Cen Cal		
93190	Santa Barbara		CA	Santa Barbara	Cen Cal		
93199	Goleta	Santa Barbara	CA	Santa Barbara	Cen Cal		
93201	Alpaugh		CA	Tulare	Cen Cal		
93202	Armona		CA	Kings	Cen Cal		
93203	Arvin	Di Giorgio	CA	Kern	Cen Cal		
93204	Avenal		CA	Kings	Cen Cal		
93205	Bodfish		CA	Kern	Cen Cal		
93206	Buttonwillow		CA	Kern	Cen Cal		
93207	California Hot Springs	Calif Hot Spg	CA	Tulare	Cen Cal		
93208	Camp Nelson	Springville	CA	Tulare	Cen Cal		
93210	Coalinga		CA	Fresno	Cen Cal		
93212	Corcoran		CA	Kings	Cen Cal		
93215	Delano		CA	Kern	Cen Cal		
93216	Delano		CA	Kern	Cen Cal		
93218	Ducor		CA	Tulare	Cen Cal		
93219	Earlimart		CA	Tulare	Cen Cal		
93220	Edison		CA	Kern	Cen Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
93221	Exeter		CA	Tulare	Cen Cal		
93222	Pine Mountain Club	Frazier Park, Pine Mtn Clb	CA	Kern	Cen Cal		
93223	Farmersville		CA	Tulare	Cen Cal		
93224	Fellows		CA	Kern	Cen Cal		
93225	Frazier Park		CA	Kern	Cen Cal		
93226	Glennville		CA	Kern	Cen Cal		
93227	Goshen		CA	Tulare	Cen Cal		
93230	Hanford		CA	Kings	Cen Cal		
93232	Hanford		CA	Kings	Cen Cal		
93234	Huron		CA	Fresno	Cen Cal		
93235	Ivanhoe		CA	Tulare	Cen Cal		
93237	Kaweah		CA	Tulare	Cen Cal		
93238	Kernville		CA	Kern	Cen Cal		
93239	Kettleman City	Kettleman Cty	CA	Kings	Cen Cal		
93240	Lake Isabella	Mountain Mesa	CA	Kern	Cen Cal		
93241	Lamont		CA	Kern	Cen Cal		
93242	Laton		CA	Fresno	Cen Cal		
93243	Lebec	Gorman	CA	Kern	Cen Cal		
93244	Lemon Cove		CA	Tulare	Cen Cal		
93245	Lemoore		CA	Kings	Cen Cal		
93246	Lemoore	Lemoore Nas, Lemoore Naval Air Station	CA	Kings	Cen Cal		
93247	Lindsay		CA	Tulare	Cen Cal		
93249	Lost Hills		CA	Kern	Cen Cal		
93250	Mc Farland		CA	Kern	Cen Cal		
93251	Mc Kittrick		CA	Kern	Cen Cal		
93252	Maricopa		CA	Kern	Cen Cal		
93254	New Cuyama	Cuyama	CA	Santa Barbara	Cen Cal		
93255	Onyx		CA	Kern	Cen Cal		
93256	Pixley		CA	Tulare	Cen Cal		
93257	Porterville	Poplar, Woodville	CA	Tulare	Cen Cal		
93258	Porterville		CA	Tulare	Cen Cal		
93260	Posey		CA	Tulare	Cen Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
93261	Richgrove		CA	Tulare	Cen Cal		
93262	Sequoia National Park	Seq Natl Pk	CA	Tulare	Cen Cal		
93263	Shafter		CA	Kern	Cen Cal		
93265	Springville		CA	Tulare	Cen Cal		
93266	Stratford		CA	Kings	Cen Cal		
93267	Strathmore		CA	Tulare	Cen Cal		
93268	Taft		CA	Kern	Cen Cal		
93270	Terra Bella		CA	Tulare	Cen Cal		
93271	Three Rivers		CA	Tulare	Cen Cal		
93272	Tipton		CA	Tulare	Cen Cal		
93274	Tulare		CA	Tulare	Cen Cal		
93275	Tulare		CA	Tulare	Cen Cal		
93276	Tupman		CA	Kern	Cen Cal		
93277	Visalia		CA	Tulare	Cen Cal		
93278	Visalia		CA	Tulare	Cen Cal		
93279	Visalia		CA	Tulare	Cen Cal		
93280	Wasco		CA	Kern	Cen Cal		
93282	Waukena	Corcoran	CA	Tulare	Cen Cal		
93283	Weldon		CA	Kern	Cen Cal		
93285	Wofford Heights	Wofford Hts	CA	Kern	Cen Cal		
93286	Woodlake		CA	Tulare	Cen Cal		
93287	Woody		CA	Kern	Cen Cal		
93290	Visalia		CA	Tulare	Cen Cal		
93291	Visalia		CA	Tulare	Cen Cal		
93292	Visalia		CA	Tulare	Cen Cal		
93301	Bakersfield		CA	Kern	Cen Cal		
93302	Bakersfield		CA	Kern	Cen Cal		
93303	Bakersfield		CA	Kern	Cen Cal		
93304	Bakersfield		CA	Kern	Cen Cal		
93305	Bakersfield		CA	Kern	Cen Cal		
93306	Bakersfield		CA	Kern	Cen Cal		
93307	Bakersfield		CA	Kern	Cen Cal		
93308	Bakersfield		CA	Kern	Cen Cal		
93309	Bakersfield		CA	Kern	Cen Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
93311	Bakersfield		CA	Kern	Cen Cal		
93312	Bakersfield		CA	Kern	Cen Cal		
93313	Bakersfield	Pumpkin Center, Pumpkin Ctr	CA	Kern	Cen Cal		
93314	Bakersfield		CA	Kern	Cen Cal		
93380	Bakersfield		CA	Kern	Cen Cal		
93381	Bakersfield		CA	Kern	Cen Cal		
93382	Bakersfield		CA	Kern	Cen Cal		
93383	Bakersfield	Pumpkin Center, Pumpkin Ctr	CA	Kern	Cen Cal		
93384	Bakersfield		CA	Kern	Cen Cal		
93385	Bakersfield		CA	Kern	Cen Cal		
93386	Bakersfield		CA	Kern	Cen Cal		
93387	Bakersfield		CA	Kern	Cen Cal		
93388	Bakersfield		CA	Kern	Cen Cal		
93389	Bakersfield		CA	Kern	Cen Cal		
93390	Bakersfield		CA	Kern	Cen Cal		
93401	San Luis Obispo	Sn Luis Obisp	CA	San Luis Obispo	Cen Cal		
93402	Los Osos	San Luis Obispo, Sn Luis Obisp	CA	San Luis Obispo	Cen Cal		
93403	San Luis Obispo	Sn Luis Obisp	CA	San Luis Obispo	Cen Cal		
93405	San Luis Obispo	Sn Luis Obisp	CA	San Luis Obispo	Cen Cal		
93406	San Luis Obispo	Sn Luis Obisp	CA	San Luis Obispo	Cen Cal		
93407	San Luis Obispo	Cal Poly Slo, Cal Poly University, Sn Luis Obisp	CA	San Luis Obispo	Cen Cal		
93408	San Luis Obispo	Sn Luis Obisp	CA	San Luis Obispo	Cen Cal		
93409	San Luis Obispo	Sn Luis Obisp	CA	San Luis Obispo	Cen Cal		
93410	San Luis Obispo	Sn Luis Obisp	CA	San Luis Obispo	Cen Cal		
93412	Los Osos	San Luis Obispo, Sn Luis Obisp	CA	San Luis Obispo	Cen Cal		
93420	Arroyo Grande		CA	San Luis Obispo	Cen Cal		
93421	Arroyo Grande		CA	San Luis Obispo	Cen Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
93422	Atascadero		CA	San Luis Obispo	Cen Cal		
93423	Atascadero		CA	San Luis Obispo	Cen Cal		
93424	Avila Beach		CA	San Luis Obispo	Cen Cal		
93426	Bradley		CA	Monterey	Cen Cal		
93427	Buellton		CA	Santa Barbara	Cen Cal		
93428	Cambria		CA	San Luis Obispo	Cen Cal		
93429	Casmalia		CA	Santa Barbara	Cen Cal		
93430	Cayucos		CA	San Luis Obispo	Cen Cal		
93432	Creston		CA	San Luis Obispo	Cen Cal		
93433	Grover Beach		CA	San Luis Obispo	Cen Cal		
93434	Guadalupe		CA	Santa Barbara	Cen Cal		
93435	Harmony		CA	San Luis Obispo	Cen Cal		
93436	Lompoc		CA	Santa Barbara	Cen Cal		
93437	Lompoc	Vafb, Vandenberg Afb, Vandenbrg Afb	CA	Santa Barbara	Cen Cal		
93438	Lompoc		CA	Santa Barbara	Cen Cal		
93440	Los Alamos		CA	Santa Barbara	Cen Cal		
93441	Los Olivos		CA	Santa Barbara	Cen Cal		
93442	Morro Bay		CA	San Luis Obispo	Cen Cal		
93443	Morro Bay		CA	San Luis Obispo	Cen Cal		
93444	Nipomo		CA	San Luis Obispo	Cen Cal		
93445	Oceano		CA	San Luis Obispo	Cen Cal		
93446	Paso Robles	Adelaide, Heritage Ranch, Heritage Rnch	CA	San Luis Obispo	Cen Cal		
93447	Paso Robles		CA	San Luis Obispo	Cen Cal		
93448	Pismo Beach	Shell Beach	CA	San Luis Obispo	Cen Cal		
93449	Pismo Beach	Shell Beach	CA	San Luis Obispo	Cen Cal		
93450	San Ardo		CA	Monterey	Cen Cal		
93451	San Miguel	Parkfield	CA	San Luis Obispo	Cen Cal		
93452	San Simeon	Ragged Point	CA	San Luis Obispo	Cen Cal		
93453	Santa Margarita	Santa Margar	CA	San Luis Obispo	Cen Cal		
93454	Santa Maria	Rancho Suey	CA	Santa Barbara	Cen Cal		
93455	Santa Maria	Orcutt	CA	Santa Barbara	Cen Cal		
93456	Santa Maria		CA	Santa Barbara	Cen Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
93457	Santa Maria	Orcutt	CA	Santa Barbara	Cen Cal		
93458	Santa Maria		CA	Santa Barbara	Cen Cal		
93460	Santa Ynez		CA	Santa Barbara	Cen Cal		
93461	Shandon		CA	San Luis Obispo	Cen Cal		
93463	Solvang	Ballard	CA	Santa Barbara	Cen Cal		
93464	Solvang		CA	Santa Barbara	Cen Cal		
93465	Templeton		CA	San Luis Obispo	Cen Cal		
93475	Oceano		CA	San Luis Obispo	Cen Cal		
93483	Grover Beach		CA	San Luis Obispo	Cen Cal		
93501	Mojave		CA	Kern	Cen Cal		
93502	Mojave		CA	Kern	Cen Cal		
93504	California City	Calif City	CA	Kern	Cen Cal		
93505	California City	Calif City	CA	Kern	Cen Cal		
93510	Acton		CA	Los Angeles	LA Metro		
93512	Benton	Bishop	CA	Mono	Nor Cal*		Nor NV
93513	Big Pine		CA	Inyo	Cen Cal*		Nor NV
		Chalfant, Chalfant Valley, Chalfant Vly, Hammil Valley, Swall Meadows					
93514	Bishop		CA	Inyo	Cen Cal*		Nor NV
93515	Bishop		CA	Inyo	Cen Cal*		Nor NV
93516	Boron		CA	Kern	Cen Cal		
93517	Bridgeport		CA	Mono	Nor Cal*		Nor NV
93518	Caliente	Havilah	CA	Kern	Cen Cal		
93519	Cantil	Mojave	CA	Kern	Cen Cal		
93522	Darwin		CA	Inyo	Cen Cal*		Nor NV
		Aerial Acres, North Edwards					
93523	Edwards	Edwards	CA	Kern	Cen Cal		
93524	Edwards	Edwards Afb	CA	Kern	Cen Cal		
93526	Independence		CA	Inyo	Cen Cal*		Nor NV
93527	Inyokern	Pearsonville	CA	Kern	Cen Cal		
93528	Johannesburg		CA	Kern	Cen Cal		
93529	June Lake		CA	Mono	Nor Cal*		Nor NV

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
93530	Keeler		CA	Inyo	Cen Cal*		Nor NV
93531	Keene		CA	Kern	Cen Cal		
93532	Lake Hughes	Elizabeth Lake, Elizabeth Lk	CA	Los Angeles	LA Metro		
93534	Lancaster		CA	Los Angeles	LA Metro		
93535	Lancaster	Hi Vista, Lake La, Lake Los Angeles	CA	Los Angeles	LA Metro		
93536	Lancaster	Del Sur, Quartz Hill	CA	Los Angeles	LA Metro		
93539	Lancaster		CA	Los Angeles	LA Metro		
93541	Lee Vining		CA	Mono	Nor Cal*		Nor NV
93542	Little Lake		CA	Inyo	Cen Cal*		Nor NV
93543	Littlerock	Juniper Hills, Sun Village	CA	Los Angeles	LA Metro		
93544	Llano	Crystallaire	CA	Los Angeles	LA Metro		
93545	Lone Pine		CA	Inyo	Cen Cal*		Nor NV
93546	Mammoth Lakes	Crowley Lake, Toms Place	CA	Mono	Nor Cal*		Nor NV
93549	Olancha	Cartago	CA	Inyo	Cen Cal		
93550	Palmdale	Lake La, Lake Los Angeles	CA	Los Angeles	LA Metro		
93551	Palmdale	City Ranch, Leona Valley, Quartz Hill	CA	Los Angeles	LA Metro		
93552	Palmdale		CA	Los Angeles	LA Metro		
93553	Pearblossom		CA	Los Angeles	LA Metro		
93554	Randsburg	Johannesburg	CA	Kern	Cen Cal		
93555	Ridgecrest		CA	Kern	Cen Cal		
93556	Ridgecrest		CA	Kern	Cen Cal		
93558	Red Mountain	Johannesburg	CA	San Bernardino	So Cal		
93560	Rosamond	Willow Spgs, Willow Springs	CA	Kern	Cen Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
93561	Tehachapi	Bear Valley Springs, Bear Vly Spgs, Golden Hills, Monolith, Stallion Spgs, Stallion Springs	CA	Kern	Cen Cal		
93562	Trona	Argus	CA	San Bernardino	So Cal		
93563	Valyermo	Pearblossom	CA	Los Angeles	LA Metro		
93581	Tehachapi		CA	Kern	Cen Cal		
93584	Lancaster		CA	Los Angeles	LA Metro		
93586	Lancaster	Quartz Hill	CA	Los Angeles	LA Metro		
93590	Palmdale		CA	Los Angeles	LA Metro		
93591	Palmdale	Lake La, Lake Los Angeles	CA	Los Angeles	LA Metro		
93592	Trona		CA	Inyo	Cen Cal		
93596	Boron		CA	Kern	Cen Cal		
93599	Palmdale		CA	Los Angeles	LA Metro		
93601	Ahwahnee		CA	Madera	Cen Cal		
93602	Auberry		CA	Fresno	Cen Cal		
93603	Badger	Miramonte	CA	Tulare	Cen Cal		
93604	Bass Lake		CA	Madera	Cen Cal		
93605	Big Creek		CA	Fresno	Cen Cal		
93606	Biola		CA	Fresno	Cen Cal		
93607	Burrel	Riverdale	CA	Fresno	Cen Cal		
93608	Cantua Creek		CA	Fresno	Cen Cal		
93609	Caruthers		CA	Fresno	Cen Cal		
93610	Chowchilla		CA	Madera	Cen Cal		
93611	Clovis		CA	Fresno	Cen Cal		
93612	Clovis		CA	Fresno	Cen Cal		
93613	Clovis		CA	Fresno	Cen Cal		
93614	Coarsegold		CA	Madera	Cen Cal		
93615	Cutler		CA	Tulare	Cen Cal		
93616	Del Rey		CA	Fresno	Cen Cal		
93618	Dinuba		CA	Tulare	Cen Cal		
93619	Clovis		CA	Fresno	Cen Cal		
93620	Dos Palos		CA	Merced	Cen Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
93621	Dunlap		CA	Fresno	Cen Cal		
93622	Firebaugh		CA	Fresno	Cen Cal		
93623	Fish Camp		CA	Mariposa	Cen Cal		
93624	Five Points		CA	Fresno	Cen Cal		
93625	Fowler		CA	Fresno	Cen Cal		
93626	Friant		CA	Fresno	Cen Cal		
93627	Helm		CA	Fresno	Cen Cal		
93628	Hume	Miramonte	CA	Fresno	Cen Cal		
93630	Kerman		CA	Fresno	Cen Cal		
93631	Kingsburg		CA	Fresno	Cen Cal		
		Kcnp, Kings Canyon, Kings Canyon Natl Park,					
93633	Kings Canyon National Park	Miramonte	CA	Tulare	Cen Cal		
93634	Lakeshore	Shaver Lake	CA	Fresno	Cen Cal		
93635	Los Banos		CA	Merced	Cen Cal		
93636	Madera		CA	Madera	Cen Cal		
93637	Madera	Berenda	CA	Madera	Cen Cal		
93638	Madera		CA	Madera	Cen Cal		
93639	Madera		CA	Madera	Cen Cal		
93640	Mendota		CA	Fresno	Cen Cal		
93641	Miramonte		CA	Fresno	Cen Cal		
		Mono Hot Spgs, Shaver					
93642	Mono Hot Springs	Lake	CA	Fresno	Cen Cal		
93643	North Fork		CA	Madera	Cen Cal		
93644	Oakhurst		CA	Madera	Cen Cal		
93645	O Neals		CA	Madera	Cen Cal		
93646	Orange Cove	Squaw Valley	CA	Fresno	Cen Cal		
93647	Orosi		CA	Tulare	Cen Cal		
93648	Parlier		CA	Fresno	Cen Cal		
93649	Piedra		CA	Fresno	Cen Cal		
93650	Fresno	Pinedale	CA	Fresno	Cen Cal		
93651	Prather		CA	Fresno	Cen Cal		
93652	Raisin City		CA	Fresno	Cen Cal		
93653	Raymond		CA	Madera	Cen Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
93654	Reedley		CA	Fresno	Cen Cal		
93656	Riverdale		CA	Fresno	Cen Cal		
93657	Sanger		CA	Fresno	Cen Cal		
93660	San Joaquin		CA	Fresno	Cen Cal		
93661	Santa Rita Park	Santa Rita Pk	CA	Merced	Cen Cal		
93662	Selma		CA	Fresno	Cen Cal		
93664	Shaver Lake		CA	Fresno	Cen Cal		
93665	South Dos Palos	S Dos Palos	CA	Merced	Cen Cal		
93666	Sultana		CA	Tulare	Cen Cal		
93667	Tollhouse		CA	Fresno	Cen Cal		
93668	Tranquillity		CA	Fresno	Cen Cal		
93669	Wishon	Bass Lake	CA	Madera	Cen Cal		
93670	Yetttem		CA	Tulare	Cen Cal		
93673	Traver		CA	Tulare	Cen Cal		
93675	Squaw Valley	Orange Cove	CA	Fresno	Cen Cal		
93701	Fresno		CA	Fresno	Cen Cal		
93702	Fresno		CA	Fresno	Cen Cal		
93703	Fresno		CA	Fresno	Cen Cal		
93704	Fresno		CA	Fresno	Cen Cal		
93705	Fresno		CA	Fresno	Cen Cal		
93706	Fresno		CA	Fresno	Cen Cal		
93707	Fresno		CA	Fresno	Cen Cal		
93708	Fresno		CA	Fresno	Cen Cal		
93709	Fresno		CA	Fresno	Cen Cal		
93710	Fresno		CA	Fresno	Cen Cal		
93711	Fresno		CA	Fresno	Cen Cal		
93712	Fresno		CA	Fresno	Cen Cal		
93714	Fresno		CA	Fresno	Cen Cal		
93715	Fresno		CA	Fresno	Cen Cal		
93716	Fresno		CA	Fresno	Cen Cal		
93717	Fresno		CA	Fresno	Cen Cal		
93718	Fresno		CA	Fresno	Cen Cal		
93720	Fresno		CA	Fresno	Cen Cal		
93721	Fresno		CA	Fresno	Cen Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
93722	Fresno		CA	Fresno	Cen Cal		
93723	Fresno		CA	Fresno	Cen Cal		
93724	Fresno		CA	Fresno	Cen Cal		
93725	Fresno		CA	Fresno	Cen Cal		
93726	Fresno		CA	Fresno	Cen Cal		
93727	Fresno		CA	Fresno	Cen Cal		
93728	Fresno		CA	Fresno	Cen Cal		
93729	Fresno		CA	Fresno	Cen Cal		
93730	Fresno		CA	Fresno	Cen Cal		
93737	Fresno		CA	Fresno	Cen Cal		
93740	Fresno		CA	Fresno	Cen Cal		
93741	Fresno		CA	Fresno	Cen Cal		
93744	Fresno		CA	Fresno	Cen Cal		
93745	Fresno		CA	Fresno	Cen Cal		
93747	Fresno		CA	Fresno	Cen Cal		
93750	Fresno		CA	Fresno	Cen Cal		
93755	Fresno		CA	Fresno	Cen Cal		
93760	Fresno		CA	Fresno	Cen Cal		
93761	Fresno		CA	Fresno	Cen Cal		
93764	Fresno		CA	Fresno	Cen Cal		
93765	Fresno		CA	Fresno	Cen Cal		
93771	Fresno		CA	Fresno	Cen Cal		
93772	Fresno		CA	Fresno	Cen Cal		
93773	Fresno		CA	Fresno	Cen Cal		
93774	Fresno		CA	Fresno	Cen Cal		
93775	Fresno		CA	Fresno	Cen Cal		
93776	Fresno		CA	Fresno	Cen Cal		
93777	Fresno		CA	Fresno	Cen Cal		
93778	Fresno		CA	Fresno	Cen Cal		
93779	Fresno		CA	Fresno	Cen Cal		
93780	Fresno		CA	Fresno	Cen Cal		
93784	Fresno		CA	Fresno	Cen Cal		
93786	Fresno		CA	Fresno	Cen Cal		
93790	Fresno		CA	Fresno	Cen Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
93791	Fresno		CA	Fresno	Cen Cal		
93792	Fresno		CA	Fresno	Cen Cal		
93793	Fresno		CA	Fresno	Cen Cal		
93794	Fresno		CA	Fresno	Cen Cal		
93844	Fresno		CA	Fresno	Cen Cal		
93888	Fresno		CA	Fresno	Cen Cal		
93901	Salinas		CA	Monterey	Cen Cal		
93902	Salinas		CA	Monterey	Cen Cal		
93905	Salinas		CA	Monterey	Cen Cal		
93906	Salinas		CA	Monterey	Cen Cal		
93907	Salinas	Prunedale	CA	Monterey	Cen Cal		
93908	Salinas	Corral De Tie, Corral De Tierra	CA	Monterey	Cen Cal		
93912	Salinas		CA	Monterey	Cen Cal		
93915	Salinas		CA	Monterey	Cen Cal		
93920	Big Sur		CA	Monterey	Cen Cal		
93921	Carmel By The Sea	Carmel, Carmel By The	CA	Monterey	Cen Cal		
93922	Carmel		CA	Monterey	Cen Cal		
93923	Carmel		CA	Monterey	Cen Cal		
93924	Carmel Valley		CA	Monterey	Cen Cal		
93925	Chualar		CA	Monterey	Cen Cal		
93926	Gonzales		CA	Monterey	Cen Cal		
93927	Greenfield		CA	Monterey	Cen Cal		
93928	Jolon	Fort Hunter Liggett, Ft H Liggett	CA	Monterey	Cen Cal		
93930	King City		CA	Monterey	Cen Cal		
93932	Lockwood		CA	Monterey	Cen Cal		
93933	Marina		CA	Monterey	Cen Cal		
93940	Monterey	Del Rey Oaks	CA	Monterey	Cen Cal		
93942	Monterey		CA	Monterey	Cen Cal		
93943	Monterey		CA	Monterey	Cen Cal		
93944	Monterey	Presidio Mtry, Presidio Of Monterey	CA	Monterey	Cen Cal		
93950	Pacific Grove		CA	Monterey	Cen Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
93953	Pebble Beach		CA	Monterey	Cen Cal		
93954	San Lucas		CA	Monterey	Cen Cal		
93955	Seaside	Sand City	CA	Monterey	Cen Cal		
93960	Soledad		CA	Monterey	Cen Cal		
93962	Spreckels	Salinas	CA	Monterey	Cen Cal		
94002	Belmont		CA	San Mateo	Bay Area		
94005	Brisbane		CA	San Mateo	Bay Area		
94010	Burlingame	Hillsborough	CA	San Mateo	Bay Area		
94011	Burlingame		CA	San Mateo	Bay Area		
94013	Daly City	Sf International Service Ctr	CA	San Mateo	Bay Area		
94014	Daly City	Colma	CA	San Mateo	Bay Area		
94015	Daly City	Broadmoor Vlg	CA	San Mateo	Bay Area		
94016	Daly City		CA	San Mateo	Bay Area		
94017	Daly City		CA	San Mateo	Bay Area		
94018	El Granada		CA	San Mateo	Bay Area		
94019	Half Moon Bay		CA	San Mateo	Bay Area		
94020	La Honda		CA	San Mateo	Bay Area		
94021	Loma Mar		CA	San Mateo	Bay Area		
94022	Los Altos	Los Altos Hills	CA	Santa Clara	Bay Area		
94023	Los Altos		CA	Santa Clara	Bay Area		
94024	Los Altos	Los Altos Hills	CA	Santa Clara	Bay Area		
94025	Menlo Park	W Menlo Park, West Menlo Park	CA	San Mateo	Bay Area		
94026	Menlo Park		CA	San Mateo	Bay Area		
94027	Atherton	Menlo Park	CA	San Mateo	Bay Area		
94028	Portola Valley	Menlo Park, Portola Vally	CA	San Mateo	Bay Area		
94030	Millbrae		CA	San Mateo	Bay Area		
94035	Mountain View	Moffett Field	CA	Santa Clara	Bay Area		
94037	Montara		CA	San Mateo	Bay Area		
94038	Moss Beach		CA	San Mateo	Bay Area		
94039	Mountain View		CA	Santa Clara	Bay Area		
94040	Mountain View		CA	Santa Clara	Bay Area		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
94041	Mountain View		CA	Santa Clara	Bay Area		
94042	Mountain View		CA	Santa Clara	Bay Area		
94043	Mountain View		CA	Santa Clara	Bay Area		
94044	Pacifica		CA	San Mateo	Bay Area		
94060	Pescadero		CA	San Mateo	Bay Area		
94061	Redwood City	Woodside	CA	San Mateo	Bay Area		
94062	Redwood City	Emerald Hills, Palomar Park, Woodside	CA	San Mateo	Bay Area		
94063	Redwood City		CA	San Mateo	Bay Area		
94064	Redwood City		CA	San Mateo	Bay Area		
94065	Redwood City		CA	San Mateo	Bay Area		
94066	San Bruno		CA	San Mateo	Bay Area		
94070	San Carlos		CA	San Mateo	Bay Area		
94074	San Gregorio		CA	San Mateo	Bay Area		
94080	South San Francisco	S San Fran	CA	San Mateo	Bay Area		
94083	South San Francisco	S San Fran	CA	San Mateo	Bay Area		
94085	Sunnyvale		CA	Santa Clara	Bay Area		
94086	Sunnyvale		CA	Santa Clara	Bay Area		
94087	Sunnyvale		CA	Santa Clara	Bay Area		
94088	Sunnyvale	Onizuka Afb	CA	Santa Clara	Bay Area		
94089	Sunnyvale		CA	Santa Clara	Bay Area		
94101	San Francisco		CA	San Francisco	Bay Area		
94102	San Francisco		CA	San Francisco	Bay Area		
94103	San Francisco		CA	San Francisco	Bay Area		
94104	San Francisco		CA	San Francisco	Bay Area		
94105	San Francisco		CA	San Francisco	Bay Area		
94106	San Francisco		CA	San Francisco	Bay Area		
94107	San Francisco		CA	San Francisco	Bay Area		
94108	San Francisco		CA	San Francisco	Bay Area		
94109	San Francisco		CA	San Francisco	Bay Area		
94110	San Francisco		CA	San Francisco	Bay Area		
94111	San Francisco		CA	San Francisco	Bay Area		
94112	San Francisco		CA	San Francisco	Bay Area		
94114	San Francisco		CA	San Francisco	Bay Area		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
94115	San Francisco		CA	San Francisco	Bay Area		
94116	San Francisco		CA	San Francisco	Bay Area		
94117	San Francisco		CA	San Francisco	Bay Area		
94118	San Francisco		CA	San Francisco	Bay Area		
94119	San Francisco		CA	San Francisco	Bay Area		
94120	San Francisco		CA	San Francisco	Bay Area		
94121	San Francisco		CA	San Francisco	Bay Area		
94122	San Francisco		CA	San Francisco	Bay Area		
94123	San Francisco		CA	San Francisco	Bay Area		
94124	San Francisco		CA	San Francisco	Bay Area		
94125	San Francisco		CA	San Francisco	Bay Area		
94126	San Francisco		CA	San Francisco	Bay Area		
94127	San Francisco		CA	San Francisco	Bay Area		
94128	San Francisco		CA	San Mateo	Bay Area		
94129	San Francisco		CA	San Francisco	Bay Area		
94130	San Francisco		CA	San Francisco	Bay Area		
94131	San Francisco		CA	San Francisco	Bay Area		
94132	San Francisco		CA	San Francisco	Bay Area		
94133	San Francisco		CA	San Francisco	Bay Area		
94134	San Francisco		CA	San Francisco	Bay Area		
94135	San Francisco		CA	San Francisco	Bay Area		
94136	San Francisco		CA	San Francisco	Bay Area		
94137	San Francisco		CA	San Francisco	Bay Area		
94138	San Francisco		CA	San Francisco	Bay Area		
94139	San Francisco		CA	San Francisco	Bay Area		
94140	San Francisco		CA	San Francisco	Bay Area		
94141	San Francisco		CA	San Francisco	Bay Area		
94142	San Francisco		CA	San Francisco	Bay Area		
94143	San Francisco		CA	San Francisco	Bay Area		
94144	San Francisco		CA	San Francisco	Bay Area		
94145	San Francisco		CA	San Francisco	Bay Area		
94146	San Francisco		CA	San Francisco	Bay Area		
94147	San Francisco		CA	San Francisco	Bay Area		
94150	San Francisco		CA	San Francisco	Bay Area		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
94151	San Francisco		CA	San Francisco	Bay Area		
94152	San Francisco		CA	San Francisco	Bay Area		
94153	San Francisco		CA	San Francisco	Bay Area		
94154	San Francisco		CA	San Francisco	Bay Area		
94155	San Francisco		CA	San Francisco	Bay Area		
94156	San Francisco		CA	San Francisco	Bay Area		
94158	San Francisco		CA	San Francisco	Bay Area		
94159	San Francisco		CA	San Francisco	Bay Area		
94160	San Francisco		CA	San Francisco	Bay Area		
94161	San Francisco		CA	San Francisco	Bay Area		
94162	San Francisco		CA	San Francisco	Bay Area		
94163	San Francisco		CA	San Francisco	Bay Area		
94164	San Francisco		CA	San Francisco	Bay Area		
94171	San Francisco		CA	San Francisco	Bay Area		
94172	San Francisco		CA	San Francisco	Bay Area		
94175	San Francisco		CA	San Francisco	Bay Area		
94177	San Francisco		CA	San Francisco	Bay Area		
94188	San Francisco		CA	San Francisco	Bay Area		
94199	San Francisco	Pacific Area Office	CA	San Francisco	Bay Area		
94203	Sacramento		CA	Sacramento	Nor Cal		
94204	Sacramento		CA	Sacramento	Nor Cal		
94205	Sacramento		CA	Sacramento	Nor Cal		
94206	Sacramento		CA	Sacramento	Nor Cal		
94207	Sacramento		CA	Sacramento	Nor Cal		
94208	Sacramento		CA	Sacramento	Nor Cal		
94209	Sacramento		CA	Sacramento	Nor Cal		
94211	Sacramento		CA	Sacramento	Nor Cal		
94229	Sacramento		CA	Sacramento	Nor Cal		
94230	Sacramento		CA	Sacramento	Nor Cal		
94232	Sacramento		CA	Sacramento	Nor Cal		
94234	Sacramento		CA	Sacramento	Nor Cal		
94235	Sacramento		CA	Sacramento	Nor Cal		
94236	Sacramento		CA	Sacramento	Nor Cal		
94237	Sacramento		CA	Sacramento	Nor Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
94239	Sacramento		CA	Sacramento	Nor Cal		
94240	Sacramento		CA	Sacramento	Nor Cal		
94244	Sacramento		CA	Sacramento	Nor Cal		
94245	Sacramento		CA	Sacramento	Nor Cal		
94246	Sacramento		CA	Sacramento	Nor Cal		
94247	Sacramento		CA	Sacramento	Nor Cal		
94248	Sacramento		CA	Sacramento	Nor Cal		
94249	Sacramento		CA	Sacramento	Nor Cal		
94250	Sacramento		CA	Sacramento	Nor Cal		
94252	Sacramento		CA	Sacramento	Nor Cal		
94254	Sacramento		CA	Sacramento	Nor Cal		
94256	Sacramento		CA	Sacramento	Nor Cal		
94257	Sacramento		CA	Sacramento	Nor Cal		
94258	Sacramento		CA	Sacramento	Nor Cal		
94259	Sacramento		CA	Sacramento	Nor Cal		
94261	Sacramento		CA	Sacramento	Nor Cal		
94262	Sacramento		CA	Sacramento	Nor Cal		
94263	Sacramento		CA	Sacramento	Nor Cal		
94267	Sacramento		CA	Sacramento	Nor Cal		
94268	Sacramento		CA	Sacramento	Nor Cal		
94269	Sacramento		CA	Sacramento	Nor Cal		
94271	Sacramento		CA	Sacramento	Nor Cal		
94273	Sacramento		CA	Sacramento	Nor Cal		
94274	Sacramento		CA	Sacramento	Nor Cal		
94277	Sacramento		CA	Sacramento	Nor Cal		
94278	Sacramento		CA	Sacramento	Nor Cal		
94279	Sacramento		CA	Sacramento	Nor Cal		
94280	Sacramento		CA	Sacramento	Nor Cal		
94282	Sacramento		CA	Sacramento	Nor Cal		
94283	Sacramento		CA	Sacramento	Nor Cal		
94284	Sacramento		CA	Sacramento	Nor Cal		
94285	Sacramento		CA	Sacramento	Nor Cal		
94286	Sacramento		CA	Sacramento	Nor Cal		
94287	Sacramento		CA	Sacramento	Nor Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
94288	Sacramento		CA	Sacramento	Nor Cal		
94289	Sacramento		CA	Sacramento	Nor Cal		
94290	Sacramento		CA	Sacramento	Nor Cal		
94291	Sacramento		CA	Sacramento	Nor Cal		
94293	Sacramento		CA	Sacramento	Nor Cal		
94294	Sacramento		CA	Sacramento	Nor Cal		
94295	Sacramento		CA	Sacramento	Nor Cal		
94296	Sacramento		CA	Sacramento	Nor Cal		
94297	Sacramento		CA	Sacramento	Nor Cal		
94298	Sacramento		CA	Sacramento	Nor Cal		
94299	Sacramento		CA	Sacramento	Nor Cal		
94301	Palo Alto		CA	Santa Clara	Bay Area		
94302	Palo Alto		CA	Santa Clara	Bay Area		
94303	Palo Alto	E Palo Alto, East Palo Alto	CA	Santa Clara	Bay Area		
94304	Palo Alto		CA	Santa Clara	Bay Area		
94305	Stanford	Palo Alto	CA	Santa Clara	Bay Area		
94306	Palo Alto		CA	Santa Clara	Bay Area		
94309	Palo Alto	Stanford	CA	Santa Clara	Bay Area		
94401	San Mateo		CA	San Mateo	Bay Area		
94402	San Mateo		CA	San Mateo	Bay Area		
94403	San Mateo		CA	San Mateo	Bay Area		
94404	San Mateo	Foster City	CA	San Mateo	Bay Area		
94497	San Mateo		CA	San Mateo	Bay Area		
94501	Alameda		CA	Alameda	Bay Area		
94502	Alameda		CA	Alameda	Bay Area		
94503	American Canyon	American Cyn, Vallejo	CA	Napa	Nor Cal		
94505	Discovery Bay	Byron	CA	Contra Costa	Bay Area		
94506	Danville	Blackhawk	CA	Contra Costa	Bay Area		
94507	Alamo		CA	Contra Costa	Bay Area		
94508	Angwin		CA	Napa	Nor Cal		
94509	Antioch		CA	Contra Costa	Bay Area		
94510	Benicia		CA	Solano	Bay Area		
94511	Bethel Island		CA	Contra Costa	Bay Area		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
94512	Birds Landing		CA	Solano	Bay Area		
94513	Brentwood		CA	Contra Costa	Bay Area		
94514	Byron	Discovery Bay	CA	Contra Costa	Bay Area		
94515	Calistoga		CA	Napa	Nor Cal		
94516	Canyon		CA	Contra Costa	Bay Area		
94517	Clayton		CA	Contra Costa	Bay Area		
94518	Concord		CA	Contra Costa	Bay Area		
94519	Concord		CA	Contra Costa	Bay Area		
94520	Concord		CA	Contra Costa	Bay Area		
94521	Concord		CA	Contra Costa	Bay Area		
94522	Concord		CA	Contra Costa	Bay Area		
94523	Pleasant Hill	Concord	CA	Contra Costa	Bay Area		
94524	Concord		CA	Contra Costa	Bay Area		
94525	Crockett		CA	Contra Costa	Bay Area		
94526	Danville		CA	Contra Costa	Bay Area		
94527	Concord		CA	Contra Costa	Bay Area		
94528	Diablo		CA	Contra Costa	Bay Area		
94529	Concord		CA	Contra Costa	Bay Area		
94530	El Cerrito		CA	Contra Costa	Bay Area		
94531	Antioch		CA	Contra Costa	Bay Area		
94533	Fairfield		CA	Solano	Bay Area		
94534	Fairfield	Suisun City	CA	Solano	Bay Area		
94535	Travis Afb	Fairfield	CA	Solano	Bay Area		
94536	Fremont		CA	Alameda	Bay Area		
94537	Fremont		CA	Alameda	Bay Area		
94538	Fremont		CA	Alameda	Bay Area		
94539	Fremont		CA	Alameda	Bay Area		
94540	Hayward		CA	Alameda	Bay Area		
94541	Hayward		CA	Alameda	Bay Area		
94542	Hayward		CA	Alameda	Bay Area		
94543	Hayward		CA	Alameda	Bay Area		
94544	Hayward		CA	Alameda	Bay Area		
94545	Hayward		CA	Alameda	Bay Area		
94546	Castro Valley	Hayward	CA	Alameda	Bay Area		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
94547	Hercules	Rodeo	CA	Contra Costa	Bay Area		
94548	Knightsen		CA	Contra Costa	Bay Area		
94549	Lafayette		CA	Contra Costa	Bay Area		
94550	Livermore		CA	Alameda	Bay Area		
94551	Livermore		CA	Alameda	Bay Area		
94552	Castro Valley	Hayward	CA	Alameda	Bay Area		
94553	Martinez	Briones, Pacheco	CA	Contra Costa	Bay Area		
94555	Fremont		CA	Alameda	Bay Area		
94556	Moraga		CA	Contra Costa	Bay Area		
94557	Hayward	Mount Eden	CA	Alameda	Bay Area		
94558	Napa	Spanish Flat	CA	Napa	Nor Cal		
94559	Napa		CA	Napa	Nor Cal		
94560	Newark		CA	Alameda	Bay Area		
94561	Oakley		CA	Contra Costa	Bay Area		
94562	Oakville		CA	Napa	Nor Cal		
94563	Orinda		CA	Contra Costa	Bay Area		
94564	Pinole		CA	Contra Costa	Bay Area		
94565	Pittsburg	Bay Point	CA	Contra Costa	Bay Area		
94566	Pleasanton		CA	Alameda	Bay Area		
94567	Pope Valley		CA	Napa	Nor Cal		
94568	Dublin	Pleasanton	CA	Alameda	Bay Area		
94569	Port Costa		CA	Contra Costa	Bay Area		
94570	Moraga		CA	Contra Costa	Bay Area		
94571	Rio Vista		CA	Solano	Bay Area		
94572	Rodeo		CA	Contra Costa	Bay Area		
94573	Rutherford		CA	Napa	Nor Cal		
94574	Saint Helena		CA	Napa	Nor Cal		
94575	Moraga		CA	Contra Costa	Bay Area		
94576	Deer Park	Angwin	CA	Napa	Nor Cal		
94577	San Leandro		CA	Alameda	Bay Area		
94578	San Leandro		CA	Alameda	Bay Area		
94579	San Leandro		CA	Alameda	Bay Area		
94580	San Lorenzo		CA	Alameda	Bay Area		
94581	Napa		CA	Napa	Nor Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
94582	San Ramon		CA	Contra Costa	Bay Area		
94583	San Ramon		CA	Contra Costa	Bay Area		
94585	Suisun City	Birds Lndg	CA	Solano	Bay Area		
94586	Sunol		CA	Alameda	Bay Area		
94587	Union City		CA	Alameda	Bay Area		
94588	Pleasanton		CA	Alameda	Bay Area		
94589	Vallejo	American Canyon, American Cyn	CA	Solano	Bay Area		
94590	Vallejo		CA	Solano	Bay Area		
94591	Vallejo		CA	Solano	Bay Area		
94592	Vallejo		CA	Solano	Bay Area		
94595	Walnut Creek		CA	Contra Costa	Bay Area		
94596	Walnut Creek		CA	Contra Costa	Bay Area		
94597	Walnut Creek		CA	Contra Costa	Bay Area		
94598	Walnut Creek		CA	Contra Costa	Bay Area		
94599	Yountville		CA	Napa	Nor Cal		
94601	Oakland		CA	Alameda	Bay Area		
94602	Oakland	Piedmont	CA	Alameda	Bay Area		
94603	Oakland		CA	Alameda	Bay Area		
94604	Oakland		CA	Alameda	Bay Area		
94605	Oakland		CA	Alameda	Bay Area		
94606	Oakland		CA	Alameda	Bay Area		
94607	Oakland		CA	Alameda	Bay Area		
94608	Emeryville	Oakland	CA	Alameda	Bay Area		
94609	Oakland		CA	Alameda	Bay Area		
94610	Oakland	Piedmont	CA	Alameda	Bay Area		
94611	Oakland	Piedmont	CA	Alameda	Bay Area		
94612	Oakland		CA	Alameda	Bay Area		
94613	Oakland		CA	Alameda	Bay Area		
94614	Oakland		CA	Alameda	Bay Area		
94615	Oakland		CA	Alameda	Bay Area		
94617	Oakland		CA	Alameda	Bay Area		
94618	Oakland	Piedmont	CA	Alameda	Bay Area		
94619	Oakland		CA	Alameda	Bay Area		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
94620	Piedmont	Oakland	CA	Alameda	Bay Area		
94621	Oakland		CA	Alameda	Bay Area		
94622	Oakland		CA	Alameda	Bay Area		
94623	Oakland		CA	Alameda	Bay Area		
94624	Oakland		CA	Alameda	Bay Area		
94625	Oakland		CA	Alameda	Bay Area		
94649	Oakland		CA	Alameda	Bay Area		
94659	Oakland		CA	Alameda	Bay Area		
94660	Oakland		CA	Alameda	Bay Area		
94661	Oakland		CA	Alameda	Bay Area		
94662	Emeryville	Oakland	CA	Alameda	Bay Area		
94666	Oakland		CA	Alameda	Bay Area		
94701	Berkeley		CA	Alameda	Bay Area		
94702	Berkeley		CA	Alameda	Bay Area		
94703	Berkeley		CA	Alameda	Bay Area		
94704	Berkeley		CA	Alameda	Bay Area		
94705	Berkeley		CA	Alameda	Bay Area		
94706	Albany	Berkeley, Kensington	CA	Alameda	Bay Area		
94707	Berkeley	Albany, Kensington	CA	Alameda	Bay Area		
94708	Berkeley	Kensington	CA	Alameda	Bay Area		
94709	Berkeley		CA	Alameda	Bay Area		
94710	Berkeley	Albany	CA	Alameda	Bay Area		
94712	Berkeley		CA	Alameda	Bay Area		
94720	Berkeley	Uc Berkeley	CA	Alameda	Bay Area		
		N Richmond, North Richmond, Point Richmond, Pt Richmond					
94801	Richmond		CA	Contra Costa	Bay Area		
94802	Richmond		CA	Contra Costa	Bay Area		
94803	El Sobrante	Richmond, San Pablo	CA	Contra Costa	Bay Area		
94804	Richmond		CA	Contra Costa	Bay Area		
94805	Richmond		CA	Contra Costa	Bay Area		
94806	San Pablo	Hilltop Mall, Richmond	CA	Contra Costa	Bay Area		
94807	Richmond		CA	Contra Costa	Bay Area		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
94808	Richmond		CA	Contra Costa	Bay Area		
94820	El Sobrante	Richmond	CA	Contra Costa	Bay Area		
94850	Richmond		CA	Contra Costa	Bay Area		
94901	San Rafael	San Anselmo	CA	Marin	Nor Cal		
94903	San Rafael		CA	Marin	Nor Cal		
94904	Greenbrae	Kentfield	CA	Marin	Nor Cal		
94912	San Rafael		CA	Marin	Nor Cal		
94913	San Rafael		CA	Marin	Nor Cal		
94914	Kentfield		CA	Marin	Nor Cal		
94915	San Rafael		CA	Marin	Nor Cal		
94920	Belvedere Tiburon	Bel Tiburon, Belvedere, Tiburon	CA	Marin	Nor Cal		
94922	Bodega		CA	Sonoma	Nor Cal		
94923	Bodega Bay		CA	Sonoma	Nor Cal		
94924	Bolinas		CA	Marin	Nor Cal		
94925	Corte Madera		CA	Marin	Nor Cal		
94926	Rohnert Park	Cotati	CA	Sonoma	Nor Cal		
94927	Rohnert Park	Cotati	CA	Sonoma	Nor Cal		
94928	Rohnert Park	Cotati	CA	Sonoma	Nor Cal		
94929	Dillon Beach		CA	Marin	Nor Cal		
94930	Fairfax		CA	Marin	Nor Cal		
94931	Cotati		CA	Sonoma	Nor Cal		
94933	Forest Knolls		CA	Marin	Nor Cal		
94937	Inverness		CA	Marin	Nor Cal		
94938	Lagunitas		CA	Marin	Nor Cal		
94939	Larkspur		CA	Marin	Nor Cal		
94940	Marshall		CA	Marin	Nor Cal		
94941	Mill Valley		CA	Marin	Nor Cal		
94942	Mill Valley		CA	Marin	Nor Cal		
94945	Novato		CA	Marin	Nor Cal		
94946	Nicasio		CA	Marin	Nor Cal		
94947	Novato		CA	Marin	Nor Cal		
94948	Novato		CA	Marin	Nor Cal		
94949	Novato		CA	Marin	Nor Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
94950	Olema		CA	Marin	Nor Cal		
94951	Penngrove		CA	Sonoma	Nor Cal		
94952	Petaluma		CA	Sonoma	Nor Cal		
94953	Petaluma		CA	Sonoma	Nor Cal		
94954	Petaluma		CA	Sonoma	Nor Cal		
94955	Petaluma		CA	Sonoma	Nor Cal		
94956	Point Reyes Station	Pt Reyes Sta	CA	Marin	Nor Cal		
94957	Ross		CA	Marin	Nor Cal		
94960	San Anselmo		CA	Marin	Nor Cal		
94963	San Geronimo		CA	Marin	Nor Cal		
94964	San Quentin		CA	Marin	Nor Cal		
94965	Sausalito	Muir Beach	CA	Marin	Nor Cal		
94966	Sausalito		CA	Marin	Nor Cal		
94970	Stinson Beach		CA	Marin	Nor Cal		
94971	Tomales		CA	Marin	Nor Cal		
94972	Valley Ford		CA	Marin	Nor Cal		
94973	Woodacre		CA	Marin	Nor Cal		
94974	San Quentin		CA	Marin	Nor Cal		
94975	Petaluma		CA	Sonoma	Nor Cal		
94976	Corte Madera		CA	Marin	Nor Cal		
94977	Larkspur		CA	Marin	Nor Cal		
94978	Fairfax		CA	Marin	Nor Cal		
94979	San Anselmo		CA	Marin	Nor Cal		
94998	Novato		CA	Marin	Nor Cal		
94999	Petaluma		CA	Sonoma	Nor Cal		
95001	Aptos		CA	Santa Cruz	Bay Area		
95002	Alviso		CA	Santa Clara	Bay Area		
95003	Aptos		CA	Santa Cruz	Bay Area		
95004	Aromas		CA	Monterey	Cen Cal		
95005	Ben Lomond		CA	Santa Cruz	Bay Area		
95006	Boulder Creek		CA	Santa Cruz	Bay Area		
95007	Brookdale		CA	Santa Cruz	Bay Area		
95008	Campbell		CA	Santa Clara	Bay Area		
95009	Campbell		CA	Santa Clara	Bay Area		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
95010	Capitola		CA	Santa Cruz	Bay Area		
95011	Campbell		CA	Santa Clara	Bay Area		
95012	Castroville		CA	Monterey	Cen Cal		
95013	Coyote		CA	Santa Clara	Bay Area		
95014	Cupertino	Monte Vista, Permanente	CA	Santa Clara	Bay Area		
95015	Cupertino		CA	Santa Clara	Bay Area		
95017	Davenport		CA	Santa Cruz	Bay Area		
95018	Felton		CA	Santa Cruz	Bay Area		
95019	Freedom		CA	Santa Cruz	Bay Area		
95020	Gilroy		CA	Santa Clara	Bay Area		
95021	Gilroy		CA	Santa Clara	Bay Area		
95023	Hollister		CA	San Benito	Bay Area		
95024	Hollister		CA	San Benito	Bay Area		
95026	Holy City		CA	Santa Clara	Bay Area		
95030	Los Gatos	Monte Sereno	CA	Santa Clara	Bay Area		
95031	Los Gatos		CA	Santa Clara	Bay Area		
95032	Los Gatos		CA	Santa Clara	Bay Area		
95033	Los Gatos		CA	Santa Cruz	Bay Area		
95035	Milpitas		CA	Santa Clara	Bay Area		
95036	Milpitas		CA	Santa Clara	Bay Area		
95037	Morgan Hill		CA	Santa Clara	Bay Area		
95038	Morgan Hill		CA	Santa Clara	Bay Area		
95039	Moss Landing		CA	Monterey	Cen Cal		
95041	Mount Hermon		CA	Santa Cruz	Bay Area		
95042	New Almaden		CA	Santa Clara	Bay Area		
95043	Paicines		CA	San Benito	Bay Area		
95044	Redwood Estates	Redwood Est	CA	Santa Clara	Bay Area		
95045	San Juan Bautista	Sn Jun Batsta	CA	San Benito	Bay Area		
95046	San Martin		CA	Santa Clara	Bay Area		
95050	Santa Clara		CA	Santa Clara	Bay Area		
95051	Santa Clara		CA	Santa Clara	Bay Area		
95052	Santa Clara		CA	Santa Clara	Bay Area		
95053	Santa Clara		CA	Santa Clara	Bay Area		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
95054	Santa Clara		CA	Santa Clara	Bay Area		
95055	Santa Clara		CA	Santa Clara	Bay Area		
95056	Santa Clara		CA	Santa Clara	Bay Area		
95060	Santa Cruz	Bonny Doon, Scotts Valley	CA	Santa Cruz	Bay Area		
95061	Santa Cruz		CA	Santa Cruz	Bay Area		
95062	Santa Cruz		CA	Santa Cruz	Bay Area		
95063	Santa Cruz		CA	Santa Cruz	Bay Area		
95064	Santa Cruz		CA	Santa Cruz	Bay Area		
95065	Santa Cruz		CA	Santa Cruz	Bay Area		
95066	Scotts Valley	Santa Cruz	CA	Santa Cruz	Bay Area		
95067	Scotts Valley	Santa Cruz	CA	Santa Cruz	Bay Area		
95070	Saratoga		CA	Santa Clara	Bay Area		
95071	Saratoga		CA	Santa Clara	Bay Area		
95073	Soquel		CA	Santa Cruz	Bay Area		
95075	Tres Pinos		CA	San Benito	Bay Area		
95076	Watsonville	Corralitos, La Selva Bch, La Selva Beach, Mt Madonna, Pajaro, Royal Oaks	CA	Santa Cruz	Bay Area		
95077	Watsonville		CA	Santa Cruz	Bay Area		
95101	San Jose		CA	Santa Clara	Bay Area		
95103	San Jose		CA	Santa Clara	Bay Area		
95106	San Jose		CA	Santa Clara	Bay Area		
95108	San Jose		CA	Santa Clara	Bay Area		
95109	San Jose		CA	Santa Clara	Bay Area		
95110	San Jose		CA	Santa Clara	Bay Area		
95111	San Jose		CA	Santa Clara	Bay Area		
95112	San Jose		CA	Santa Clara	Bay Area		
95113	San Jose		CA	Santa Clara	Bay Area		
95115	San Jose		CA	Santa Clara	Bay Area		
95116	San Jose		CA	Santa Clara	Bay Area		
95117	San Jose		CA	Santa Clara	Bay Area		
95118	San Jose		CA	Santa Clara	Bay Area		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
95119	San Jose		CA	Santa Clara	Bay Area		
95120	San Jose		CA	Santa Clara	Bay Area		
95121	San Jose		CA	Santa Clara	Bay Area		
95122	San Jose		CA	Santa Clara	Bay Area		
95123	San Jose		CA	Santa Clara	Bay Area		
95124	San Jose		CA	Santa Clara	Bay Area		
95125	San Jose		CA	Santa Clara	Bay Area		
95126	San Jose		CA	Santa Clara	Bay Area		
95127	San Jose		CA	Santa Clara	Bay Area		
95128	San Jose		CA	Santa Clara	Bay Area		
95129	San Jose		CA	Santa Clara	Bay Area		
95130	San Jose		CA	Santa Clara	Bay Area		
95131	San Jose		CA	Santa Clara	Bay Area		
95132	San Jose		CA	Santa Clara	Bay Area		
95133	San Jose		CA	Santa Clara	Bay Area		
95134	San Jose		CA	Santa Clara	Bay Area		
95135	San Jose		CA	Santa Clara	Bay Area		
95136	San Jose		CA	Santa Clara	Bay Area		
95138	San Jose		CA	Santa Clara	Bay Area		
95139	San Jose		CA	Santa Clara	Bay Area		
95140	Mount Hamilton	Mt Hamilton, San Jose	CA	Santa Clara	Bay Area		
95141	San Jose		CA	Santa Clara	Bay Area		
95148	San Jose		CA	Santa Clara	Bay Area		
95150	San Jose		CA	Santa Clara	Bay Area		
95151	San Jose		CA	Santa Clara	Bay Area		
95152	San Jose		CA	Santa Clara	Bay Area		
95153	San Jose		CA	Santa Clara	Bay Area		
95154	San Jose		CA	Santa Clara	Bay Area		
95155	San Jose		CA	Santa Clara	Bay Area		
95156	San Jose		CA	Santa Clara	Bay Area		
95157	San Jose		CA	Santa Clara	Bay Area		
95158	San Jose		CA	Santa Clara	Bay Area		
95159	San Jose		CA	Santa Clara	Bay Area		
95160	San Jose		CA	Santa Clara	Bay Area		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
95161	San Jose		CA	Santa Clara	Bay Area		
95164	San Jose		CA	Santa Clara	Bay Area		
95170	San Jose		CA	Santa Clara	Bay Area		
95172	San Jose		CA	Santa Clara	Bay Area		
95173	San Jose		CA	Santa Clara	Bay Area		
95190	San Jose		CA	Santa Clara	Bay Area		
95191	San Jose		CA	Santa Clara	Bay Area		
95192	San Jose		CA	Santa Clara	Bay Area		
95193	San Jose		CA	Santa Clara	Bay Area		
95194	San Jose		CA	Santa Clara	Bay Area		
95196	San Jose		CA	Santa Clara	Bay Area		
95201	Stockton		CA	San Joaquin	Cen Cal		
95202	Stockton		CA	San Joaquin	Cen Cal		
95203	Stockton		CA	San Joaquin	Cen Cal		
95204	Stockton		CA	San Joaquin	Cen Cal		
95205	Stockton		CA	San Joaquin	Cen Cal		
95206	Stockton		CA	San Joaquin	Cen Cal		
95207	Stockton		CA	San Joaquin	Cen Cal		
95208	Stockton		CA	San Joaquin	Cen Cal		
95209	Stockton		CA	San Joaquin	Cen Cal		
95210	Stockton		CA	San Joaquin	Cen Cal		
95211	Stockton		CA	San Joaquin	Cen Cal		
95212	Stockton	Morada	CA	San Joaquin	Cen Cal		
95213	Stockton		CA	San Joaquin	Cen Cal		
95214	Stockton		CA	San Joaquin	Cen Cal		
95215	Stockton		CA	San Joaquin	Cen Cal		
95219	Stockton		CA	San Joaquin	Cen Cal		
95220	Acampo		CA	San Joaquin	Cen Cal		
95221	Altaville	Angels Camp	CA	Calaveras	Cen Cal		
95222	Angels Camp		CA	Calaveras	Cen Cal		
95223	Arnold	Bear Valley, Camp Connell	CA	Calaveras	Cen Cal		
95224	Avery		CA	Calaveras	Cen Cal		
95225	Burson		CA	Calaveras	Cen Cal		

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95226	Campo Seco	Valley Spgs, Valley Springs	CA	Calaveras	Cen Cal		
95227	Clements		CA	San Joaquin	Cen Cal		
95228	Copperopolis		CA	Calaveras	Cen Cal		
95229	Douglas Flat	Vallecito	CA	Calaveras	Cen Cal		
95230	Farmington		CA	San Joaquin	Cen Cal		
95231	French Camp		CA	San Joaquin	Cen Cal		
95232	Glencoe		CA	Calaveras	Cen Cal		
95233	Hathaway Pines	Hathaway Pnes	CA	Calaveras	Cen Cal		
95234	Holt		CA	San Joaquin	Cen Cal		
95236	Linden		CA	San Joaquin	Cen Cal		
95237	Lockeford		CA	San Joaquin	Cen Cal		
95240	Lodi		CA	San Joaquin	Cen Cal		
95241	Lodi		CA	San Joaquin	Cen Cal		
95242	Lodi		CA	San Joaquin	Cen Cal		
95245	Mokelumne Hill	Mokelumne Hl	CA	Calaveras	Cen Cal		
95246	Mountain Ranch	Mtn Ranch, Sheep Ranch	CA	Calaveras	Cen Cal		
95247	Murphys		CA	Calaveras	Cen Cal		
95248	Rail Road Flat	Rail Rd Flat	CA	Calaveras	Cen Cal		
95249	San Andreas		CA	Calaveras	Cen Cal		
95250	San Andreas	Sheep Ranch	CA	Calaveras	Cen Cal		
95251	Vallecito		CA	Calaveras	Cen Cal		
95252	Valley Springs	Valley Spgs	CA	Calaveras	Cen Cal		
95253	Victor		CA	San Joaquin	Cen Cal		
95254	Wallace		CA	Calaveras	Cen Cal		
95255	West Point		CA	Calaveras	Cen Cal		
95257	Wilseyville		CA	Calaveras	Cen Cal		
95258	Woodbridge		CA	San Joaquin	Cen Cal		
95267	Stockton		CA	San Joaquin	Cen Cal		
95269	Stockton		CA	San Joaquin	Cen Cal		
95296	Stockton	Lyoth	CA	San Joaquin	Cen Cal		
95297	Stockton		CA	San Joaquin	Cen Cal		
95301	Atwater		CA	Merced	Cen Cal		

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95303	Ballico		CA	Merced	Cen Cal		
95304	Tracy	Banta	CA	San Joaquin	Cen Cal		
95305	Big Oak Flat		CA	Tuolumne	Cen Cal		
95306	Catheys Valley	Catheys Vly	CA	Mariposa	Cen Cal		
95307	Ceres		CA	Stanislaus	Cen Cal		
95309	Chinese Camp		CA	Tuolumne	Cen Cal		
95310	Columbia		CA	Tuolumne	Cen Cal		
95311	Coulterville		CA	Mariposa	Cen Cal		
95312	Cressey		CA	Merced	Cen Cal		
95313	Crows Landing		CA	Stanislaus	Cen Cal		
95314	Pinecrest	Dardanelle	CA	Tuolumne	Cen Cal		
95315	Delhi		CA	Merced	Cen Cal		
95316	Denair		CA	Stanislaus	Cen Cal		
95317	El Nido		CA	Merced	Cen Cal		
95318	El Portal		CA	Mariposa	Cen Cal		
95319	Empire		CA	Stanislaus	Cen Cal		
95320	Escalon		CA	San Joaquin	Cen Cal		
95321	Groveland		CA	Tuolumne	Cen Cal		
95322	Gustine	Santa Nella	CA	Merced	Cen Cal		
95323	Hickman		CA	Stanislaus	Cen Cal		
95324	Hilmar		CA	Merced	Cen Cal		
95325	Hornitos		CA	Mariposa	Cen Cal		
95326	Hughson		CA	Stanislaus	Cen Cal		
95327	Jamestown		CA	Tuolumne	Cen Cal		
95328	Keyes		CA	Stanislaus	Cen Cal		
95329	La Grange		CA	Tuolumne	Cen Cal		
95330	Lathrop		CA	San Joaquin	Cen Cal		
95333	Le Grand		CA	Merced	Cen Cal		
95334	Livingston		CA	Merced	Cen Cal		
95335	Long Barn	Cold Springs	CA	Tuolumne	Cen Cal		
95336	Manteca		CA	San Joaquin	Cen Cal		
95337	Manteca		CA	San Joaquin	Cen Cal		
95338	Mariposa		CA	Mariposa	Cen Cal		
95340	Merced		CA	Merced	Cen Cal		

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95341	Merced		CA	Merced	Cen Cal		
95343	Merced		CA	Merced	Cen Cal		
95344	Merced		CA	Merced	Cen Cal		
95345	Midpines		CA	Mariposa	Cen Cal		
95346	Mi Wuk Village	Mi Wuk Vlg	CA	Tuolumne	Cen Cal		
95347	Moccasin		CA	Tuolumne	Cen Cal		
95348	Merced		CA	Merced	Cen Cal		
95350	Modesto		CA	Stanislaus	Cen Cal		
95351	Modesto		CA	Stanislaus	Cen Cal		
95352	Modesto		CA	Stanislaus	Cen Cal		
95353	Modesto		CA	Stanislaus	Cen Cal		
95354	Modesto		CA	Stanislaus	Cen Cal		
95355	Modesto		CA	Stanislaus	Cen Cal		
95356	Modesto		CA	Stanislaus	Cen Cal		
95357	Modesto		CA	Stanislaus	Cen Cal		
95358	Modesto		CA	Stanislaus	Cen Cal		
95360	Newman		CA	Stanislaus	Cen Cal		
95361	Oakdale	Knights Ferry, Valley Home	CA	Stanislaus	Cen Cal		
95363	Patterson		CA	Stanislaus	Cen Cal		
95364	Pinecrest	Dardanelle	CA	Tuolumne	Cen Cal		
95365	Planada		CA	Merced	Cen Cal		
95366	Ripon		CA	San Joaquin	Cen Cal		
95367	Riverbank		CA	Stanislaus	Cen Cal		
95368	Salida		CA	Stanislaus	Cen Cal		
95369	Snelling		CA	Merced	Cen Cal		
95370	Sonora		CA	Tuolumne	Cen Cal		
95372	Soulsbyville		CA	Tuolumne	Cen Cal		
95373	Standard	Sonora	CA	Tuolumne	Cen Cal		
95374	Stevenson		CA	Merced	Cen Cal		
95375	Strawberry	Pinecrest	CA	Tuolumne	Cen Cal		
95376	Tracy		CA	San Joaquin	Cen Cal		
95377	Tracy		CA	San Joaquin	Cen Cal		
95378	Tracy		CA	San Joaquin	Cen Cal		

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95379	Tuolumne		CA	Tuolumne	Cen Cal		
95380	Turlock		CA	Stanislaus	Cen Cal		
95381	Turlock		CA	Stanislaus	Cen Cal		
95382	Turlock		CA	Stanislaus	Cen Cal		
95383	Twain Harte		CA	Tuolumne	Cen Cal		
95385	Vernalis	Tracy	CA	Stanislaus	Cen Cal		
95386	Waterford		CA	Stanislaus	Cen Cal		
95387	Westley		CA	Stanislaus	Cen Cal		
95388	Winton		CA	Merced	Cen Cal		
95389	Yosemite National Park	Tuolumne Mdws, Tuolumne Meadows, Wawona, Yosemite Ntpk	CA	Mariposa	Cen Cal		
95391	Tracy	Mountain House, Mtn House	CA	San Joaquin	Cen Cal		
95397	Modesto		CA	Stanislaus	Cen Cal		
95401	Santa Rosa		CA	Sonoma	Nor Cal		
95402	Santa Rosa		CA	Sonoma	Nor Cal		
95403	Santa Rosa	Larkfield	CA	Sonoma	Nor Cal		
95404	Santa Rosa		CA	Sonoma	Nor Cal		
95405	Santa Rosa		CA	Sonoma	Nor Cal		
95406	Santa Rosa		CA	Sonoma	Nor Cal		
95407	Santa Rosa		CA	Sonoma	Nor Cal		
95409	Santa Rosa	Kenwood	CA	Sonoma	Nor Cal		
95410	Albion		CA	Mendocino	Nor Cal*	Far NorCal	
95412	Annapolis		CA	Sonoma	Nor Cal		
95415	Boonville		CA	Mendocino	Nor Cal*	Far NorCal	
95416	Boyes Hot Springs	Boyes Hot Spg	CA	Sonoma	Nor Cal		
95417	Branscomb	Laytonville	CA	Mendocino	Nor Cal*	Far NorCal	
95418	Calpella	Ukiah	CA	Mendocino	Nor Cal*	Far NorCal	
95419	Camp Meeker		CA	Sonoma	Nor Cal		
95420	Caspar		CA	Mendocino	Nor Cal*	Far NorCal	
95421	Cazadero		CA	Sonoma	Nor Cal		
95422	Clearlake		CA	Lake	Nor Cal*	Far NorCal	

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95423	Clearlake Oaks	Clearlake Oks	CA	Lake	Nor Cal*	Far NorCal	
95424	Clearlake Park	Clearlake Pk	CA	Lake	Nor Cal*	Far NorCal	
95425	Cloverdale		CA	Sonoma	Nor Cal		
95426	Cobb		CA	Lake	Nor Cal*	Far NorCal	
95427	Comptche		CA	Mendocino	Nor Cal*	Far NorCal	
95428	Covelo		CA	Mendocino	Nor Cal*	Far NorCal	
95429	Dos Rios		CA	Mendocino	Nor Cal*	Far NorCal	
95430	Duncans Mills		CA	Sonoma	Nor Cal		
95431	Eldridge		CA	Sonoma	Nor Cal		
95432	Elk		CA	Mendocino	Nor Cal*	Far NorCal	
95433	El Verano		CA	Sonoma	Nor Cal		
95435	Finley		CA	Lake	Nor Cal*	Far NorCal	
95436	Forestville		CA	Sonoma	Nor Cal		
95437	Fort Bragg		CA	Mendocino	Nor Cal*	Far NorCal	
95439	Fulton		CA	Sonoma	Nor Cal		
95441	Geyserville		CA	Sonoma	Nor Cal		
95442	Glen Ellen		CA	Sonoma	Nor Cal		
95443	Glenhaven		CA	Lake	Nor Cal*	Far NorCal	
95444	Graton		CA	Sonoma	Nor Cal		
95445	Gualala		CA	Mendocino	Nor Cal*	Far NorCal	
95446	Guerneville		CA	Sonoma	Nor Cal		
95448	Healdsburg		CA	Sonoma	Nor Cal		
95449	Hopland		CA	Mendocino	Nor Cal*	Far NorCal	
95450	Jenner		CA	Sonoma	Nor Cal		
95451	Kelseyville		CA	Lake	Nor Cal*	Far NorCal	
95452	Kenwood		CA	Sonoma	Nor Cal		
95453	Lakeport		CA	Lake	Nor Cal*	Far NorCal	
95454	Laytonville		CA	Mendocino	Nor Cal*	Far NorCal	
95456	Little River	Littleriver	CA	Mendocino	Nor Cal*	Far NorCal	
95457	Lower Lake		CA	Lake	Nor Cal*	Far NorCal	
95458	Lucerne		CA	Lake	Nor Cal*	Far NorCal	
95459	Manchester		CA	Mendocino	Nor Cal*	Far NorCal	
95460	Mendocino		CA	Mendocino	Nor Cal*	Far NorCal	
95461	Middletown	Loch Lomond	CA	Lake	Nor Cal*	Far NorCal	

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95462	Monte Rio	Russian River, Russian River Mdws	CA	Sonoma	Nor Cal		
95463	Navarro		CA	Mendocino	Nor Cal*	Far NorCal	
95464	Nice		CA	Lake	Nor Cal*	Far NorCal	
95465	Occidental		CA	Sonoma	Nor Cal		
95466	Philo		CA	Mendocino	Nor Cal*	Far NorCal	
95467	Hidden Valley Lake	Hidden VI Lk	CA	Lake	Nor Cal*	Far NorCal	
95468	Point Arena		CA	Mendocino	Nor Cal*	Far NorCal	
95469	Potter Valley		CA	Mendocino	Nor Cal*	Far NorCal	
95470	Redwood Valley	Redwood Vly	CA	Mendocino	Nor Cal*	Far NorCal	
95471	Rio Nido		CA	Sonoma	Nor Cal		
95472	Sebastopol	Freestone	CA	Sonoma	Nor Cal		
95473	Sebastopol		CA	Sonoma	Nor Cal		
95476	Sonoma		CA	Sonoma	Nor Cal		
95480	Stewarts Point	Stewarts Pt	CA	Sonoma	Nor Cal		
95481	Talmage		CA	Mendocino	Nor Cal*	Far NorCal	
95482	Ukiah		CA	Mendocino	Nor Cal*	Far NorCal	
95485	Upper Lake		CA	Lake	Nor Cal*	Far NorCal	
95486	Villa Grande		CA	Sonoma	Nor Cal		
95487	Vineburg		CA	Sonoma	Nor Cal		
95488	Westport		CA	Mendocino	Nor Cal*	Far NorCal	
95490	Willits		CA	Mendocino	Nor Cal*	Far NorCal	
95492	Windsor		CA	Sonoma	Nor Cal		
95493	Witter Springs	Upper Lake, Witter Spgs	CA	Lake	Nor Cal*	Far NorCal	
95494	Yorkville		CA	Mendocino	Nor Cal*	Far NorCal	
95497	The Sea Ranch		CA	Sonoma	Nor Cal		
95501	Eureka		CA	Humboldt	Nor Cal*	Far NorCal	
95502	Eureka		CA	Humboldt	Nor Cal*	Far NorCal	
95503	Eureka		CA	Humboldt	Nor Cal*	Far NorCal	
95511	Alderpoint		CA	Humboldt	Nor Cal*	Far NorCal	
95514	Blocksburg		CA	Humboldt	Nor Cal*	Far NorCal	
95518	Arcata		CA	Humboldt	Nor Cal*	Far NorCal	
95519	Mckinleyville		CA	Humboldt	Nor Cal*	Far NorCal	

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95521	Arcata	Mc Kinleyville, Mckinleyville	CA	Humboldt	Nor Cal*	Far NorCal	
95524	Bayside		CA	Humboldt	Nor Cal*	Far NorCal	
95525	Blue Lake		CA	Humboldt	Nor Cal*	Far NorCal	
95526	Bridgeville	Mad River, Ruth	CA	Humboldt	Nor Cal*	Far NorCal	
95527	Burnt Ranch		CA	Trinity	Nor Cal*	Far NorCal	
95528	Carlotta		CA	Humboldt	Nor Cal*	Far NorCal	
95531	Crescent City		CA	Del Norte	Nor Cal*	Far NorCal	
95532	Crescent City		CA	Del Norte	Nor Cal*	Far NorCal	
95534	Cutten	Eureka	CA	Humboldt	Nor Cal*	Far NorCal	
95536	Ferndale		CA	Humboldt	Nor Cal*	Far NorCal	
95537	Fields Landing	Fields Ldg	CA	Humboldt	Nor Cal*	Far NorCal	
95538	Fort Dick	Crescent City	CA	Del Norte	Nor Cal*	Far NorCal	
95540	Fortuna		CA	Humboldt	Nor Cal*	Far NorCal	
95542	Garberville		CA	Humboldt	Nor Cal*	Far NorCal	
95543	Gasquet		CA	Del Norte	Nor Cal*	Far NorCal	
95545	Honeydew		CA	Humboldt	Nor Cal*	Far NorCal	
95546	Hoopa		CA	Humboldt	Nor Cal*	Far NorCal	
95547	Hydesville		CA	Humboldt	Nor Cal*	Far NorCal	
95548	Klamath		CA	Del Norte	Nor Cal*	Far NorCal	
95549	Kneeland		CA	Humboldt	Nor Cal*	Far NorCal	
95550	Korbel		CA	Humboldt	Nor Cal*	Far NorCal	
95551	Loleta		CA	Humboldt	Nor Cal*	Far NorCal	
95552	Mad River		CA	Trinity	Nor Cal*	Far NorCal	
95553	Miranda		CA	Humboldt	Nor Cal*	Far NorCal	
95554	Myers Flat		CA	Humboldt	Nor Cal*	Far NorCal	
95555	Orick		CA	Humboldt	Nor Cal*	Far NorCal	
95556	Orleans		CA	Humboldt	Nor Cal*	Far NorCal	
95558	Petrolia		CA	Humboldt	Nor Cal*	Far NorCal	
95559	Phillipsville		CA	Humboldt	Nor Cal*	Far NorCal	
95560	Redway		CA	Humboldt	Nor Cal*	Far NorCal	
95562	Rio Dell		CA	Humboldt	Nor Cal*	Far NorCal	
95563	Salyer		CA	Trinity	Nor Cal*	Far NorCal	
95564	Samoa		CA	Humboldt	Nor Cal*	Far NorCal	

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95565	Scotia		CA	Humboldt	Nor Cal*	Far NorCal	
95567	Smith River		CA	Del Norte	Nor Cal*	Far NorCal	
95568	Somes Bar		CA	Siskiyou	Nor Cal*	Far NorCal	
95569	Redcrest		CA	Humboldt	Nor Cal*	Far NorCal	
95570	Trinidad		CA	Humboldt	Nor Cal*	Far NorCal	
95571	Weott		CA	Humboldt	Nor Cal*	Far NorCal	
95573	Willow Creek		CA	Humboldt	Nor Cal*	Far NorCal	
95585	Leggett		CA	Mendocino	Nor Cal*	Far NorCal	
95587	Piercy		CA	Mendocino	Nor Cal*	Far NorCal	
95589	Whitethorn		CA	Humboldt	Nor Cal*	Far NorCal	
95595	Zenia		CA	Trinity	Nor Cal*	Far NorCal	
95601	Amador City		CA	Amador	Nor Cal		
95602	Auburn		CA	Placer	Nor Cal*		Nor NV
95603	Auburn		CA	Placer	Nor Cal*		Nor NV
95604	Auburn	Bowman	CA	Placer	Nor Cal*		Nor NV
95605	West Sacramento	Broderick, Bryte, W Sacramento	CA	Yolo	Nor Cal*	Far NorCal	
95606	Brooks		CA	Yolo	Nor Cal*	Far NorCal	
95607	Capay	Esparto	CA	Yolo	Nor Cal*	Far NorCal	
95608	Carmichael		CA	Sacramento	Nor Cal		
95609	Carmichael		CA	Sacramento	Nor Cal		
95610	Citrus Heights	Citrus Hts	CA	Sacramento	Nor Cal		
95611	Citrus Heights	Citrus Hts	CA	Sacramento	Nor Cal		
95612	Clarksburg		CA	Yolo	Nor Cal*	Far NorCal	
95613	Coloma		CA	El Dorado	Nor Cal*		Nor NV
95614	Cool		CA	El Dorado	Nor Cal*		Nor NV
95615	Courtland		CA	Sacramento	Nor Cal		
95616	Davis		CA	Yolo	Nor Cal*	Far NorCal	
95617	Davis		CA	Yolo	Nor Cal*	Far NorCal	
95618	Davis	El Macero	CA	Yolo	Nor Cal*	Far NorCal	
95619	Diamond Springs	Diamond Spgs	CA	El Dorado	Nor Cal*		Nor NV
95620	Dixon	Liberty Farms	CA	Solano	Nor Cal		
95621	Citrus Heights	Citrus Hts	CA	Sacramento	Nor Cal		
95623	El Dorado		CA	El Dorado	Nor Cal*		Nor NV

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95624	Elk Grove		CA	Sacramento	Nor Cal		
95625	Elmira		CA	Solano	Nor Cal		
95626	Elverta		CA	Sacramento	Nor Cal		
95627	Esparto		CA	Yolo	Nor Cal*	Far NorCal	
95628	Fair Oaks		CA	Sacramento	Nor Cal		
95629	Fiddletown		CA	Amador	Nor Cal		
95630	Folsom		CA	Sacramento	Nor Cal		
95631	Foresthill		CA	Placer	Nor Cal*		Nor NV
95632	Galt		CA	Sacramento	Nor Cal		
95633	Garden Valley		CA	El Dorado	Nor Cal*		Nor NV
95634	Georgetown		CA	El Dorado	Nor Cal*		Nor NV
95635	Greenwood		CA	El Dorado	Nor Cal*		Nor NV
95636	Grizzly Flats		CA	El Dorado	Nor Cal*		Nor NV
95637	Guinda		CA	Yolo	Nor Cal*	Far NorCal	
95638	Herald		CA	Sacramento	Nor Cal		
95639	Hood		CA	Sacramento	Nor Cal		
95640	Ione		CA	Amador	Nor Cal		
95641	Isleton		CA	Sacramento	Nor Cal		
95642	Jackson		CA	Amador	Nor Cal		
95644	Kit Carson	Pioneer	CA	El Dorado	Nor Cal*		Nor NV
95645	Knights Landing	Knights Lndg	CA	Yolo	Nor Cal*	Far NorCal	
95646	Kirkwood	Pioneer	CA	Alpine	Nor Cal*		Nor NV
95648	Lincoln		CA	Placer	Nor Cal*		Nor NV
95650	Loomis		CA	Placer	Nor Cal*		Nor NV
95651	Lotus		CA	El Dorado	Nor Cal*		Nor NV
95652	McClellan		CA	Sacramento	Nor Cal		
95653	Madison		CA	Yolo	Nor Cal*	Far NorCal	
95654	Martell	Jackson	CA	Amador	Nor Cal		
95655	Mather		CA	Sacramento	Nor Cal		
95656	Mount Aukum		CA	El Dorado	Nor Cal*		Nor NV
95658	Newcastle		CA	Placer	Nor Cal*		Nor NV
95659	Nicolaus	East Nicolaus, Trowbridge	CA	Sutter	Nor Cal*	Far NorCal	
95660	North Highlands	N Highlands	CA	Sacramento	Nor Cal		

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95661	Roseville		CA	Placer	Nor Cal*		Nor NV
95662	Orangevale		CA	Sacramento	Nor Cal		
95663	Penryn		CA	Placer	Nor Cal*		Nor NV
95664	Pilot Hill		CA	El Dorado	Nor Cal*		Nor NV
95665	Pine Grove		CA	Amador	Nor Cal		
95666	Pioneer		CA	Amador	Nor Cal		
95667	Placerville	Kelsey	CA	El Dorado	Nor Cal*		Nor NV
95668	Pleasant Grove	Pleasant Grv	CA	Sutter	Nor Cal*	Far NorCal	
95669	Plymouth		CA	Amador	Nor Cal		
95670	Rancho Cordova	Gold River, Rncho Cordova	CA	Sacramento	Nor Cal		
95671	Represa		CA	Sacramento	Nor Cal		
95672	Rescue		CA	El Dorado	Nor Cal*		Nor NV
95673	Rio Linda		CA	Sacramento	Nor Cal		
95674	Rio Oso		CA	Sutter	Nor Cal*	Far NorCal	
95675	River Pines	Mount Aukum	CA	Amador	Nor Cal		
95676	Robbins		CA	Sutter	Nor Cal*	Far NorCal	
95677	Rocklin		CA	Placer	Nor Cal*		Nor NV
95678	Roseville		CA	Placer	Nor Cal*		Nor NV
95679	Rumsey		CA	Yolo	Nor Cal*	Far NorCal	
95680	Ryde		CA	Sacramento	Nor Cal		
95681	Sheridan		CA	Placer	Nor Cal*		Nor NV
95682	Shingle Springs	Cameron Park, Latrobe, Shingle Spgs	CA	El Dorado	Nor Cal*		Nor NV
95683	Sloughhouse	Rancho Murieta, Rncho Murieta	CA	Sacramento	Nor Cal		
95684	Somerset	Fair Play	CA	El Dorado	Nor Cal*		Nor NV
95685	Sutter Creek		CA	Amador	Nor Cal		
95686	Thornton		CA	San Joaquin	Nor Cal		
95687	Vacaville		CA	Solano	Nor Cal		
95688	Vacaville		CA	Solano	Nor Cal		
95689	Volcano		CA	Amador	Nor Cal		
95690	Walnut Grove		CA	Sacramento	Nor Cal		
95691	West Sacramento	W Sacramento	CA	Yolo	Nor Cal*	Far NorCal	

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
95692	Wheatland		CA	Yuba	Nor Cal*	Far NorCal	
95693	Wilton		CA	Sacramento	Nor Cal		
95694	Winters		CA	Yolo	Nor Cal*	Far NorCal	
95695	Woodland		CA	Yolo	Nor Cal*	Far NorCal	
95696	Vacaville		CA	Solano	Nor Cal		
95697	Yolo		CA	Yolo	Nor Cal*	Far NorCal	
95698	Zamora		CA	Yolo	Nor Cal*	Far NorCal	
95699	Drytown	Sutter Creek	CA	Amador	Nor Cal		
95701	Alta		CA	Placer	Nor Cal*		Nor NV
95703	Applegate		CA	Placer	Nor Cal*		Nor NV
95709	Camino		CA	El Dorado	Nor Cal*		Nor NV
95712	Chicago Park		CA	Nevada	Nor Cal*		Nor NV
95713	Colfax	Eden Valley, Iowa Hill	CA	Placer	Nor Cal*		Nor NV
95714	Dutch Flat		CA	Placer	Nor Cal*		Nor NV
95715	Emigrant Gap	Alta	CA	Placer	Nor Cal*		Nor NV
95717	Gold Run		CA	Placer	Nor Cal*		Nor NV
95720	Kyburz		CA	El Dorado	Nor Cal*		Nor NV
95721	Echo Lake	Twin Bridges	CA	El Dorado	Nor Cal*		Nor NV
95722	Meadow Vista		CA	Placer	Nor Cal*		Nor NV
95724	Norden	Soda Springs	CA	Placer	Nor Cal*		Nor NV
95726	Pollock Pines	Pacific House	CA	El Dorado	Nor Cal*		Nor NV
95728	Soda Springs		CA	Placer	Nor Cal*		Nor NV
95735	Twin Bridges		CA	El Dorado	Nor Cal*		Nor NV
95736	Weimar		CA	Placer	Nor Cal*		Nor NV
95741	Rancho Cordova	Rncho Cordova	CA	Sacramento	Nor Cal		
95742	Rancho Cordova	Rncho Cordova	CA	Sacramento	Nor Cal		
95746	Granite Bay	Roseville	CA	Placer	Nor Cal*		Nor NV
95747	Roseville		CA	Placer	Nor Cal*		Nor NV
95757	Elk Grove		CA	Sacramento	Nor Cal		
95758	Elk Grove		CA	Sacramento	Nor Cal		
95759	Elk Grove		CA	Sacramento	Nor Cal		
95762	El Dorado Hills	El Dorado Hls, Folsom	CA	El Dorado	Nor Cal*		Nor NV
95763	Folsom		CA	Sacramento	Nor Cal		
95765	Rocklin		CA	Placer	Nor Cal*		Nor NV

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
95776	Woodland		CA	Yolo	Nor Cal*	Far NorCal	
95798	West Sacramento	W Sacramento	CA	Yolo	Nor Cal*	Far NorCal	
95799	West Sacramento	W Sacramento	CA	Yolo	Nor Cal*	Far NorCal	
95811	Sacramento		CA	Sacramento	Nor Cal		
95812	Sacramento		CA	Sacramento	Nor Cal		
95813	Sacramento		CA	Sacramento	Nor Cal		
95814	Sacramento		CA	Sacramento	Nor Cal		
95815	Sacramento		CA	Sacramento	Nor Cal		
95816	Sacramento		CA	Sacramento	Nor Cal		
95817	Sacramento		CA	Sacramento	Nor Cal		
95818	Sacramento		CA	Sacramento	Nor Cal		
95819	Sacramento		CA	Sacramento	Nor Cal		
95820	Sacramento		CA	Sacramento	Nor Cal		
95821	Sacramento		CA	Sacramento	Nor Cal		
95822	Sacramento		CA	Sacramento	Nor Cal		
95823	Sacramento		CA	Sacramento	Nor Cal		
95824	Sacramento		CA	Sacramento	Nor Cal		
95825	Sacramento		CA	Sacramento	Nor Cal		
95826	Sacramento		CA	Sacramento	Nor Cal		
95827	Sacramento		CA	Sacramento	Nor Cal		
95828	Sacramento		CA	Sacramento	Nor Cal		
95829	Sacramento		CA	Sacramento	Nor Cal		
95830	Sacramento		CA	Sacramento	Nor Cal		
95831	Sacramento		CA	Sacramento	Nor Cal		
95832	Sacramento		CA	Sacramento	Nor Cal		
95833	Sacramento		CA	Sacramento	Nor Cal		
95834	Sacramento		CA	Sacramento	Nor Cal		
95835	Sacramento		CA	Sacramento	Nor Cal		
95836	Sacramento		CA	Sacramento	Nor Cal		
95837	Sacramento		CA	Sacramento	Nor Cal		
95838	Sacramento		CA	Sacramento	Nor Cal		
95840	Sacramento		CA	Sacramento	Nor Cal		
95841	Sacramento		CA	Sacramento	Nor Cal		
95842	Sacramento		CA	Sacramento	Nor Cal		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
95843	Antelope	Sacramento	CA	Sacramento	Nor Cal		
95851	Sacramento		CA	Sacramento	Nor Cal		
95852	Sacramento		CA	Sacramento	Nor Cal		
95853	Sacramento		CA	Sacramento	Nor Cal		
95860	Sacramento		CA	Sacramento	Nor Cal		
95864	Sacramento		CA	Sacramento	Nor Cal		
95865	Sacramento		CA	Sacramento	Nor Cal		
95866	Sacramento		CA	Sacramento	Nor Cal		
95867	Sacramento		CA	Sacramento	Nor Cal		
95887	Sacramento		CA	Sacramento	Nor Cal		
95894	Sacramento		CA	Sacramento	Nor Cal		
95899	Sacramento		CA	Sacramento	Nor Cal		
95901	Marysville	Linda, Loma Rica	CA	Yuba	Nor Cal*	Far NorCal	
95903	Beale Afb	Marysville	CA	Yuba	Nor Cal*	Far NorCal	
95910	Alleghany		CA	Sierra	Nor Cal*		Nor NV
95912	Arbuckle	College City	CA	Colusa	Nor Cal*	Far NorCal	
95913	Artois		CA	Glenn	Nor Cal*	Far NorCal	
95914	Bangor		CA	Butte	Nor Cal*	Far NorCal	
95915	Belden	Oroville	CA	Plumas	Nor Cal*		Nor NV
95916	Berry Creek		CA	Butte	Nor Cal*	Far NorCal	
95917	Biggs		CA	Butte	Nor Cal*	Far NorCal	
95918	Browns Valley		CA	Yuba	Nor Cal*	Far NorCal	
95919	Brownsville		CA	Yuba	Nor Cal*	Far NorCal	
95920	Butte City		CA	Glenn	Nor Cal*	Far NorCal	
95922	Camptonville		CA	Yuba	Nor Cal*	Far NorCal	
95923	Canyon Dam	Canyondam	CA	Plumas	Nor Cal*		Nor NV
95924	Cedar Ridge		CA	Nevada	Nor Cal*		Nor NV
95925	Challenge		CA	Yuba	Nor Cal*	Far NorCal	
95926	Chico		CA	Butte	Nor Cal*	Far NorCal	
95927	Chico		CA	Butte	Nor Cal*	Far NorCal	
95928	Chico		CA	Butte	Nor Cal*	Far NorCal	
95929	Chico		CA	Butte	Nor Cal*	Far NorCal	
95930	Clipper Mills		CA	Butte	Nor Cal*	Far NorCal	
95932	Colusa		CA	Colusa	Nor Cal*	Far NorCal	

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
95934	Crescent Mills	Crescent Mls	CA	Plumas	Nor Cal*		Nor NV
95935	Dobbins		CA	Yuba	Nor Cal*	Far NorCal	
95936	Downieville		CA	Sierra	Nor Cal*		Nor NV
95937	Dunnigan		CA	Yolo	Nor Cal*	Far NorCal	
95938	Durham		CA	Butte	Nor Cal*	Far NorCal	
95939	Elk Creek		CA	Glenn	Nor Cal*	Far NorCal	
95940	Feather Falls	Oroville	CA	Butte	Nor Cal*	Far NorCal	
95941	Forbestown		CA	Butte	Nor Cal*	Far NorCal	
95942	Forest Ranch	Butte Meadows	CA	Butte	Nor Cal*	Far NorCal	
95943	Glenn		CA	Glenn	Nor Cal*	Far NorCal	
95944	Goodyears Bar		CA	Sierra	Nor Cal*		Nor NV
95945	Grass Valley		CA	Nevada	Nor Cal*		Nor NV
95946	Penn Valley		CA	Nevada	Nor Cal*		Nor NV
95947	Greenville		CA	Plumas	Nor Cal*		Nor NV
95948	Gridley		CA	Butte	Nor Cal*	Far NorCal	
95949	Grass Valley		CA	Nevada	Nor Cal*		Nor NV
95950	Grimes		CA	Colusa	Nor Cal*	Far NorCal	
95951	Hamilton City		CA	Glenn	Nor Cal*	Far NorCal	
95953	Live Oak		CA	Sutter	Nor Cal*	Far NorCal	
95954	Magalia		CA	Butte	Nor Cal*	Far NorCal	
95955	Maxwell		CA	Colusa	Nor Cal*	Far NorCal	
95956	Meadow Valley		CA	Plumas	Nor Cal*		Nor NV
95957	Meridian		CA	Sutter	Nor Cal*	Far NorCal	
95958	Nelson	Durham	CA	Butte	Nor Cal*	Far NorCal	
95959	Nevada City		CA	Nevada	Nor Cal*		Nor NV
95960	North San Juan	N San Juan	CA	Nevada	Nor Cal*		Nor NV
95961	Olivehurst	Arboga, Plumas Lake, West Linda	CA	Yuba	Nor Cal*	Far NorCal	
95962	Oregon House		CA	Yuba	Nor Cal*	Far NorCal	
95963	Orland		CA	Glenn	Nor Cal*	Far NorCal	
95965	Oroville	Butte Valley, Pulga, Yankee Hill	CA	Butte	Nor Cal*	Far NorCal	
95966	Oroville		CA	Butte	Nor Cal*	Far NorCal	
95967	Paradise		CA	Butte	Nor Cal*	Far NorCal	

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
95968	Palermo		CA	Butte	Nor Cal*	Far NorCal	
95969	Paradise		CA	Butte	Nor Cal*	Far NorCal	
95970	Princeton		CA	Colusa	Nor Cal*	Far NorCal	
95971	Quincy	Spring Garden	CA	Plumas	Nor Cal*		Nor NV
95972	Rackerby		CA	Yuba	Nor Cal*	Far NorCal	
95973	Chico	Cohasset	CA	Butte	Nor Cal*	Far NorCal	
95974	Richvale		CA	Butte	Nor Cal*	Far NorCal	
95975	Rough And Ready	Rough Ready	CA	Nevada	Nor Cal*		Nor NV
95976	Chico		CA	Butte	Nor Cal*	Far NorCal	
95977	Smartsville	Big Oak Valley, Big Oak Vly	CA	Nevada	Nor Cal*		Nor NV
95978	Stirling City		CA	Butte	Nor Cal*	Far NorCal	
95979	Stonyford		CA	Colusa	Nor Cal*	Far NorCal	
95980	Storrie	Oroville	CA	Plumas	Nor Cal*		Nor NV
95981	Strawberry Valley	La Porte, Strawberry Vly	CA	Yuba	Nor Cal*	Far NorCal	
95982	Sutter		CA	Sutter	Nor Cal*	Far NorCal	
95983	Taylorville		CA	Plumas	Nor Cal*		Nor NV
95984	Twain		CA	Plumas	Nor Cal*		Nor NV
95986	Washington		CA	Nevada	Nor Cal*		Nor NV
95987	Williams		CA	Colusa	Nor Cal*	Far NorCal	
95988	Willows		CA	Glenn	Nor Cal*	Far NorCal	
95991	Yuba City		CA	Sutter	Nor Cal*	Far NorCal	
95992	Yuba City		CA	Sutter	Nor Cal*	Far NorCal	
95993	Yuba City		CA	Sutter	Nor Cal*	Far NorCal	
96001	Redding		CA	Shasta	Nor Cal*	Far NorCal	
96002	Redding		CA	Shasta	Nor Cal*	Far NorCal	
96003	Redding		CA	Shasta	Nor Cal*	Far NorCal	
96006	Adin		CA	Modoc	Nor Cal*		Nor NV
96007	Anderson		CA	Shasta	Nor Cal*	Far NorCal	
96008	Bella Vista		CA	Shasta	Nor Cal*	Far NorCal	
96009	Bieber		CA	Lassen	Nor Cal*		Nor NV
96010	Big Bar		CA	Trinity	Nor Cal*	Far NorCal	
96011	Big Bend		CA	Shasta	Nor Cal*	Far NorCal	
96013	Burney		CA	Shasta	Nor Cal*	Far NorCal	

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
96014	Callahan		CA	Siskiyou	Nor Cal*	Far NorCal	
96015	Canby		CA	Modoc	Nor Cal*		Nor NV
96016	Cassel		CA	Shasta	Nor Cal*	Far NorCal	
96017	Castella		CA	Shasta	Nor Cal*	Far NorCal	
96019	Shasta Lake	Central Valley, Central Vly	CA	Shasta	Nor Cal*	Far NorCal	
96020	Chester		CA	Plumas	Nor Cal*		Nor NV
96021	Corning		CA	Tehama	Nor Cal*	Far NorCal	
96022	Cottonwood		CA	Tehama	Nor Cal*	Far NorCal	
96023	Dorris		CA	Siskiyou	Nor Cal*	Far NorCal	
96024	Douglas City		CA	Trinity	Nor Cal*	Far NorCal	
96025	Dunsmuir		CA	Siskiyou	Nor Cal*	Far NorCal	
96027	Etna	Sawyers Bar	CA	Siskiyou	Nor Cal*	Far NorCal	
96028	Fall River Mills	Fl River Mls	CA	Shasta	Nor Cal*	Far NorCal	
96029	Flournoy	Corning	CA	Tehama	Nor Cal*	Far NorCal	
96031	Forks Of Salmon	Frk Of Salmon	CA	Siskiyou	Nor Cal*	Far NorCal	
96032	Fort Jones		CA	Siskiyou	Nor Cal*	Far NorCal	
96033	French Gulch		CA	Shasta	Nor Cal*	Far NorCal	
96034	Gazelle		CA	Siskiyou	Nor Cal*	Far NorCal	
96035	Gerber		CA	Tehama	Nor Cal*	Far NorCal	
96037	Greenview		CA	Siskiyou	Nor Cal*	Far NorCal	
96038	Grenada		CA	Siskiyou	Nor Cal*	Far NorCal	
96039	Happy Camp		CA	Siskiyou	Nor Cal*	Far NorCal	
96040	Hat Creek		CA	Shasta	Nor Cal*	Far NorCal	
96041	Hayfork		CA	Trinity	Nor Cal*	Far NorCal	
96044	Hornbrook		CA	Siskiyou	Nor Cal*	Far NorCal	
96046	Hyampom		CA	Trinity	Nor Cal*	Far NorCal	
96047	Igo	Ono	CA	Shasta	Nor Cal*	Far NorCal	
96048	Junction City	Helena	CA	Trinity	Nor Cal*	Far NorCal	
96049	Redding		CA	Siskiyou	Nor Cal*	Far NorCal	
96050	Klamath River	Horse Creek	CA	Siskiyou	Nor Cal*	Far NorCal	
96051	Lakehead		CA	Shasta	Nor Cal*	Far NorCal	
96052	Lewiston		CA	Trinity	Nor Cal*	Far NorCal	
96054	Lookout		CA	Modoc	Nor Cal*		Nor NV

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
96055	Los Molinos		CA	Tehama	Nor Cal*	Far NorCal	
96056	Mcarthur	Little Valley	CA	Shasta	Nor Cal*	Far NorCal	
96057	Mccloud		CA	Siskiyou	Nor Cal*	Far NorCal	
96058	Macdoel		CA	Siskiyou	Nor Cal*	Far NorCal	
96059	Manton		CA	Tehama	Nor Cal*	Far NorCal	
96061	Mill Creek	Mineral	CA	Tehama	Nor Cal*	Far NorCal	
96062	Millville		CA	Shasta	Nor Cal*	Far NorCal	
96063	Mineral		CA	Tehama	Nor Cal*	Far NorCal	
96064	Montague		CA	Siskiyou	Nor Cal*	Far NorCal	
96065	Montgomery Creek	Montgomry Crk	CA	Shasta	Nor Cal*	Far NorCal	
96067	Mount Shasta		CA	Siskiyou	Nor Cal*	Far NorCal	
96068	Nubieber		CA	Lassen	Nor Cal*		Nor NV
96069	Oak Run		CA	Shasta	Nor Cal*	Far NorCal	
96070	Obrien	Lakehead	CA	Shasta	Nor Cal*	Far NorCal	
96071	Old Station		CA	Shasta	Nor Cal*	Far NorCal	
96073	Palo Cedro		CA	Shasta	Nor Cal*	Far NorCal	
96074	Paskenta		CA	Tehama	Nor Cal*	Far NorCal	
96075	Paynes Creek		CA	Tehama	Nor Cal*	Far NorCal	
96076	Platina	Wildwood	CA	Trinity	Nor Cal*	Far NorCal	
96078	Proberta		CA	Tehama	Nor Cal*	Far NorCal	
96079	Shasta Lake	Central Valley, Central Vly, Project City	CA	Shasta	Nor Cal*	Far NorCal	
96080	Red Bluff		CA	Tehama	Nor Cal*	Far NorCal	
96084	Round Mountain	Round Mtn	CA	Shasta	Nor Cal*	Far NorCal	
96085	Scott Bar		CA	Siskiyou	Nor Cal*	Far NorCal	
96086	Seiad Valley		CA	Siskiyou	Nor Cal*	Far NorCal	
96087	Shasta		CA	Shasta	Nor Cal*	Far NorCal	
96088	Shingletown		CA	Shasta	Nor Cal*	Far NorCal	
96089	Shasta Lake	Summit City	CA	Shasta	Nor Cal*	Far NorCal	
96090	Tehama		CA	Tehama	Nor Cal*	Far NorCal	
96091	Trinity Center	Trinity Ctr	CA	Trinity	Nor Cal*	Far NorCal	
96092	Vina		CA	Tehama	Nor Cal*	Far NorCal	
96093	Weaverville		CA	Trinity	Nor Cal*	Far NorCal	

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
96094	Weed	Edgewood, Hammond Ranch	CA	Siskiyou	Nor Cal*	Far NorCal	
96095	Whiskeytown		CA	Shasta	Nor Cal*	Far NorCal	
96096	Whitmore		CA	Shasta	Nor Cal*	Far NorCal	
96097	Yreka		CA	Siskiyou	Nor Cal*	Far NorCal	
96099	Redding		CA	Shasta	Nor Cal*	Far NorCal	
96101	Alturas		CA	Modoc	Nor Cal*		Nor NV
96103	Blairsden-graeagle	Blairsden, Blrsdn-greagl, Cromberg, Graeagle	CA	Plumas	Nor Cal*		Nor NV
96104	Cedarville		CA	Modoc	Nor Cal*		Nor NV
96105	Chilcoot		CA	Plumas	Nor Cal*		Nor NV
96106	Clio		CA	Plumas	Nor Cal*		Nor NV
96107	Coleville		CA	Mono	Nor Cal*		Nor NV
96108	Davis Creek		CA	Modoc	Nor Cal*		Nor NV
96109	Doyle		CA	Lassen	Nor Cal*		Nor NV
96110	Eagleville		CA	Modoc	Nor Cal*		Nor NV
96111	Floriston		CA	Sierra	Nor Cal*		Nor NV
96112	Fort Bidwell		CA	Modoc	Nor Cal*		Nor NV
96113	Herlong		CA	Lassen	Nor Cal*		Nor NV
96114	Janesville		CA	Lassen	Nor Cal*		Nor NV
96115	Lake City		CA	Modoc	Nor Cal*		Nor NV
96116	Likely		CA	Modoc	Nor Cal*		Nor NV
96117	Litchfield		CA	Lassen	Nor Cal*		Nor NV
96118	Loyalton		CA	Sierra	Nor Cal*		Nor NV
96119	Madeline		CA	Lassen	Nor Cal*		Nor NV
96120	Markleeville	Hope Valley	CA	Alpine	Nor Cal*		Nor NV
96121	Milford		CA	Lassen	Nor Cal*		Nor NV
96122	Portola		CA	Plumas	Nor Cal*		Nor NV
96123	Ravendale		CA	Lassen	Nor Cal*		Nor NV
96124	Calpine	Sattley	CA	Sierra	Nor Cal*		Nor NV
96125	Sierra City		CA	Sierra	Nor Cal*		Nor NV
96126	Sierraville		CA	Sierra	Nor Cal*		Nor NV
96127	Susanville		CA	Lassen	Nor Cal*		Nor NV

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
96128	Standish		CA	Lassen	Nor Cal*		Nor NV
96129	Beckwourth	Portola	CA	Plumas	Nor Cal*		Nor NV
96130	Susanville		CA	Lassen	Nor Cal*		Nor NV
96132	Termo		CA	Lassen	Nor Cal*		Nor NV
96133	Topaz		CA	Mono	Nor Cal*		Nor NV
96134	Tulelake	Newell, Tionesta	CA	Siskiyou	Nor Cal*	Far NorCal	
96135	Vinton		CA	Plumas	Nor Cal*		Nor NV
96136	Wendel		CA	Lassen	Nor Cal*		Nor NV
96137	Westwood	Lake Almanor	CA	Lassen	Nor Cal*		Nor NV
96140	Carnelian Bay		CA	Placer	Nor Cal*		Nor NV
96141	Homewood		CA	Placer	Nor Cal*		Nor NV
96142	Tahoma		CA	El Dorado	Nor Cal*		Nor NV
96143	Kings Beach		CA	Placer	Nor Cal*		Nor NV
96145	Tahoe City	Alpine Mdws, Alpine Meadows	CA	Placer	Nor Cal*		Nor NV
96146	Olympic Valley	Alpine Mdws, Alpine Meadows, Olympic Vly, Tahoe City	CA	Placer	Nor Cal*		Nor NV
96148	Tahoe Vista		CA	Placer	Nor Cal*		Nor NV
96150	South Lake Tahoe	S Lake Tahoe	CA	El Dorado	Nor Cal*		Nor NV
96151	South Lake Tahoe	Fallen Leaf, S Lake Tahoe	CA	El Dorado	Nor Cal*		Nor NV
96152	South Lake Tahoe	S Lake Tahoe	CA	El Dorado	Nor Cal*		Nor NV
96154	South Lake Tahoe	S Lake Tahoe	CA	El Dorado	Nor Cal*		Nor NV
96155	South Lake Tahoe	S Lake Tahoe	CA	El Dorado	Nor Cal*		Nor NV
96156	South Lake Tahoe	S Lake Tahoe	CA	Alpine	Nor Cal*		Nor NV
96157	South Lake Tahoe	S Lake Tahoe	CA	El Dorado	Nor Cal*		Nor NV
96158	South Lake Tahoe	S Lake Tahoe	CA	El Dorado	Nor Cal*		Nor NV
96160	Truckee		CA	Nevada	Nor Cal*		Nor NV
96161	Truckee	Northstar	CA	Nevada	Nor Cal*		Nor NV
96162	Truckee		CA	Placer	Nor Cal*		Nor NV
889XX	N/A	N/A	NV		Southern NV		
890XX	N/A	N/A	NV		Southern NV		
891XX	N/A	N/A	NV		Southern NV		

Zip	Primary City	Acceptable Cities	State	County	Regional Coordinator	District	Support RC
893XX	N/A	N/A	NV		Northern NV		
894XX	N/A	N/A	NV		Northern NV		
895XX	N/A	N/A	NV		Northern NV		
897XX	N/A	N/A	NV		Northern NV		
898XX	N/A	N/A	NV		Northern NV		
967XX	N/A	N/A	HI / AS		Hawaii		
968XX	N/A	N/A	HI		Hawaii		
969XX	N/A	N/A	GU / MP		Hawaii		

VIII. Records and Retention

Revision history of this appendix:

- September 17 2023 Motion 707 – approval of initial list of records and retention definition.

I. Record definition

The bylaws (Article VIII) address the requirement for retention of records but does not define them. This appendix is being set forth to define the type of records and length of retention.

In general, records include all financial, procedural information. This includes Board and Committee minutes, as well as any emails discussing/directing officer actions.

For example, while an officer desk guide document is not a record, it does describe many records that an officer uses.

The sections below are divided by responsible officer for the records listed.

Documents are defined things generated or used, but not considered records.

J. General (all officer) records

1. Email

Emails that direct an officer to perform their duty should be considered records. For example, the Webmaster receiving a notification of a submitted event to be posted to the website would be considered a record.

Administrative related emails, for example, requesting status on updating desk guide or discussing timing of a meeting, are NOT records. It is suggested that administrative emails be kept for a minimum of one year.

Board meeting related -- e.g., agenda, minutes-- emails would be considered a record for the Secretary. Emails related to travel to/from Board meeting or link to virtual Board meeting is a record for the Past-Chair. Board meeting reports would be a record for the officer making the report.

Email Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Officer specific responsibility,	Forever	Bylaws	Never	Officer Gmail account

including Board reports				
Administration	1 year	ROP	After one year	Officer Gmail account
Event specific emails (e.g., conference, workshop)		ROP	Event + 3 years OR next iteration + 1 year	Officer Gmail account
Committee specific emails		ROP	Task + 3 years OR next iteration + 1 year	Officer Gmail account

2. Committee Chair records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Committee minutes	Forever	Bylaws	Never	Area 12/ Events/event subfolder or as appropriate for committee
Emails related to committee duties	Forever	Bylaws	Never	Officer Gmail
Committee roster	Forever	Bylaws	Never	Area 12/ Events/event subfolder or as appropriate for committee

3. Committee Member records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to committee duties	Forever	Bylaws	Never	Officer Gmail
Created documents/records	Forever	Bylaws	Never	Area 12/ Events/event subfolder or as appropriate for committee

K. Chair records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Chair Gmail

L. Chair-Elect records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Chair-Elect Gmail

M. Past-Chair records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails: Location, schedule, meals, accommodations, virtual invites for Board meetings	1 year	ROP	1 year after meeting	Past-Chair Gmail
Emails related to officer duties	Forever	Bylaws	Never	Past-Chair Gmail
Election results	Forever	Bylaws	Never	TBD (As Nominating Committee Chair)

N. Secretary records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails: Minutes - for review, errata	Until minutes are finalized	ROP	Once minutes have been approved and BOM updated.	Secretary Gmail

Emails: Action Items - assignment	1 year	ROP	One year	Secretary Gmail
Emails: Agenda	1 year	ROP	1 year after related meeting	Secretary Gmail
Email: Extra-board meeting proceedings (such as votes/ discussion on emergency/ out-of-convened-meeting)	Forever	Bylaws	Never	Secretary Gmail
Emails related to officer duties	Forever	Bylaws	Never	Secretary Gmail
Board member roster (living document)	Forever	Bylaws	Never	Area 12 Shared drive/ User Resources/Board Contact List
Board member roster (snapshot)	Forever	Bylaws	Never	Area 12 Shared drive/ Board Meeting
Board Meeting Minutes	Forever	Bylaws	Never	Area 12 Shared drive/ Board Meeting
Board meeting reports	10 years	ROP	10 years	Area 12 Shared drive/ Board Meeting
Book of Motions	Forever	Bylaws	Never	Area 12 Shared drive/ Board Meeting
Articles of Association	Forever	Bylaws	Never	Area 12 Shared drive/ Governing Documents
Bylaws and revisions	Forever	Bylaws	Never	Area 12 Shared drive/ Governing Documents
ROP and Revisions	Forever	Bylaws	Never	Area 12 Shared drive/ Governing Documents
Code of Ethics (COE) form (filled out)	7 years	ROP	7 years	Area 12 Shared drive/Governing Documents /Required Forms /Signed Forms
Conflict of Interest (COI) form (filled out)	7 years	ROP	7 years	Area 12 Shared drive/Governing Documents

				/Required Forms /Signed Forms
Social Media (SM) form (filled out)	7 years	ROP	7 years	Area 12 Shared drive/Governing Documents /Required Forms /Signed Forms
Youth Protection Policy (YPP) form (filled out)	7 years	ROP	7 years	Area 12 Shared drive/Governing Documents /Required Forms /Signed Forms
Executive Committee meeting minutes	Forever	Bylaws	Never	Area 12 ExCom Shared Drive

O. Treasurer records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Treasurer Gmail
Tax Returns	Forever	Bylaws	Never	Area 12 Shared Drive/Treasurer/ Filings to IRS and State
Tax Thank-you letters	Forever	Bylaws	Never	Treasurer Google Drive
Requisitions	7 years	ROP/standard procedure	7 years	Treasurer Google Drive and Treasurer Gmail
Checking Statements	7 years	ROP/standard procedure	7 years	Area 12 Shared Drive/Treasurer/ Chase Bank Statements
Checkbook registers/duplicates	7 years	ROP/standard procedure	7 years	Treasurer (physical copies)
Annual budget	7 years	ROP/standard procedure	7 years	Area 12 Shared Drive/Treasurer/ Current Annual Budget and Area 12 Shared Drive/Treasurer/ Historical Budgets

Annual financial statement/report	Forever	Bylaws	Never	Area 12 Shared Drive/Treasurer/ Approved Year End Report
Financial books	Forever	Bylaws	Never	Treasurer TBD (electronic and physical/historic)
Audit results	Forever	Bylaws	Never	Treasurer TBD
Biennial Inspection results	Forever	Bylaws	Never	Treasurer TBD

P. Communications Director records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Communications Director Gmail
Final Newsletters	Forever	Bylaws	Never	Constant Comment archive. Area 12 Shared Drive/ Communications/ Archive of 12 th Tone issues
Article submissions	1 year	ROP	1 year after issue published	Communications Director TBD
Article graphics	1 year	ROP	1 year after issue published	Communications Director TBD
Emails – Invoices for publication	Forever	Bylaws	Never	Communications Director Gmail

Q. Education Director records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Education Director Gmail
Loan applications	Forever	Bylaws	Never	Area 12 Shared Drive/Education/ Bell Chime Loan Program

Executed loans	Forever	Bylaws	Never	Area 12 Shared Drive/Education/Bell Chime Loan Program
Loan insurance supporting document	Forever	Bylaws	Never	Area 12 Shared Drive/Education/Bell Chime Loan Program

R.Events Director records

In the event this office is vacant, the responsibilities listed here shift to the Past-Chair.

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Events Director Gmail (or Past-Chair Gmail)
Event Forms (budget, general info; as sent to National)	Forever	Bylaws	Never	Area 12 Shared Drive/Events/ event subfolder
Final Event Reports	Forever	Bylaws	Never	Area 12 Shared Drive/Events/ event subfolder
Executed A12 Initiated Contracts (Clinicians/Tech Directors etc)	Forever	Bylaws	Never	Area 12 Shared Drive/Events/ event subfolder
Conference Contracts (venue, suppliers)	Forever	Bylaws	Never	Area 12 Shared Drive/Events/ event subfolder
Event paperwork between A12 and Facility	Forever	Bylaws	Never	Area 12 Shared Drive/Events/ event subfolder
Received correspondence - related to preceeding event	Forever	Bylaws	Never	Area 12 Shared Drive/Events/ event subfolder

S. Historian records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Historian Gmail

T.Membership Director records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Membership Director Gmail
Member Rosters (annual, circa January) (with limited information - member #/type, organization/name, city)	Forever	Bylaws	Never	Area 12 Shared Drive/ Membership

U.Regional Coordinator records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	RC Gmail
Documents related to regional events held in region (as organized by the RC as an Area 12 event), such as a Spring Ring.	Forever	Bylaws	Never	Area 12 Shared Drive / Events/ event subfolder

V. District Liaison records

See Regional Coordinator.

W. Social Media Director records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Social Media Gmail

X. Vendor Coordinator records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Vendor Coordinator Gmail

Y. Webmaster records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Webmaster Gmail
Email – submissions for events (e.g., concerts) for calendar on website	Forever	Bylaws	Never	Webmaster Gmail
Email – submissions for want ads for website	Forever	Bylaws	Never	Webmaster Gmail
Email – announcement of approved sponsored/endorsed events for website/ calendar	Forever	Bylaws	Never	Webmaster Gmail
Email – Links to 12 th Tone newsletter for website	Forever	Bylaws	Never	Webmaster Gmail

IX. 2017 Travel Reimbursement Policy

Approved in motion 557.

Transportation and Lodging Reimbursement Policy. A clarified policy was presented by the Executive Committee and discussed by the Board of Directors, with final revision as follows for all requested reimbursements for expenses incurred for attendance at Area 12 board meetings (or other Board business). (Note: Board members may choose NOT to request reimbursement for incurred expenses, but should still submit receipts to the Treasurer in order to maintain an accurate accounting of meeting expenses for budgeting purposes.)

Transportation:

- Drive Own Vehicle - Reimbursement for full mileage at 50% (fifty percent) of IRS standard mileage business rate
- Flight - Reimbursement for 50% (fifty percent) of flight expense
- Ground transportation (public transit, Uber/Lyft, taxi, etc.) Reimbursement for 50% (fifty percent) of cost
- Car Rental - Reimbursement for 50% (fifty percent) of rental cost if no other transport is available / practical.

Lodging

- Reimbursement for 50% (fifty percent) of hotel costs if no homestays are available. If homestays are available no reimbursement will be given.

With consideration given by the Executive Committee to special circumstances for exceptions to be made to the above policy.

X. Code of Ethics (665)

Code of Ethics

Respect for the communities we work with and serve.

Integrity in our actions.

Responsibility for our decisions and their consequences, be they individual or corporate.

Honor our mission to educate, motivate, and nurture fellowship, joy, and excellence in handbell and handchime music, thus promoting the open exchange of ideas.

We are committed to:

1. Acting honestly, truthfully, and with integrity in all our transactions and dealings.
2. Treating every individual with dignity and respect—all races, ages, systems of belief, sexes, abilities, sexual orientations, financial circumstances, families, life experiences, ethnicities, gender identities, nationalities, colors.
3. Avoiding conflicts of interest, disclosing conflicts of interest, and updating the board if these change.
4. Appropriately handling actual or apparent conflicts in our relationships, using Area 12 conflict resolution procedures agreed to by the board.
5. Treating our members/volunteers/clinicians with respect, fairness, and good faith.
6. Providing conditions that safeguard the rights and welfare of all participants.
7. Being a good corporate citizen and complying with both the spirit and the letter of the law.
8. Acting responsibly toward the music communities with which we work and for the benefit of the communities that we serve.
9. Being responsible, transparent, and accountable for all of our actions.

XI. Conflict Resolution (TBD)

XII. Annual Forms

The annual forms can be found on the Area 12 Shared Drive in the folder *Board Meetings -> Recurring Forms To Be Signed*, or can be requested from the Secretary. Signed forms should be returned to the Secretary.

A. Code of Ethics Form (665)



Adopted 17 September 2022

Code of Ethics

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7. Being a good corporate citizen and complying with both the spirit and the letter of the law.
8. Acting responsibly toward the music communities with which we work and for the benefit of the communities that we serve.
9. Being responsible, transparent, and accountable for all of our actions.

Signed _____ Date _____

B. Conflict of Interest Form (667)

(Two Pages)

HANDBELL MUSICIANS OF AMERICA, AREA 12 AREA 12 - CONFLICT OF INTEREST POLICY

The primary objectives of Area 12 of the Handbell Musicians of America (Area 12) shall be to educate, promote the exchange of ideas relating to handbell and handchime ringing, and sponsor educational activities that may be adjudicated but which exclude direct competition between handbell and handchime choirs, ensembles and/or ringers. (AGEHR, Inc, Area 12 Bylaws, Article II) In pursuing these objectives, Area 12 not only has business dealings with many companies but also provides services and products to the ringing community. Area 12 recognizes the benefit of including on the Board of Directors persons representing a broad range of business experience. The following Conflict of Interest Policy has been adopted in an effort to effectively manage the responsibilities of the Board of Directors, and to successfully enable the business of Area 12.

1. A conflict of interest or the appearance of a conflict of interest exists whenever a member of the Board of Directors has a material interest (private or business) in matters concerning Area 12. Members of the Area 12 Board of Directors are obligated not only to avoid any conflict of interest, but to prevent even the appearance of a conflict. Internal Revenue Service regulations and Area 12 policy prohibit Board members from using that office for their own financial benefit.
2. Members of the Area 12 Board of Directors will not participate in Board or Board Committee discussions or decisions about matters in which a member has a financial interest, either personally or through a business association. If the Board member fails to excuse him/herself, the Board of Directors shall determine if a conflict of interest exists, and, if so, shall vote to excuse the person from that particular portion of the meeting. Any decision by the Board of Directors to this effect shall likewise be documented in the minutes for public record.
3. If the Board Chair perceives that a conflict of interest might exist when presenting Agenda items prior to or during a presentation to the Board of Directors, the Board Chair will alert the Board that a probable conflict exists, and the Board member shall be excused from that portion of the meeting.
4. Examples of a conflict of interest on the part of a Board Member include but are not limited to the following:
 - Composers, conductors, or clinicians being part of discussions or decisions regarding their own music or services.
 - Retailers, publishers, or factory representatives being part of discussions or decisions on policy or marketing plans for Area 12 products or services.
5. If the board is considering appointment of a board member to a paid position, or a position that creates a potential advantage to a board member (either real or perceived) that could be considered a conflict of interest, the following three activities shall occur: 1. Compare (seek information from independent sources such as competitive bids or expert opinions). 2. Determine (Evaluate to confirm that utilizing a board member is still in the best interest of the board and that no undo or unintended influence, preference or above normal compensation is being provided). 3. Document (Document the process of comparison and determination in notes of the meeting(s)/process).
6. If a situation arises that is not specifically addressed by this policy but falls under its spirit and intent, the situation will be resolved according to this policy.
7. All Area 12 Board of Directors shall annually complete the Area 12 Board Disclosure Statement regarding business associations or relationships as a volunteer.

ADOPTED SEPTEMBER 2022

AREA 12 DISCLOSURE STATEMENT

1. At this time, I am a Board member, a committee member, an employee, have a relationship as a volunteer or earn wages from the following organizations/companies: *(please list, and include all organizations and sources of income, including those not related to handbells)*

2. Do any of the above organizations provide services (including teaching, clinics, etc) related to handbells/handchimes? Circle one: Yes / No
 - a. If yes, what organization(s) / what services?

3. Do any of these organizations provide services to Handbell Musicians of America or Area 12? Yes / No
 - a. If yes, what organization(s) / what services?

4. Do you work for a company or provide work on a contract basis for a company that provides services related to handbells/handchimes or Handbell Musicians of America? Circle one: Yes / No?
 - a. If yes, what is the name of the company and/or the nature of the services?

5. Do you serve as an independent contractor to provide handbell related services? Circle one: YES / NO
 - a. If yes, please describe anything not already listed above (include here if you are asked to teach at handbell conferences if not already covered).

6. Do members of your family own/operate/work for businesses that provide handbell/chime services or have a business relationship with Handbell Musicians of America or Area 12? Yes/No:
 - a. If yes, what is the name of the company and the nature of the business related to handbells/handchimes or Handbell Musicians of America or Area 12?

I understand that if at any time my personal interests (financial /familial/ professional, etc) are in conflict with discussions or decisions of the Board of Directors of Area 12, I will disclose this information immediately to the Board of Directors. If the Board determines that a conflict exists, I will consent to recuse myself from the discussion and voting process.

Signature, Printed Name

Date

ADOPTED SEPTEMBER 2022

C.Social Media Form (643)

Handbell Musicians of America Social Media Policy

Be smart. Be respectful. Be Human.

Our **social media company policy** provides a framework for using social media. Social media is a place where people exchange information, opinions and experiences to learn, develop and have fun. Whether you are handling an organization account or use one of your own, you should remain fair and respectful. This policy provides practical advice to avoid issues that might arise by careless use of social media. Remember, your responsibility to HMA does not end when you are off the clock. Many national staff members, those who serve on national and Area boards, and volunteers working in various roles for the organization are widely recognized in the handbell community. Therefore, your activity on your personal social media accounts as well as organizational accounts can have an impact on HMA – both national and Area.

What You Should Do:

Disclose Your Affiliation: If you talk about HMA related matters you must disclose your affiliation with Handbell Musicians of America.

State That It's YOUR Opinion: When commenting on the issues within the handbell community, unless authorized to speak on behalf of HMA, you must state that the views expressed are your own. You shouldn't state or imply that your personal opinions and content are authorized or endorsed by HMA. We advise using a disclaimer such as "opinions are my own" to avoid misunderstandings.

Act Responsibly and Ethically: When participating in online communities, do not misrepresent yourself or provide false or questionable information. In all cases, adhere to applicable laws on copyright, trademarks, plagiarism and fair use.

Honor Our Differences: Live the values. Handbell Musicians of America will not tolerate discrimination (including age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, or marital status or any other legally recognized protected basis under federal, state, or local laws, regulations or ordinances).

Exercise Restraint with Controversial Topics: Be careful discussing things where emotions run high (e.g. politics and religion) and show respect for others' opinions. Defamatory, offensive or derogatory comments and posts will not be tolerated.

Know When to Stop: Many of us have found ourselves in the midst of a discussion in social media that becomes inflammatory. In those situations, it is important to know when to stop contributing to the conversation and, in extreme situations, to remove a post from your feed or (if it is your own post) to delete it.

I acknowledge that I have read and understand this policy.

Signature: _____ Date: _____

Printed Name: _____

Position in HMA: _____

D.Youth Protection Policy (643)

(Three pages)



Youth Protection Policy

Handbell Musicians of America is implementing this policy for all national, sponsored and endorsed events that involve children under the age of 18. It is recommended by the Stewards of Children program from an organization called Darkness to Light, a national nonprofit that seeks to empower adults to prevent child sexual abuse. Their programs raise awareness and educate adults how to prevent, recognize, and react responsibly to child sexual abuse. Learn more about this organization at www.D2L.org.

We highly recommend that Area leaders, event planners, and volunteers or contractors that will be working with youth, take the 2-hour online training course – Stewards of Children. Cost is only \$10 per person. Find the details here: http://www.d2l.org/site/c.4dICIJOkgcISE/b.6143709/k.3D5F/Child_Sexual_Abuse_Prevention_Training_ONLINE.htm

Facts and Statistics about Child Sexual Abuse

80% or more of child sexual abuse incidents happen in isolated, one-on-one situations. Those who abuse children often become friendly with potential victims and their families. They participate in family activities, earn trust, and gain time alone with children. The goal of this Youth Protection Policy is to eliminate or reduce isolated, one-on-one situations between adults and children to decrease the risk of sexual abuse.

Defining Child Sexual Abuse: Any sexual act with a child performed by an adult or an older child. Child sexual abuse could include a number of acts, including but not limited to:

- Sexual touching of any part of the body, clothed or unclothed;
- Penetrative sex, including penetration of the mouth;
- Encouraging a child to engage in sexual activity, including masturbation;
- Intentionally engaging in sexual activity in front of a child;
- Showing children pornography, or using children to create pornography;
- Encouraging a child to engage in prostitution.

Following are some other facts and statistics that will help you understand the threat of child sexual abuse in the U.S. today.

- Based on meta-analysis of 22 separate U.S. studies, 30-40% of girls and 13% of boys experience sexual abuse before the age of 18.
- A national study using information from law enforcement agencies nationwide found 14% of sexual assault victims are ages 0-5, 20% are ages 6-11, and 33% are ages 12-17.
- 66% of molestation victim will not tell until adulthood, if ever.
- 90% of victims are abused by someone they know and trust.
- Male molesters of boys will have an average of 150 victims PRIOR to prosecution
- Male molesters of girls will have an average of 42 victims PRIOR to prosecution
- Sexual molesters “groom” children AND gatekeepers prior to abuse.
- There is NO visual profile for molesters. Most appear helpful, trustworthy, and responsible. Abusers come from all segments of society and include men and women. Many are married, educated, and have families.
- Less than 10% of sexual abusers will EVER encounter the criminal justice system.
- Sexual molesters will seek access to children where protective barriers are low.

Overview of Behaviors/Situations

Appropriate and Encouraged Interactions	Inappropriate and Prohibited Interactions	Harmful and Prohibited Interactions
Praise, encouragement, and acknowledgement	Isolated, one-on-one interactions	Patting buttocks
Rewards available to all who achieve	Risqué jokes and profanity	Actions or speech that humiliates, threatens, ridicules, degrades or frightens
Asking permission to touch for necessary purposes	Favoritism or gift giving to individual children	Corporal punishment of any kind
Pats on back or shoulder	Frontal hugging	Touch of personal areas – face, mouth, legs, breasts, stomach, genitals
Side hugs	Photographing individual children unless authorized by parent or guardian for the purpose of event publicity and marketing	Intimate, romantic, or sexual conduct
Handshakes and high fives	Contact outside of program activities	Showing pornography or involving youth in pornography
Warmth and kindness	Exchanging personal email or phone numbers	Use of alcohol or controlled substances with or in the presence of youth
Public social media alerts to groups of kids and parents	Private interactions through social media, computer, or handheld devices	

Definitions:

Staff & Volunteers – paid staff, volunteers, committee members, event faculty, event clinicians, national board members, Area board members, contractors, or anyone in a role of responsibility with a national, sponsored, or endorsed event.

Child/Children – any person under the age of 18.

Policies:

1. To protect Handbell Musicians of America, staff, volunteers, contractors, and program participants, at no time during a Handbell Musicians of America national, sponsored or endorsed event may a staff person or volunteer be alone with a single child where the staff person or volunteer cannot be observed by others.
2. Staff and volunteers shall never leave a child unsupervised.
3. Staff and volunteers will make sure a restroom is not occupied before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. If staff or volunteers are assisting younger children, doors to the facility must remain open.
4. Staff and volunteers will conduct and supervise private activities (diapering, putting on bathing suits, showering) in pairs. When this is not feasible, staff should be positioned so that they are visible to others.

5. Staff shall not abuse children or use corporal punishment of any kind. This includes physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect. Any type of abuse will not be tolerated and is cause for dismissal.
6. Staff and volunteers will respect children's right to not be touched in ways that make them feel uncomfortable. A child's right to say "No" is to be encouraged and respected. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
7. Staff and volunteers will use appropriate touch including pats on the back or shoulder, side hugs, handshakes, and high fives. Staff and volunteers will refrain from full frontal hugging, touching of personal areas, or patting of the buttocks. No child should sit in the lap of adult staff and volunteers.
8. Staff and volunteers will use positive techniques of guidance, including redirections positive reinforcement, and encouragement rather than competition, comparison, and criticism.
9. Staff and volunteers will not give gifts or special favors to individual children, or show preferential treatment to a child or group of children to the exclusion of others.
10. Staff and volunteers may not have one-on-one private online communications or engage one-on-one in other digital activities (games, social media, etc.) with youth event participants. Parents and another staff member or volunteer should be copied in digital and online communication, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication.
11. Staff and volunteers will respond to children with respect and consideration and treat all children equally regardless of gender, race, religion, sexual identity, or culture.
12. Staff and volunteers will refrain from intimate displays of affection toward others.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.
16. Staff may not be alone with children they meet at Handbell Musicians of America events outside of event activities. This includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
17. Staff may not transport children in their own vehicles.
18. Staff may not date event participants under the age of 18.
19. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with event organizers.)
20. Staff and volunteers are required to report any suspicion of child abuse to the proper authorities and to Handbell Musicians of America executive director as soon as possible after being made aware of an issue.

I, (name) _____, have read and understand the policies stated above and agree to follow these policies to the best of my ability.

Signed: _____

Date: _____