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**Submission information**

Form: Special Service Contract Program [1]
Submitted by Visitor (not verified)
Tue, 09/02/2025 - 2:07pm
██████████

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**Title of Project**
Saving Sandy's History

**Applicant Organization**
Friends of Sandy Library

**Federal Tax-Exempt ID Number**
██████████

**Organization Address**
PO Box 1671

**Organization City, State, ZIP**
Sandy

**Name of Project Manager**
John H Frick

**Project Manager Phone**
██████████

**Project Manager Email**
██████████████████

**Project Beginning Date**
Mon, 08/25/2025

**Project End Date**
Wed, 08/25/2027

**Please describe your 2025-2027 SSCP project**
Continuation of project started in 2023-2025 Biannual. Digitalization of Sandy Post and precursor local newspaper from inception to last publication in July 2025

**What is the dollar amount of SSCP grant funding you are requesting?**
14,000.00

**Which of the 2025-2027 program objectives will your project achieve?**
Preserve and / or celebrate Sandy's history and heritage

**Please specifically describe how your project meets the selected program objective(s)**
Preserves all previous copies of the Sandy Post in digital form for more convenient and efficient access to Sandy's history and heritage, as written in the local newspaper, for what ever the reason

**Please specifically describe how residents within Sandy city limits will benefit from the project**
Easy, convenient access to all copies of the local newspaper, Sandy Post, for what ever reason a resident would need the information

**Please identify and describe the measurements that will be used to assess the project's positive impact on Sandy residents**
There is no accurate way to measure or judge the value to the community, like there is no way to do the same for the Korean War Statue within the city limits. It is there for those interested. It may encourage those who are not initially interested

**Please describe how this project represents good value for the City; maximizing the public benefits generated from this investment of taxpayer funds**
If access to history to review, understand, and see the consequences of good and bad decisions is not a good value, then I don't know any other way to evaluate a project such as this

**Please describe how this project represents a sustainable long-term investment of taxpayer funds. How will this investment be leveraged to provide services in the future?**
The grant awarded for 2023-2025 was matched by the Friends at a greater than 2-1 match. With this grant, the match will still be greater than 1-1. This is regardless as to any contributions made by the Friends for the two year period.

**Have you received grant funding in the past, either through SSCP or through another organization?**
Yes

**Please indicate the program/organization from which you received grant funding; the year; and the dollar amount**
16,900.00

**Did you successfully comply with all terms and requirements of the past grant funding you received?**
Yes

**Are you requesting an Alternative Payment Accommodation per Section 7 of the Program Guidelines?**
No

**Project Budget**
sscp_grant_budget_form_11.xlsx [2]

**If you would like to provide supplementary project documents, promotional materials, or other files for the City's consideration, you may upload them here**
sscp_grant_budget_form_11.xlsx [3]

**Certification of Eligibility**
I certify that the proposed project is eligible for funding under the Program Guidelines. Specifically: the project will directly benefit residents living within Sandy city limits; the applying organization is tax-exempt under the Internal Revenue Code in good standing with the IRS; the project will not promote or inhibit religious activities; the project will not promote or inhibit political activities; the project will not discriminate based on race, ethnicity, age, gender, or sexual orientation; the project will not involve "self-dealing" or similar conflicts of interest as defined in the Project Guidelines; the project has a clear public benefit and has the permission of the owner of the property on which it will take place (if applicable); the applicant has a positive record of successful grant completion and

compliance with City policies and regulations; and the requested funding for organization staffing will be dedicated to the execution of the specific project being applied for (if applicable).

## Agreement / Certification of Accuracy

I certify that the information contained in this application is true and correct to the best of my knowledge. I understand that if the City finds the information in this application to be false, or if I fail to abide by all provisions and requirements of the SSCP Program Guidelines or all terms of the grant agreement executed between my organization and the City of Sandy, I will lose my eligibility to receive current and future grant funds, and may be required to return to the City any grant funds already received. I further understand that all materials submitted through this application and as part of this grant program may be subject to disclosure under public records laws.

**Source URL:**https://www.ci.sandy.or.us/node/23491/submission/23941

**Links**
[1] https://www.ci.sandy.or.us/administration/webform/special-service-contract-program [2] https://www.ci.sandy.or.us/system/files/webform/sscp_grant_budget_form_11_0.xlsx [3] https://www.ci.sandy.or.us/system/files/webform/sscp_grant_budget_form_11.xlsx

## 2025-2027 SPECIAL SERVICE CONTRACT PROGRAM GRANT APPLICATION BUDGET FORM

**SANDY OREGON**

| Project Name: | Saving Sandy's History |
|---|---|
| Applicant Name: | Friends of Sandy Library |

| BUDGET ITEM | Units Needed | Units of Measure | Cost Per Unit | Total Cost | SSCP Grant (A) SSCP Funding Requested | Matching Funds (B) Other Funding Sources * | (C) In-Kind Support | TOTALS |
|---|---|---|---|---|---|---|---|---|
| **Personnel Costs:** List Personnel Working on Project, their pay rate, days or hours worked, and whether they will be paid by grant, other funding, or in-kind match (volunteer). If they are volunteering, assume a pay value of $33.49 per hour. | | | | | | | | |
| | | | | $0.00 | | | | $0.00 |
| | | | | $0.00 | | | | $0.00 |
| | | | | $0.00 | | | | $0.00 |
| | | | | $0.00 | | | | $0.00 |
| | | | | $0.00 | | | | $0.00 |
| **Subtotal Personnel Costs** | | | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| | | | | | | | | |
| **Materials / Supplies / Equipment** | | | | | | | | |
| | | | | $0.00 | | | | $0.00 |
| | | | | $0.00 | | | | $0.00 |
| | | | | $0.00 | | | | $0.00 |
| | | | | $0.00 | | | | $0.00 |
| | | | | $0.00 | | | | $0.00 |
| **Subtotal Materials/Supplies/Equipment:** | | | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| | | | | | | | | |
| **Event Fees / Publicity / Marketing** | | | | | | | | |
| | | | | $0.00 | | | | $0.00 |
| | | | | $0.00 | | | | $0.00 |
| **Subtotal Fees/Publicity/Marketing** | | | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| | | | | | | | | |
| **Transportation Costs** | | | | | | | | |
| | | | | $0.00 | | | | $0.00 |
| | | | | $0.00 | | | | $0.00 |
| **Subtotal Transportation and Other Costs** | | | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| **Project Administration** (clerical, printing, postage, permits, etc.) | | | | | | | | |
| | | | | $0.00 | | | | $0.00 |
| | | | | $0.00 | | | | $0.00 |
| **Subtotal Admin Costs** | | | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| | | | | | | | | |
| **Misc Other Costs** | | | | | | | | |
| Digitilation | | | | $14,088.61 | $14,000.00 | $88.61 | $0.00 | $14,088.61 |
| | | | | $0.00 | | | | $0.00 |
| **Subtotal Misc. Other Costs** | | | | $14,088.61 | $14,000.00 | $88.61 | $0.00 | $14,088.61 |
| | | | | | | | | |
| **TOTAL PROJECT COSTS** | | | | $14,088.61 | $14,000.00 | $88.61 | $0.00 | $14,088.61 |

| * Other Funding Sources - List Sources Here | Amt. Funded |
|---|---|
| Existing organization funds | $88.61 |
| | |
| | |
| | |
| | |
| **Total: Other Funding Sources** | $88.61 |

**SANDY**

WHERE INNOVATION MEETS ELEVATION

## *Special Service Contract Program Application*
## *2023-2025 Biennium*

Please submit this application for a special service contract to the front counter at Sandy City Hall **no later than 5:00 PM, Friday, August 25th, 2023**. Applications received after the deadline will not be accepted.

**Name of Organization:** ___Friends of Sandy Library_____

**Contact Name/Title:** __ Dale Hauff, President and John Frick, Treasurer _____

**Mailing Address:** _____PO Box 1671_Sandy, OR 97055____

**Contact Phone:** __Dale Hauff _503/863-6680,  John Frick 503/804-6945_____

**Contact Email:** Dale Hauff: dphauff@gmail.com John Frick: jhfrick11@gmail.com

**Name of Project:** __Saving Sandy's History _____

**Is this a Non-Profit Organization? Yes** ___X_____ **No** _____

**Non-Profit Federal Tax Exempt ID Number:** ___93-1227461_____

**Exec Dir signature:** Dale Hauff *(signature)* **Date:** ___August 25, 2023___

The City Council of the City of Sandy has established this Special Service Contract Program (SSCP) to empower non-profit organizations to provide services in Sandy without creating new city programs. The SSCP is designed to help the Sandy City Council achieve their stated goals, provide additional public benefits, and/or meet identified community needs. Criteria for acceptance of an application are found below. Programs or services that help to accomplish current City Council goals will be given additional consideration. The most recently approved City Council goals can be found on the City of Sandy website (https://www.ci.sandy.or.us/citycouncil/page/2023-25-city-council-goals).

### *Criteria:*

1. Please provide a clear description of how you propose to accomplish one of the City Council goals, meet a community need, or provide a public benefit. Proposed services or programs must work with existing city programs and services.   Public safety
2. Describe how much financial assistance you will require to fund your proposed service or program along with a financial plan that demonstrates managerial and fiscal competence.
3. Please attach a simple budget for how you plan to use the money requested from this program. Please include any outside funds or in-kind donations of labor or materials – outside funds & in-

kind donations are encouraged and will increase the likelihood of application acceptance. *(Funds may not be used for one-time events, scholarship-type activities or purchase of equipment.)*

**SANDY**
WHERE INNOVATION MEETS ELEVATION

## *Special Service Contract Program Application*
## *2023-2025 Biennium*

4. What performance measures would you suggest as the most accurate measures for tracking the success of your proposed program or service?
5. How does your proposed program or service accomplish the goal you have identified? Please describe your plan of action.
6. Please describe the need for this proposed program or service in the City of Sandy.
7. Is your organization capable of providing the proposed program or service in a scaled down form if your request is not fully funded?
8. Please attach a copy of the determination letter indicating your 501(c)3 status or alternate paperwork showing you are registered as a tax exempt organization.

### *Selection Process:*

An SSCP review committee will review all applications, reject those that do not meet the stated application criteria and pass along a list of preferred projects based on available funding to the City Council for final consideration. The City Council will approve the final list of selected applicants.

The City of Sandy reserves the right to place additional conditions on these requests for funding and to periodically audit these agreements for compliance as it deems necessary. The City may request a return of part or all of the funding if agreed-to conditions are not satisfactorily met.

# SAVE SANDYS HISTORY GRANT APPLICATION FOR CITY OF SANDY SSCP

**Project Description:**
This project would digitize decades of old Sandy Post newspapers in searchable online format that is widely available and free to all. There is only one hard copy of the entire Sandy Post Archives 1936-present and it exists in a small windowless room in Gresham. If a fire or other disaster happened, Sandy's written history would be gone forever. The University of Oregon Library has started a "Digital Newspaper Library Service" and have already scanned decades of old newspapers from small towns around Oregon and put them online (see attachments). They do have some of the Sandy Post on microfiche but it is held at the university library and must be mailed snail mail to the local Sandy Library. The Digital Newspaper Library Service staff partner with towns to produce a searchable database of the newspapers for $0.65 a page from microfiche and $0.85 per page from hard copy issues. They do all the work once they have the issues.

We are proposing to do 25 years of issues at this time with the grant funds, but are actively seeking matching funds from Pamplin Media, Sandy residents, and other entities, to add as many years as we can afford. It costs about $675 for a year of issues. We may start with the oldest, or we may start with 1970's when Sandy started growing. Our intent is to continue until all issues are available online, free for anyone to search at the library or from home. The total project cost for 25 years of issues is $19,107 and we are requesting $16,900 with an in-kind match of $2,207 to deliver and retrieve the volumes and market their availability.

| SAVE SANDY'S HISTORY GRANT REQUEST | | | |
|---|---|---|---|
| **PROJECT ITEM AND SCOPE** | **TOTAL COSTS** | **GRANT REQUEST** | **GRANT MATCH** |
| **University of Oregon Digital Newspaper Program** | | | |
| Cost Per Page to fully scan/digitize search friendly page | $ 0.85 | | |
| Estimated avg pages per year (avg 20 pages*52 issues) | 1040 | | |
| Cost of Phase 1, 25 years' worth (1040*20*$0.65) | $ 16,900 | $ 16,900 | |
| **Unconfirmed Cash Match** | | | $15,000 |
| **Delivery and Return of Bound Volumes** | | | **MATCHING IN-KIND SERVICES** |
| Estimate six trips to Eugene over two year period (5 hrs round trip)=30 hrs | | | |
| Value of volunteer driver ($31.80/hr*30 hrs) OR State required value | $ 954 | | $ 954 |
| Mileage 254 miles each trip $0.655 per mile OR mileage rate (254*.655) | $ 998 | | $ 998 |
| | | | |
| **Marketing of Historical Data Availability** | | | |
| Online media announcements through City of Sandy Library, local Facebook pages and Instagram ($31.80/hr OR volunteer rate*8 hrs) | $ 254 | | $ 254 |
| | | | |
| **TOTAL PROJECT COST CONFIRMED** | $ 19,107 | $ 16,900 | $ 2,207 |
| **TOTAL PROJECT AMOUNT UNCONFIRMED** | | | $15.000 |

**Grant Criteria Responses**

1. Please provide a clear description of how you propose to accomplish one of the City Council goals, meet a community need, or provide a public benefit. Proposed services or programs must work with existing city programs and services.

Council goals center on public safety, public works, community planning, economic development, parks and recreation, SandyNet, transit, library and our city staff and Council/Mayor. ALL have their history documented in the Sandy Post over the last 90 years. The police log, the improvements of Bluff Road, construction of Dubarko, the projects at our water and wastewater treatment plants, the construction of our movie theater, Fred Meyer, all our new parks, Tickle Creek Trail, our new bus system, our new library, and the election of dozens of our local residents to help steer this town's future can all be found in the pages of the Sandy Post over the last 25 years. It is even more amazing to read the papers from the 50's, 60's and 70's to learn how Sandy has changed. The goals listed in 2023 stand on the shoulders of the goals from the 1970's, 80's, 90's etc. Funding this project will make this searchable historic treasure of our town, available to serve all residents and anyone in the world who wants to look at it online from home, the Sandy Library or from University of Oregon Digital Newspaper Program for free.

2. Describe how much financial assistance you will require to fund your proposed service or program along with a financial plan that demonstrates managerial and fiscal competence.

See table above. We request $16,900 in grant funds and have over $2,200 in matching in-kind services. We are aiming to get another $15,000 in matching cash grants. Once we have grant approval, we hope to line up additional cash matches within 60 days. The University of Oregon charges $0.65 per page to scan from microfiche and $0.85 to scan hard copy issues and provides the services below. The Oregon Digital Newspaper Program was created to coordinate the digitization of historic Oregon newspapers by outside organizations for inclusion in ODNP. Their goal is to become a single resource to freely search for historic Oregon newspapers. By partnering in ODNP, the UO Libraries will provide Friends of the Sandy Library and Sandy residents:

- Project Management
- Microfilm Analysis, Collation, and Duplication
- Vendor Coordination for Digitization, OCR, and article coordinates
- Quality Control of data and images
- Integration of content into the ODNP site
- Digital preservation on digital image files and metadata

More information on the program and the numerous small-town newspapers they have already scanned demonstrating their managerial and fiscal competence are shown the Attachments A1-4.

3. Please attach a simple budget for how you plan to use the money requested from this program. Please include any outside funds or in-kind donations of labor or materials – outside funds & in-kind donations are encouraged and will increase the likelihood of application acceptance. *(Funds may not be used for one-time events, scholarship-type activities or purchase of equipment.)*

See above for budget sheet. We are actively seeking cash matches to scan an additional 20+years (of the almost 90 year archive). The Pamplin Media may donate towards the project. Local residents who may be willing to contribute, especially given the recent Lahaina fires that show how a town's history can be eradicated in one catastrophe. We will scan as many issues as we

can and continue in future years to completion. Delivery and retrieval of the bound volumes to the University of Oregon Library and coordination with their digital newspaper program staff, as well as our marketing of this wonderful asset on the city's Sandy Library website, Facebook sites, Pamplin Media and other sources, are our in-kind services match for the project.

4. What performance measures would you suggest as the most accurate measures for tracking the success of your proposed program or service?

Elizabeth Peterson, the U of O Digital Collections Librarian who heads the projects confirms her staff can scan 90 years of issues in one year under a Memorandum of Agreement (Attachment 6) and bill at the end of the project. We will provide a mid-year progress and final accomplishment report on how many years/issues have been digitized, along with the funds spent to date.

5. How does your proposed program or service accomplish the goal you have identified? Please describe your plan of action.

The intent of the project is to make these historic issues of the Sandy Post available to everyone and anyone for free so they can easily search our town's history. We intend to work with the Sandy Library, Pamplin Media, Facebook groups in the area, and others to advertise the availability of the free searchable records to Sandy/Mt. Hood area residents, historians, local schools, clubs, and others interested. It will also be highly ranked on Google, under the University of Oregon Library's Digital Newspaper Service Program for the state.

6. Please describe the need for this proposed program or service in the City of Sandy.

As stated, there is only one entire archive of the Sandy Post that exists. If these volumes were lost in a fire, or flooded by a sprinkler system or other natural catastrophe, Sandy's written history would be lost forever. The ease of digitizing these issues, makes them searchable for those curious about their ancestors, doing genealogy, looking up when a particular project was done in town, or just wanting to have a digital copy of a relative who got their picture in the paper – something we all like to clip and save in our scrapbooks.

7. Is your organization capable of providing the proposed program or service in a scaled down form if your request is not fully funded?

Yes, since the University of Oregon's Library Digital Newspaper Service charges by the page, we can scale down, however our hope is to get as many years funded as possible and keep going until the entire archive (1930's to present or as recent as the Sandy Post will allow us to do). They have their own archive from recent years.

8. Please attach a copy of the determination letter indicating your 501(c)3 status or alternate paperwork showing you are registered as a tax exempt organization.

See A5 attachment.

We hope that you can all agree that having these archives available to the Sandy community is priceless, but affordable at less than $17,000. Given our written Sandy history is so precarious, and could be wiped out by a single incident like fire, we are hoping we can get started **"Saving Sandy's History"** as soon as possible. Thank you for you consideration of our grant.

**Sincerely,**
**Friends of the Sandy Library**

# FRIENDS OF SANDY LIBRARY GRANT ATTACHMENTS 1 THROUGH 5

## A1: UNIVERSITY OF OREGON LIBRARY DIGITAL NEWSPAPER PROGRAM (DNP)

**DIGITAL LIBRARY SERVICES**

Overview

Events and Workshops

Digital Collections

UO Resources

Digital Humanities @ UO

New Media and Culture
Certificate (NMCC)

Schedule a Consultation

Aerial Photography Collection

Map Collection

# Become a Partner Contribute to Oregon Newspapers

## Help digitize your local paper!

Can't find the historic Oregon newspaper you're looking for? Likely it is waiting for someone like you to fund its digitization!

The Oregon Digital Newspaper Program was created to coordinate the digitization of historic Oregon newspapers by outside organizations for inclusion in ODNP. Our hope is to become a single resource to freely search for historic Oregon newspapers. By partnering in ODNP, the UO Libraries will provide:

- Project Management
- Microfilm Analysis, Collation, and Duplication
- Vendor Coordination for Digitization, OCR, and article coordinates
- Quality Control of data and images
- Integration of content into the ODNP site
- Digital preservation on digital image files and metadata

Please contact Sarah Seymore at sseymore@uoregon.edu if you are interested in partnering in ODNP.

## Donate to ODNP!

## A2: OREGON DIGITAL NEWSPAPER PROGRAM (DNP) SAVING OREGON NEWSPAPERS (AND HISTORY)

Home    Research Support ▼    Services ▼    Collections ▼    Library Accounts ▼    About ▼    Get Help ▼    Chat 24x7

**DIGITAL LIBRARY SERVICES**

Overview

Events and Workshops

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Digital Humanities @ UO

New Media and Culture
Certificate (NMCC)

Schedule a Consultation

Aerial Photography Collection

Map Collection

# Oregon Digital Newspaper Program


Historic Oregon Newspapers

"ANNOUNCING the HISTORIC OREGON NEWSPAPERS Website!"

Start viewing more than 710,900 pages here: https://oregonnews.uoregon.edu/

The Oregon Digital Newspaper Program (ODNP) is an initiative to digitize historic Oregon newspaper content and make it freely available to the public through a keyword-searchable online database. The initial phase of the program has concentrated on newspapers published between 1860 and 1922, with approximately 150,000 pages made freely available online in the first two years (2009-2011).

The ODNP was also constructed to help facilitate the digitization of Oregon newspapers by outside organizations/individuals. The resulting product will be an open state-wide resource for historic Oregon newspapers online. If you are interested in participating, please see the "Become a Partner" page.

UO Press Release - 2009

## A3: U OF O LIBRARY DIGITAL NEWSPAPER PROGRAM WEBSITE
https://oregonnews.uoregon.edu/ **Searchable by title, map, location, topic, etc.**
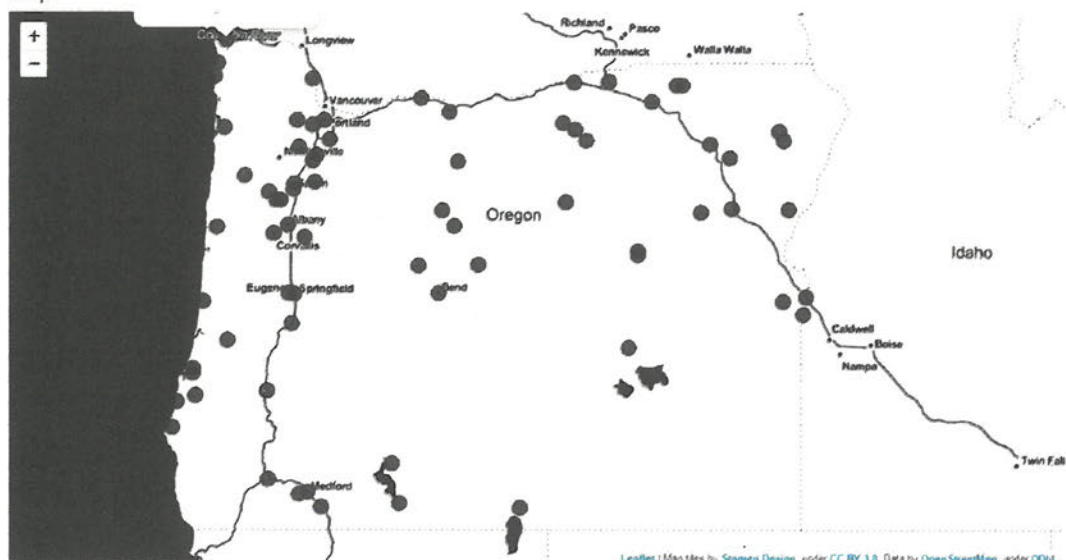


The state rights democrat.
Aug. 22, 1890

## A4: U OF O LIBRARY DIGITAL NEWSPAPER PROGRAM TOWN NEWSPAPERS ALREADY DIGITIZED AND ONLINE Titles by Location

### Newspapers by City

View the complete list of **titles by location**

Map

# A5: FRIENDS OF SANDY LIBRARY 501(c)3 STATUS DOCUMENTATION:

| Form **CT-12** **For Oregon Charities** For Accounting Periods Beginning in: **2022** | **Charitable Activities Section** **Oregon Department of Justice** 100 SW Market Street Portland, OR 97201-5702 Email: charitable@doj.state.or.us Website: https://www.doj.state.or.us Line-by-line instructions for completing the annual report form can be found on our website. | You can now file reports and pay by credit card using our online form at https://justice.oregon.gov/ paymentportal/Account/Login |
|---|---|---|

VOICE (971) 673-1880
TTY (800) 735-2900
FAX (971) 673-1882

## Section I.    General Information

1. Registration #: 29372

**Friends of Sandy Library**
John H. Frick
PO Box 1671
Sandy    OR    97055

Phone: (503) 668-5257        Fax:
Period Beginning: 1/1/2022        Period Ending: 12/31/2022

Cross Through Incorrect Items and Correct Here:
(See instructions for change of name or accounting period.)

Registration #:

Organization Name:

Address:

City, State, Zip:

Phone:                Fax:                Amended Report?
Email:

Period Beginning:  1 / 1 /2022  Period Ending:  12 / 31 / 2022

2. Did a certified public accountant audit your financial records? - If yes, attach a copy of the auditor's report, financial statements, accompanying notes, schedules, or other documents supplementing the report or financial statements. ☐ Yes ☑ No

3. Is the organization a party to a contract with a fundraising firm that relates to solicitations in Oregon? If yes, check the type of solicitations: ☐ in-person; ☐ direct mail; ☐ advertising; ☐ vending machine; ☐ telephone; or ☐ other solicitations. If yes, also write the name of the fundraising firm(s) here: _____ (If you checked "other solicitations", attach an explanation.) ☐ Yes ☑ No

4. Has the organization or any of its officers, directors, trustees, or key employees ever signed a voluntary agreement with any government agency or been a party to legal action in any court or administrative agency regarding charitable solicitation, administration, management, or fiduciary practices? If yes, attach explanation of each such agreement or action. See instructions. ☐ Yes ☑ No

5. During this reporting period, did the organization amend its articles of incorporation, bylaws, or trust documents, OR did the organization receive a determination or revocation letter from the Internal Revenue Service relating to its tax-exempt status? If yes, attach a copy of the amended document or letter. ☐ Yes ☑ No

6. Is the organization ceasing operations and is this the final report? (If yes, see instructions on how to close your registration.) ☐ Yes ☑ No

7. Provide contact information for the person responsible for retaining the organization's records.

| Name | Position | Phone | Mailing Address & Email Address |
|---|---|---|---|
| John Frick | Treasurer | 503-804-6945 503-668-5257 | PO Box 1671 Sandy, OR 97055 jhfrick11@gmail.com |

8. List of Officers, Directors, Trustees and Key Employees – List each person who held one of these positions at any time during the year even if they did not receive compensation. Attach additional sheets if necessary. If an attached IRS form includes substantially the same compensation information, the phrase "See IRS Form" may be entered in lieu of completing this section. (Oregon law requires a minimum of three directors for nonprofit public benefit corporations.)

| (A) Name, mailing address, daytime phone number and email address | (B) Title & average weekly hours devoted to position | (C) Compensation (enter $0 if position unpaid) |
|---|---|---|
| Name: Dale Hauff Address: PO Box 1671 Sandy, OR 97055 Phone: (503) 668-7257  Email: dphauff@gmail.com | 1 President | 0.00 |
| Name: Bruce Heider Address: PO Box 1671 Sandy, OR 97055 Phone: (503) 329-6952  Email: mint402@aol.com | 1 Vice President | 0.00 |
| Name: John Frick Address: PO Box 1671 Sandy, OR 97055 Phone: (503) 804-6945  Email: jhfrick11@gmail.com | 2 Treasurer | 0.00 |

**Form Continued on Reverse Side**

# IRS

## Confirmation

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

- **Organization Name:** FRIENDS OF SANDY LIBRARY
- **EIN:** 931227461
- **Tax Year:** 2022
- **Tax Year Start Date:** 01-01-2022
- **Tax Year End Date:** 12-31-2022
- **Submission ID:** 10065520230376109723
- **Filing Status Date:** 02-06-2023
- **Filing Status:** Pending

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

**MANAGE FORM 990-N SUBMISSIONS**

## Oregon Digital Newspaper Program (ODNP) Agreement

**University of Oregon**

| | |
|---|---|
| **ORDER NUMBER** | [INSERT ORDER NUMBER] |
| **DATE** | [INSERT DATE] |

| | |
|---|---|
| **Organization Name ("Organization"):**<br>ORGANIZATION NAME<br>Ship to Address: [INSERT ADDRESS]<br>Phone: [INSERT PHONE]<br>Email: [INSERT EMAIL]<br>Contact Name: [INSERT NAME] | **Project Description:** [NEWSPAPER TITLE(s)<br>**Newspaper format(s):** [Insert Formats]<br>**Date Range:** [Insert Date Range]<br>**Condition Notes:** [Insert Condition Notes]<br>**Page Count Estimates:** [Page Count]<br>**Copyright Information:** ☐ Public Domain<br>☐ No known copyright  ☐ In Copyright<br>Provide Additional Information, (if necessary) |

**Billing Address:** [INSERT ADDRESS]

University of Oregon Libraries ("University" or "ODNP") Contact Information
Attention: Oregon Digital Newspaper Program
1601 Kincaid Street
Eugene, Oregon 97403-1299
Email:
Phone:

| Description | Quantity | Unit | Unit Price | Extended Price |
|---|---|---|---|---|
| Organization authorizes ODNP to begin work on the following services:<br>☐ Digitization of positive microfilm<br>☐ Digitization of negative microfilm<br>☐ Digitization of print newspaper issues to be sent to UO Libraries by partner institution:<br>[Enter Partner Institution] | | | | |
| Deliverables:<br>☐ Creation of archival TIF files<br>☐ Creation of access PDF and JP2 files<br>☐ Library of Congress Standard OCR Recognition<br>☐ Metadata Creation (i.e. issue, volume, date, title)<br>☐ Quality review of digital files, data, and images<br>☐ Storage of digitized content on UO libraries servers<br>☐ Digital preservation of image files and metadata<br>☐ Integration of content on Historic Oregon Newspapers (http://oregonnews.uoregon.edu) with free access for public and searchable keyword online<br>☐ Return of digitized print newspaper issues to partner institution.<br>☐ Purchase Hard Drive with copy of files | | | | |
| For estimating purposes only. Final cost amount is subject to change | | | **Estimate Total** | |

| ESTIMATED START DATE | | ESTIMATED COMPLETION DATE | |
|---|---|---|---|
| ACCEPTED AND AGREED TO INCLUDING TERMS AND CONDITIONS ON THE NEXT PAGE | | Name/Title | Date |