

HIGHLANDER CENTER  
1625 Riverside Drive  
Knoxville, Tenn. 37915

MEMO ON: Requests for assistance in financing and setting up workshops  
FROM: C. Conrad Browne, Executive Vice President

We welcome requests and workshop proposals but as a tax exempt institution, our educational services are limited by Internal Revenue Service regulations. Highlander funds cannot be used for the purpose of "carrying on propaganda or otherwise advocating or opposing pending or proposed legislation."

Nor, can Highlander "participate or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office."

These stipulations include the use of building, equipment and supplies.

In addition, foundations from which the Center receives support requests that funds not be used for action programs but only for education as defined by the Internal Revenue Service,

i.e., an exclusively educational organization where a regular curriculum and faculty are normally maintained and where a regularly enrolled body of students is normally in attendance at the place where the educational activities are regularly carried on.

Representatives of organizations or individuals requesting financial assistance should set forth in writing the nature of the workshop proposed, including information about the participants. The Highlander Center Executive Committee will determine which programs to support.

Examples of Highlander workshop schedules and related report forms are enclosed for your guidance.