

The Stackpole-Hall Foundation



Lyle G. Hall, Jr.
1929—2016

Annual Report
2016

MISSION STATEMENT:

“The mission of The Stackpole-Hall Foundation is to first consider the needs of the people in Elk County, Pennsylvania with a goal of improving the fundamental quality of life. We will give priority to the educational, human service, and community development needs of the County.”

About the cover:

In 2016, the Stackpole-Hall Foundation family lost a donor, Trustee and friend, Lyle G. Hall, Jr.

GRANT GUIDELINES and deadlines
are available on our website at
www.stackpolehall.org

THE
STACKPOLE-HALL
FOUNDATION

ANNUAL REPORT
2016

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The Stackpole-Hall Foundation Annual Report 2016

Trustees and Staff

TRUSTEES:

R. Dauer Stackpole, Chair
J.M. Hamlin Johnson, Vice Chair
Heather L. Conrad
William C. Conrad
Francis S. Grandinetti
Megan E. Hall
Richard A. Masson
Deborah Dick Pontzer
John I. Saalfeld
Alexander Sheble-Hall
Beatrice D. Terbovich
Laurey S. Turner
Lawrence E. Whiteman

STAFF:

William C. Conrad, Executive Director
Dennis J. Bonanno, Secretary/Treasurer

YOUTH ADVISORY BOARD:

Kate Scrimshaw-Hall, Chair
Emma Scrimshaw-Hall, Vice Chair
Daisy Stackpole, Secretary
Madison Conrad
Morgan Drew
Christina Nixon
Frances Saalfeld
Rory Sheble-Hall
Kylan Turner

INVESTMENT COMMITTEE:

William C. Conrad, Chair
Dennis J. Bonanno
J.M. Hamlin Johnson
Deborah Dick Pontzer
John I. Saalfeld
R. Dauer Stackpole

EVALUATION COMMITTEE:

William C. Conrad, Chair
Dennis J. Bonanno
Francis S. Grandinetti
Deborah Dick Pontzer

COMPENSATION COMMITTEE:

J.M. Hamlin Johnson, Chair
Lawrence E. Whiteman

DONORS:

Lyle G. Hall, Sr.
Lyle G. Hall, Jr.
Adelaide Stackpole
Harrison C. Stackpole
J. Hall Stackpole
Stackpole Carbon Company



A MESSAGE FROM

THE CHAIRMAN OF THE BOARD



Our Foundation and our Elk County community lost an important philanthropic leader in 2016 with the passing of Lyle G. Hall.

Upon the death of his father, Lyle G. Hall, Sr., an original Founding donor and trustee of the Foundation, he served as a Lifetime Trustee from 1958 to 2011 and was then designated an Honorary Trustee until his death last year.

He replaced Harrison C. Stackpole as Chairman of the Foundation Board in 1998 and served until 2007. Under his leadership, the assets of the Foundation stabilized to over \$25,000,000 and continued to play a major role in improving the quality of life in Elk County.

His wisdom and counsel is sorely missed.

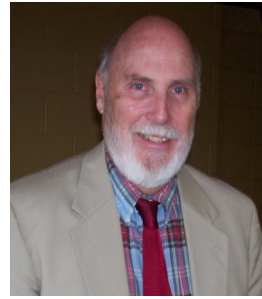
Dauer Stackpole and Lyle Hall



R. Dauer Stackpole

Chairman of the Board of Trustees

A MESSAGE FROM
THE EXECUTIVE DIRECTOR



Since 1951, and the beginning of the Stackpole-Hall Foundation, thirty-one individual trustees have guided the growth and development of a foundation that now has assets of about \$27,000,000. While financial capital is critical, no one would argue that the life blood of a private foundation is its human capital.

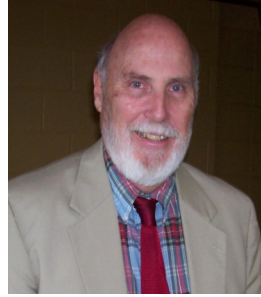
For the past thirty-eight years and twenty-five years respectively, Trustees J. Hamlin Johnson and Lawrence E. Whiteman served the foundation and the greater good of the region through their dedication, skill and intellect.

Mr. Johnson came on board in 1981, when the number of trustees expanded from five to seven. Mr. Whiteman joined the foundation in 1994, first as a member of the Planning Committee, and then, in 2005, as a trustee. But this is only part of the story; both Mr. Johnson and Mr. Whiteman were closely associated with the Stackpole and Hall Families through their leadership in the family owned Stackpole Corporation, where their involvement dated back to the 1940's and 1950's. At the Stackpole Corporation, Mr. Johnson served as Treasurer and a member of the Board of Directors and Mr. Whiteman as Vice President of the Carbon Division.

A MESSAGE FROM

THE EXECUTIVE DIRECTOR

(continued)



At the end of 2016, when their three year renewable terms expired, both decided it was time to retire. Replacing the experience and knowledge they brought to the administration of the foundation will be no small task; and Ham and Larry will be deeply missed. However, they have not entirely vanished from the scene, both were unanimously appointed by their peers as Honorary Trustees, a position that carries both seat and voice.

Best wishes Ham and Larry and thanks for your contribution.



William Conrad, Ham Johnson, Dauer Stackpole, and Larry Whiteman.

William C. Conrad
Executive Director and Trustee

The Stackpole-Hall Foundation Annual Report 2016

Executive Director William Conrad (center) with retiring Trustees
Larry Whiteman and Hamlin Johnson



Welcome to our newest Trustee,

Bea Dobson Terbovich

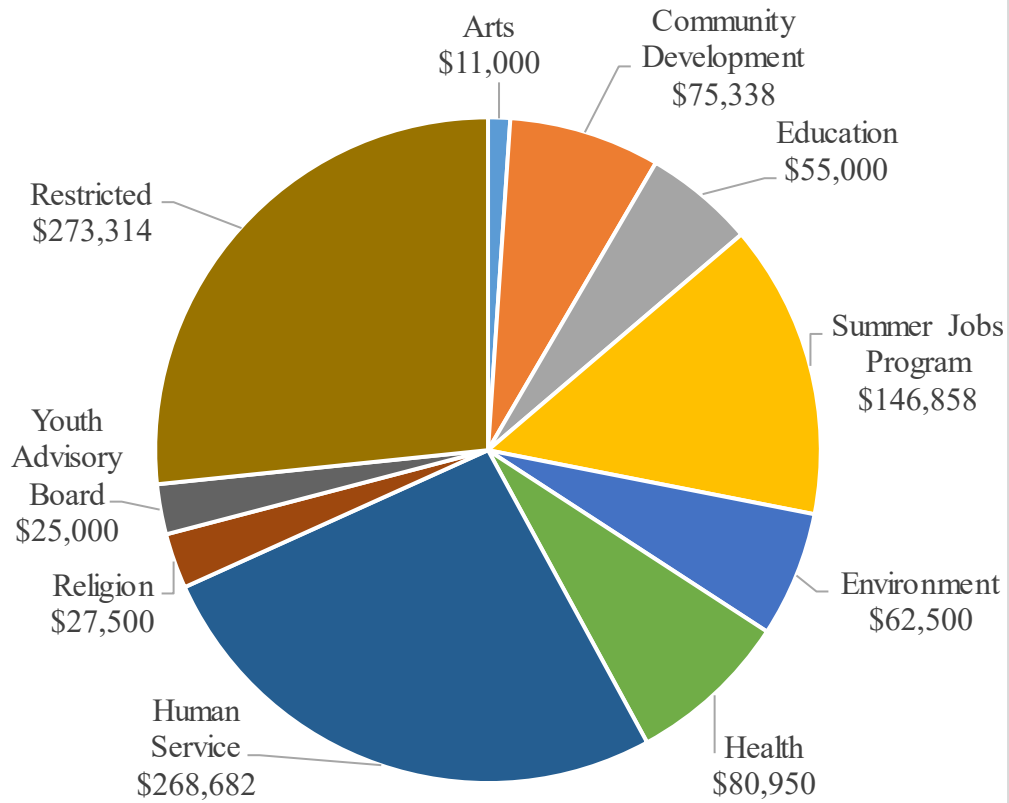


Bea was elected to the Board of Trustees in 2016. She fills the seat of her father, Douglas R. Dobson, who passed away in 2015 after serving the Foundation for 34 years.

Bea is a community leader, and, with her knowledge of Elk County, her service to the community, and her history with the Foundation and her fellow Trustees, Bea is a welcome addition to our Board.

2016 GRANTS BY CATEGORY

Total Grants = \$1,026,142 (cash basis)

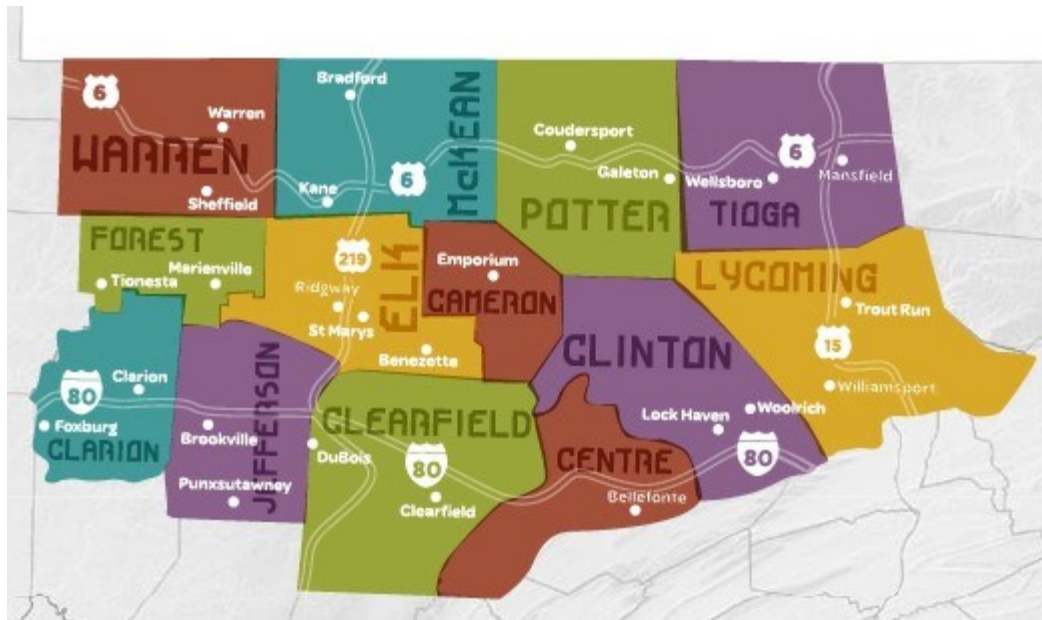


ARTS AND CULTURE - \$11,000

PA Wilds Center for Entrepreneurship

Russell, PA

Artisans Trail Project	\$10,000
PA Wilds Dinner & Awards Program	\$1,000



The Pennsylvania Wilds, one of the state's 11 official tourism regions, is a large rural area that encompasses 12 1/2 counties and covers about a quarter of the Commonwealth. Tourism accounts for about 11 % of the region's economy. Visitors spend approximately \$1.7 billion in the PA Wilds annually.

The PA Wilds Center for Entrepreneurship is a non-profit organization that strengthens the economic development of the region. The Artisans Trail initiative is intended to brand and promote the unique artisan skills that exist in the region by connecting the artisans with retailers and the traveling public. Currently, Elk County has the highest artisan membership in the region with 30 participants of the 144 total members.

COMMUNITY DEVELOPMENT - \$75,338

Benezette Township

Benezette, PA

Tourism Bench Project \$2,000

Elk County Community Foundation

St. Marys, PA

Fund For The Future \$2,500

Johnsonburg Public Library

Johnsonburg, PA

Unrestricted Grant \$1,000

Ridgway Area Little League

Ridgway, PA

Bleacher Project & Maintenance Equipment \$20,000



The Ridgway Little League provides organized baseball and softball for approximately 125 boys and 75 girls annually. The Foundation's grant was used for new bleachers and a tractor for field maintenance.

COMMUNITY DEVELOPMENT - continued

Ridgway Borough Ridgway, PA	
Playground Equipment	\$19,063

Ridgway Public Library Ridgway, PA	
Unrestricted Grant	\$1,000

St. Marys Airport Authority St. Marys, PA	
Weather System Upgrade	\$25,275

St. Marys Public Library St. Marys, PA	
Unrestricted Grant	\$1,000
Unrestricted Grant	\$2,500

Wilcox Public Library Wilcox, PA	
Unrestricted Grant	\$1,000

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EDUCATION - \$55,000

Bradford Educational Foundation

Bradford, PA

University of Pittsburgh at Bradford Diversity Project \$5,000

Community Education Council

St. Marys, PA

DISCOVER Partnership \$25,000



The DISCOVER Partnership, spearheaded by the CEC, is a business and education partnership committed to creating programs that educate residents and young people about the career opportunities available in Elk and Cameron Counties. The partnership is aimed at helping students “DISCOVER” what the region has to offer and plans programs that form connections between students, local companies and communities. Pictured above are middle school students visiting the operating room as part of a tour of Penn Highlands Elk.

EDUCATION - continued

Elk County Community Foundation

St. Marys, PA

Scholarship Fund	\$1,000
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Lock Haven University

Lock Haven, PA

Diversity Project	\$5,000
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St. Leo School

Ridgway, PA

Great Books Reading Program	\$2,000
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St. Marys Area School District

St. Marys, PA

Certified Nurse Aide Training Program	\$17,000
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The Certified Nurse Aide program at St. Marys Area High School will provide immediate employment opportunities as well as valuable clinical exposure for those students that want to pursue college degrees in allied health fields.

SUMMER JOBS PROGRAM - \$146,858

The Stackpole-Hall Foundation, in cooperation with the Pennsylvania Higher Education Assistance Agency (PHEAA), continued its successful Dr. William C. Conrad Summer Jobs Program which began in 1985. This program allows college students from Elk County to gain work experience, ideally in their field of study, from non-profit agencies. In the joint effort, the Foundation provides funding for 50% of the wages earned, the Pennsylvania State Work Study Program provides funding for 40%, and the employers are responsible for the remaining 10%.

A total of 96 students were employed in 2016. The following is a list of the employers, number of students employed, and the Foundation's share of the wages.

City of St. Marys
St. Marys, PA
22 students \$38,320

Community Education Center
St. Marys, PA
1 student \$1,418

Dickinson Center, Inc.
Ridgway, PA
4 students \$5,916

Elcam, Inc.
St. Marys, PA
3 students \$4,596

Elk County
Ridgway, PA
8 students \$11,237

Elk County Catholic School System
St. Marys, PA
3 students \$5,210

Elk County Community Foundation
St. Marys, PA
1 student \$1,920

SUMMER JOBS PROGRAM - continued

Elk County Cooperative Extension

Ridgway, PA

2 students \$3,008

Elk County Council on the Arts

Ridgway, PA

1 student \$1,920

Elk County Humane Society

St. Marys, PA

1 student \$1,733

Fox Township

Kersey, PA

5 students \$7,568

Holy Rosary Church

Johnsonburg, PA

1 student \$1,920

Johnsonburg Area School District

Johnsonburg, PA

8 students \$9,631

Johnsonburg Borough

Johnsonburg, PA

1 student \$1,920



One of the responsibilities of the summer student worker for the Johnsonburg Borough was to serve as the Coordinator for the Day Camp Program that ran for 9 weeks. The student gained valuable experience toward her major in Education.

SUMMER JOBS PROGRAM - continued

Johnsonburg Public Library

Johnsonburg, PA

1 student \$1,826

Jones Township

Wilcox, PA

4 students \$5,390

Northern Tier Community Action

St. Marys, PA

3 students \$5,556

Penn Highlands Elk

St. Marys, PA

2 students \$1,858

Ridgway Area School District

Ridgway, PA

6 students \$9,543

Ridgway Borough

Ridgway, PA

1 student \$1,730

Ridgway Public Library

Ridgway, PA

1 student \$1,540

Ridgway YMCA

Ridgway, PA

3 students \$3,631

St. Marys Area School District

St. Marys, PA

9 students \$12,497

SUMMER JOBS PROGRAM - continued

St. Marys Catholic Church

St. Marys, PA

1 student \$660

St. Marys Historical Society

St. Marys, PA

1 student \$2,028

St. Marys Public Library

St. Marys, PA

2 students \$2,760

Western PA Conservancy

Ridgway, PA

1 student \$1,522



Among the duties of the summer student worker for the Western PA Conservancy was to help conduct stream assessments for habitat such as the eastern hellbender salamander shown here.



ENVIRONMENT - \$62,500

Elk County Conservation District
Ridgway, PA

Maintenance of Water Monitoring System \$12,500

Elk County Solid Waste Authority
Ridgway, PA

Renovations to Recycling Building \$50,000



The Elk County Solid Waste Authority purchased a former industrial building in St. Marys and renovated it for use as the new Recycling Center.



HEALTH - \$80,950

Community Nurses, Inc.

St. Marys, PA

Recruitment and Retention of Personal Care Aides \$28,450

Penn Highlands Elk

St. Marys, PA

Pinecrest Manor Renovations \$2,500

St. Marys Ambulance Service

St. Marys, PA

Ambulance Equipment and Training \$50,000



One of the new pieces of equipment purchased by the St. Marys Ambulance Service is a state-of-the-art stretcher and stair chair unit that will reduce the strain on first responders from lifting and moving patients.

HUMAN SERVICE - \$268,682

Alcohol and Drug Abuse Services, Inc.

Port Allegany, PA

New Resident Treatment Facility \$125,000



A Foundation grant was used by Alcohol and Drug Abuse Services to help purchase an existing building for use as the new Maple Manor residential treatment facility located in Bradford Township, McKean County serving Elk, Cameron and McKean counties.

Boys and Girls Club of St. Marys

St. Marys, PA

Unrestricted Grant \$2,500

Citizens Against Physical, Sexual, and Emotional Abuse (CAPSEA)

Ridgway, PA

Handicapped Accessible Ramps for Shelter \$14,682

HUMAN SERVICE - continued

Catholic Charities

St. Marys, PA

Pregnancy Support Program	\$4,000
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Center for Community Resources, Inc.

Butler, PA

Elk County Crisis Line Software Upgrade	\$12,500
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Dickinson Center, Inc.

Ridgway, PA

Records Scanning Software	\$19,500
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As a leading rural behavioral health provider in Northwestern PA, Dickinson Center has purchased upgraded records scanning software that will allow integration of patient records, treatment plans, progress notes, billing schedules, and pharmacy management.

Elk County Humane Society

St. Marys, PA

Unrestricted Grant	\$1,000
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HUMAN SERVICE - continued

Guidance Center

DuBois, PA

Relocation of Kane Treatment Facility

\$7,000



The Guidance Center outgrew its former facility in Kane, PA and moved to a newer, larger location allowing for expansion of their mental health related services. Pictured above is the new Family Center room.

Oak Manor, Inc.

St. Marys, PA

New Handicapped Accessible Group Home

\$80,000

St. Marys Area United Way

St. Marys, PA

Unrestricted Grant

\$2,500

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RELIGION - \$27,500

Camp Mission Meadows Dewittville, NY

Unrestricted Grant \$2,500

Episcopal Diocese of Massachusetts Boston, MA

“Together Now” Comprehensive Fundraising Campaign \$10,000

Shiloh Presbyterian Church St. Marys, PA

Stained Glass Window Repair Fund \$5,000

St. James Episcopal Church Woodstock, VT

Capital Campaign \$10,000



(Photo credit: Matthew Cavanaugh) In 1912, St. Paul's Church was established as the Cathedral Church of St. Paul of the Diocese of Massachusetts. After 18 months of renovations, the church was rededicated as part of the “Together Now” fundraising campaign of the Episcopal Diocese of Massachusetts.

YOUTH ADVISORY BOARD GRANTS - \$25,000

The Youth Advisory Board (YAB) was formed in 2013 as a way to recognize, train, and develop future Trustees for the Foundation. The YAB uses their own criteria to solicit and review grant proposals and select grant recipients, subject to final approval by the Board of Trustees.

More information about Youth Advisory Board grants can be found on Facebook or via email: shfyouthadvisoryboard@gmail.com



YAB members review grant proposals at the August retreat meeting. (front, left to right): Emma Scrimshaw-Hall, Kylan Turner, Frances Saalfield and Madison Conrad. (back, left to right): Kate Scrimshaw-Hall and Daisy Stackpole.

	Belcourt Theatre Nashville, TN	
Film Series		\$5,000
	BUILD Metro DC Washington, DC	
Entrepreneurship and College Readiness Program		\$7,500

YOUTH ADVISORY BOARD GRANTS - continued

Dickinson Center, Inc.
Ridgway, PA
Family Resource Network Service Directories \$1,000

Kids Helping Kids
Stamford, CT
Birthday Parties for Homeless Shelter Children \$2,500

PA Wilds Center for Entrepreneurship
Russell, PA
Gift Shop Project \$4,000

Silver Lining Mentoring
Boston, MA
Mentoring of Foster Children \$5,000



A YAB grant helped fund an initiative of the PA Wilds Center for Entrepreneurship to promote the sale of goods by local artisans at the Kinzua Bridge Gift Shop.

RESTRICTED GRANTS - \$273,314

The Restricted Grants category resulted from funds designated by the bequests of Lyle G. Hall, Sr. and J. Hall Stackpole. The distribution, adjusted for the proportionate share of expenses and excise taxes, is paid annually to those organizations specified by Mr. Hall and Mr. Stackpole. The following is a listing of the earmarked recipients and the grant amounts.

Bucktail Council, Boy Scouts of America

DuBois, PA

J. Hall Stackpole \$25,424

Episcopal Diocese of NW PA.

Erie, PA

Lyle G. Hall, Sr. \$63,562

Grace Episcopal Church

Ridgway, PA

Lyle G. Hall, Sr. \$82,632

Hotchkiss School

Lakeville, CT

J. Hall Stackpole \$25,424

Penn Highlands Elk

St. Marys, PA

J. Hall Stackpole \$25,424

St. Agnes Episcopal Church

St. Marys, PA

J. Hall Stackpole \$25,424

Yale University

New Haven, CT

J. Hall Stackpole \$25,424

The Stackpole-Hall Foundation Annual Report 2016

MaherDuessel
Certified Public Accountants

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Independent Auditor's Report

Board of Trustees
The Stackpole-Hall Foundation

We have audited the accompanying financial statements of The Stackpole-Hall Foundation (Foundation), which comprise the statements of financial position as of December 31, 2016 and 2015, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Foundation as of December 31, 2016 and 2015 and the changes in its net assets and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

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STATEMENT OF ACTIVITY

(accrual basis)

	2015	2016
INCOME AND APPRECIATION		
Interest and Dividend Income	\$812,328	\$760,166
Realized Gains on Sale of Investments	\$759,487	\$157,502
Unrealized Gain (Loss) on Investments	(\$1,844,415)	\$1,057,528
Other Income	<u>\$0</u>	<u>0</u>
TOTAL INCOME AND APPRECIATION	(\$272,600)	\$1,975,196
EXPENSE AND GRANTS		
Compensation & Benefits	\$314,612	\$300,676
Professional Fees	\$11,122	\$11,546
Depreciation	\$0	\$0
Occupancy	\$22,286	\$21,589
Travel, Conferences, Meetings	\$23,032	\$22,005
Other Expenses	\$31,305	\$17,973
Federal Excise Tax	\$28,959	\$7,974
Grants Paid	<u>\$984,178</u>	<u>\$974,406</u>
TOTAL EXPENSE AND GRANTS	\$1,415,494	\$1,356,169
CHANGE IN NET ASSETS	<u>(\$1,688,094)</u>	<u>\$619,027</u>

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STATEMENT OF FINANCIAL POSITION

	Dec. 31, 2015	Dec. 31, 2016
ASSETS		
Current Assets and Investments		
Cash in Bank	\$87,196	\$90,328
Interest and Dividends Receivable	\$315,269	\$15,669
Prepaid Expenses	\$2,333	\$15,391
Investments	<u>\$25,005,765</u>	<u>\$25,854,466</u>
Total Current Assets and Investments	\$25,410,563	\$25,975,854
Fixed Assets		
Office Equipment & Furniture	\$26,230	\$26,230
Accumulated Depreciation	<u>(\$26,230)</u>	<u>(\$26,230)</u>
Total Fixed Assets	\$0	\$0
Other Assets		
Life Insurance Receivable	<u>\$104,525</u>	<u>\$106,525</u>
Total Other Assets	\$104,525	\$106,525
TOTAL ASSETS	<u>\$25,515,088</u>	<u>\$26,082,379</u>
LIABILITIES		
Accounts Payable	\$0	\$0
Grants Payable	\$173,314	\$121,578
Life Insurance Payable	<u>\$50,000</u>	<u>\$50,000</u>
TOTAL LIABILITIES	\$223,314	\$171,578
EQUITY		
Unrestricted	\$16,755,495	\$16,870,170
Permanently Restricted	<u>\$8,536,279</u>	<u>\$9,040,631</u>
TOTAL EQUITY	\$25,291,774	\$25,910,801
TOTAL LIABILITIES AND EQUITY	<u>\$25,515,088</u>	<u>\$26,082,379</u>

2016 Retreat Meeting

During the 2016 annual retreat meeting, the Trustees visited some of the organizations that were grant recipients in recent years to see and hear, first-hand, the results of Foundation funding.



Bekki Titchner, Elk Co. Solid Waste Coordinator, shows some of the 758 tons of material that was processed through the Recycling Center in 2016.



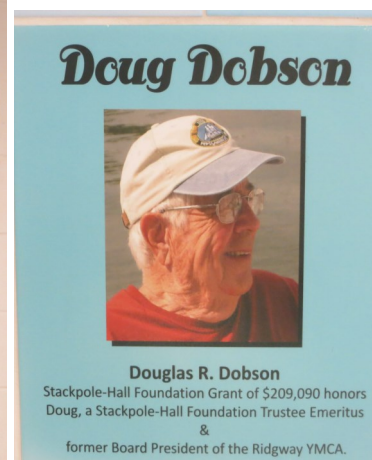
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2016 Retreat Meeting



The Ridgway YMCA renovated its fitness area and swimming pool.

The swimming pool area features a wall recognizing donors to the project, including the Foundation's grants in honor of Douglas Dobson. Mr. Dobson was a long-time Trustee of the Foundation and former Board President of the YMCA.



2016 Retreat Meeting



Bert Sorg (Manager), Bob Gnan, and Mark Schaut demonstrate some of the new equipment purchased by the St. Marys Ambulance Service. The St. Marys Ambulance Service's 6 full-time and 28 part-time employees respond to about 3,100 calls annually.



2016 Retreat Meeting



Penn Highlands Elk administrators, Tena Emmert, Brenda Porter, Rose Campbell, and Megan Bolden reported on projects funded by the Stackpole-Hall Foundation at the hospital, community nurses, and Pinecrest Manor.



Ta Enos, Executive Director of the PA Wilds Center for Entrepreneurship, explains the importance of supporting local artisans by selling their products in tourist locations such as the Kinzua Bridge State Park Gift Shop.

2016 Retreat Meeting



Part of the 2016 Retreat Meeting was spent reviewing the Long Range Planning Report that was first presented in 2015. Stackpole-Hall Trustee, Dr. Francis Grandinetti (above) facilitated a discussion of the next steps to take in implementing the plan.



2016 Retreat Meeting



Top 30 Grant Recipients 1951 - 2016

(excludes Restricted Fund Grants)

Organization	Grant Total	Number of Grants
Penn Highlands Elk	\$3,224,815.25	150
City of St. Marys	\$1,572,020.33	84
Dickinson Center, Inc.	\$1,025,483.02	78
Ridgway YMCA	\$908,141.89	97
St. Marys Area School District	\$836,205.44	63
Elk County Community Foundation	\$778,744.66	55
Elk County Catholic School System	\$670,948.34	61
Ridgway Borough	\$604,072.71	52
Bucktail Council, B.S.A.	\$544,689.51	47
Elk County Development Foundation	\$500,000.00	4
Community Nurses, Inc.	\$437,084.50	33
Bradford Educational Foundation	\$436,799.00	22
Ridgway Area School District	\$435,356.74	54
North Central PA Regional Planning and Development Commission	\$406,280.17	36
Girl Scouts Western PA	\$392,520.00	22
Johnsonburg Borough	\$371,682.59	43
St. Marys Public Library	\$365,065.61	66
Fox Township	\$349,888.96	36
Foundation for Independent Colleges of PA	\$337,000.00	37
St. Marys Area United Way	\$334,755.17	36
Johnsonburg Area School District	\$330,093.42	36
Elk County Council on the Arts	\$325,209.77	77
Asheville School	\$322,500.00	40
Episcopal Diocese of Northwestern PA	\$312,000.00	20
Community Education Council	\$300,071.99	30
Boys & Girls Club of St. Marys Holding Corp.	\$291,500.00	8
Penn State DuBois	\$276,306.00	16
Kane Community Hospital	\$257,890.00	14
Elcam, Inc.	\$226,091.95	34
Alcohol & Drug Abuse Services, Inc.	\$220,779.00	5

GRANT GUIDELINES and deadlines are available on our website at **www.stackpolehall.org**



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