

The West Milford Farmers Market

Established January 2009

A project of Nature Connection of West Milford, Inc. a 501(c)(3) non-profit corporation

Background and Bylaws

Approved March 2024

Article I – Vision of the West Milford Farmers Market

A. Vision. The West Milford Farmers Market will connect more people to nature through food in West Milford by creating a ‘one-stop’ opportunity for local residents and businesses to conveniently obtain and sell high quality locally grown and crafted products in a welcoming, informative and entertaining setting.

The West Milford Farmers Market will seek to be creative and innovative, but will at all times be guided by the following core principles:

- All products available at the market will be high quality and produced and/or crafted by the vendors themselves in order to maximize the economic, environmental and social benefit of the Market to the local community.
- West Milford vendors will be prioritized for available vendor spaces as they become available, but vendors outside the municipal boundary within a 75-mile radius of the Town will be permitted in the interest of providing a diversity of foodstuffs and goods to local residents.
- The Market will serve as a community educational and social resource, by providing opportunities for enhanced social interaction through regular entertainment and educational programs; e.g., performances by local musicians, nutrition education, and free tabling space for local non-profit, non-partisan entities.

Article II—Name, Location, and Time

- A. Name** The name of the organization shall be the West Milford Farmers Market (the “Market”).
- B. Location** The location of the Market will be the parking lot of the West Milford Presbyterian Church located at 1452 Union Valley Road, West Milford, New Jersey.
- C. Season & Time** The Summer Season Market will operate on Wednesday from 3 pm to 7 pm June through September, and from 3 pm to 6 pm for the month of October (as appropriate).
The Winter Season Market will operate on one Saturday each month from 9a-1p November-April.
- D. Other** All provisions of this Article II may be modified at any time.

- A. Relationship with Vendors** - The FM Leadership will hear and make timely decisions on any Market vendor complaints, concerns, suggestions or issues as brought to their attention by a vendor. All decisions are at the sole discretion of the FM Leadership (subject to override authority noted in III A).
- B. Compliance:** Vendors not in compliance with the Market bylaws and such other regulations that may be established from time to time will be asked to leave the Market by the FM Leadership, and not return until such time that they can demonstrate compliance. The FM Leadership reserves the right to reject any vendor from participation in the Market for any reason it deems valid.

Vendor Rules and Regulations Article IV—Eligibility, Space, and Fees

- A. Eligibility** In order to be considered for inclusion in the Market, the following minimum eligibility criteria must be satisfied:
 - i. Farm and/or place of fabrication must be within 75 miles of the municipal boundary of West Milford. Growers/producers located within West Milford will be prioritized when possible and appropriate, at the sole discretion of the FM Leadership.
 - ii. A minimum of 80% of edible products proposed for sale must be produced/crafted by the vendor of/from products grown/produced at an operation of which they are the majority owner. Any edible products proposed for sale by the vendor that do not come from an operation of which they are the majority owner must still be produced/crafted within 75 miles of West Milford.
 - iii. Non-edible consumer goods must be sourced from a location within 75 miles of the municipal boundary of West Milford.
 - iv. Producer must be available and commit to being present at the Market as specified in the guidelines below.
 - v. Farm/place of fabrication, and where appropriate, product samples, must be available for inspection by the FM Leadership and its designees.
 - vi. Special Exception – Vendor category B (i) and (iv) as noted below.

Satisfaction of the minimum eligibility shall not ensure interested vendors the opportunity to participate in the Market. By April 15th of each year, the FM Leadership shall select and notify those vendors that it believes would best fulfill the mission of the Market.

- B. Vendor Types** In order to provide for a diversity of products, the Market will strive to incorporate a diversity of vendor types, as noted below. Each vendor participating in the market will be classified in one of the following categories, which may be modified at any time at the sole discretion of the FM Leadership:

i. West Milford Business Owner

- a. An individual who owns and operates a commercial enterprise within the municipal boundaries of West Milford, who participates for the purpose of selling local produce, products and consumer goods.
- b. No franchise operations other than those with their principal headquarters located within the municipal boundaries of West Milford will be permitted.
- c. Products resold by this type of vendor are subject to the following provisions of Article IV(A); i, ii, iii, v and vi. The West Milford Business Owner is responsible for ensuring the producer, fabricator and/or artisan is fully in compliance with the preceding provisions, and shall supply proof of said compliance to the FM Leadership upon request.

ii. Natural Products Artisan

- a. An individual who personally crafts consumer goods at a location within 75 miles of the municipal boundary of West Milford.
- b. The FM Leadership may limit the number of times a particular Artisan may participate during the Market season.

iii. Full-Time Professional Grower

- a. An individual or principal owner of an entity that grows and creates agricultural products within 75 miles of the municipal boundary of West Milford, and derives a significant portion of their personal income from same products.
- b. May sell both 'raw' agricultural products (e.g. vegetables, fruit, eggs) and value-added products (e.g. jelly, cheese)
- c. Participates in other farmers markets, and sells and markets products through other channels.
- d. Commits to attending every Market day.

iv. Professional Producer

- a. An individual or principal owner of an entity that grows and creates agricultural products within 75 miles of the municipal boundary of West Milford, and derives a portion of their personal income from those sales.
- b. May sell both 'raw' agricultural products and valued-added products.
- c. May or may not participate in other farmers markets.
- d. Commits to attending the Market on at least a bi-monthly basis.
 - e. Exceptions to the percentage limitations of Article IV(A)ii will be permitted when the product does not overlap with the goods of other vendors, and when the product is determined by the FM Leadership to add value to the offerings of the market.

C. Parking At the start of the Market season, the FM Leadership or its designee will assign a permanent space to each vendor. Adjustments to the plan are

made for each Market date and event according to expected and actual vendor participation. Vendors will be required to arrive and park vehicles behind their space one (1) hour prior to Market opening. Adjustments to the map will be made as needed to ensure locations result in a well-organized, safe and appealing Market place. Vendors who want to exit the market prior to designated closing time must alert and coordinate with the Market Manager prior to moving their vehicle. Vendors shall vacate the Market no later than one (1) hour after the Market ends.

- D. Attendance** Full Time market vendors, except as otherwise noted in these bylaws, are expected to be present and ready to sell their products at the beginning of every week of the market, regardless of weather conditions. Limited exceptions may be made for extraordinary circumstances beyond the control of the vendor. Vendors unable to attend due to extraordinary circumstances shall contact the FM Leadership or its designee, as soon as they are able. The FM Leadership reserves the right to ask vendors to leave the Market should a vendor establish a pattern of absence that is disruptive to Market operations. No refunds will be provided for those Market days which vendors have paid for, but fail to attend.
- E. Vendors should stay for the whole market.** The Market is set up and opens to customers on specific days during set hours as established by the FM Leadership. Vendors are expected to adhere to the established hours of the Market, arrive and be set up in time for opening.
- F. Fees** In order to pay for advertising, management and other expenses associated with Market operation, fees will be charged to all participating vendors (all types identified above under IV (B)). The only exception is for a new vendor trying out the Market for the first time - for that first day, there will be no fee. After that, the fee for a single booth space at the Summer Season Market is \$35 for one 12' x 12' space, per week. A vendor may register to use more than one space at the Summer Season Market. The fee for a single table at the Winter Season Market is \$50 for a 8x8 space indoors. One table per vendor as our space is small and we want to keep the variety high. The payment schedule is as follows:

Summer Season Dates	Due
April 30 th	\$40 Registration Fee (for Market vendors participating weekly, \$10 for Artisans).
May 20 th	½ of Booth Rental Fees
July 21 st	Balance of total booth rental fees for the season

If payment for the Market Summer Season is *made in full* by May 20, a prepayment discount of \$75 (per vendor, not per space) will be applied.

Winter Season Dates	Due
Nov 1 2024	\$ 40 - Registration Fee.
Dec 15 th 2024	\$150 - ½ of table rental fees
Jan 15 th 2025	\$150 - remainder of table fees

Article V—Rules Governing Market Participation

- A. Off Site Product Sale Limitations** Except in the case of a West Milford Business Owner, B(v)(e) and V(E), no more than 20% of a vendor’s goods may be produced or purchased from outside of the grower’s/producer’s/artisan’s agricultural operation. It is the responsibility of the grower/producer/artisan to verify that products sold adhere to this guideline. If market management has reason to suspect noncompliance, the Market reserves the right to take all reasonable steps to verify vendor claims, including site visits.
- B. Staffing** All vendors shall identify before the start of the season whom will staff their Market operation. In order to provide an opportunity for customers to meet and learn about the products they are purchasing, booths shall be staffed by the producer(s). If the producer(s) desires to staff a booth by someone other than the producer, the employee must be fully conversant with the product offered for sale to the extent that the producer(s) would be. The FM Leadership shall have sole discretion in deciding whether to permit a nonproducer to staff a vendor’s booth.
- C. Satisfy Customers** All vendors shall be fully and solely responsible for guaranteeing customer satisfaction with the quality of their product (inclusive of resale products), and shall take all reasonable steps necessary to provide such satisfaction. At no point shall the FM Leadership, Nature Connection of West Milford, be responsible for resolving any customer complaints about products sold by vendors.
- D. Artisan Items** New Jersey and New York craft items fabricated within 75 miles of the municipal boundary of West Milford may be accepted after a product review by the FM Leadership. The FM Leadership reserves the right to reject any vendor or crafter from participation in the market for any reason.
- E. Local Sourcing Requirements** All produce, products and crafts sold at the Market must be grown, produced or crafted within 75 miles of the municipal boundary of West Milford, save for those exceptions noted in **H** below. The FM Leadership may, at its sole discretion, permit the sale of produce grown outside a 75-mile radius within the month of June for the

purpose of providing a ‘fuller’ slate of offerings for customers. In no instance shall produce from outside the states of New Jersey, Delaware, New York, Maryland or Pennsylvania be permitted. All produce from outside the 75-mile radius must be labeled as such.

- F. Measurements** USDA approved scales should be used in sales of products sold by weight. If a USDA scale is not used, the seller is encouraged to sell by the item, bunch, number or volume.
- G. Permits** The sale of certain products requires certificates or permits issued by the state of New Jersey or other government agencies. In 2023, NJ began to allow ‘cottage licenses’ as well. Permits include, but are not limited to; processed and cooked foods, fish, dairy products, meats, potted nursery plants, flowers. Vendors are responsible for obtaining all appropriate certifications and inspections as required by the law. The Market may request verification of licensing, where appropriate. It is the vendor’s responsibility to acquire permits and provide verification of certification to sell processed food products. Necessary certificates must be available at the vendors stand during market hours. Vendors are not permitted to bring products to the Market that are not declared at the time of application or subsequently approved in advance by the FM leadership.
- H. Plants** Subject to the review and approval of the FM Leadership, vendors are permitted to bring plants for sale that they have grown from seed/cutting or ‘finished’ to a significant degree (e.g. blueberry plants that have been grown to fruiting maturity) at a location within 75 miles of the municipal boundary of West Milford. The FM Leadership will consider such criteria as uniqueness and ready availability in determining whether to permit such items.
- I. Labels** For edible items the FDA recommends the following information on product labels: your name, common product name, list of ingredients, weight or approximate weight stated as such.

Example:

Mary Smith-Smith Farms Zucchini Bread Contents-zucchini, flour, butter, sugar.

Approximate weight (can be marked as...) _ pound or as 1 loaf.

Mary Smith-Smith Farms Cherry Jelly

Contents-cherry juice, water, sugar

_ pint

J. Insurance A certificate of coverage indicating liability insurance is required with a minimum coverage of \$1,000,000.00 comprehensive general liability including contracts, liability, products and completed operations and, if paying employees to attend the Market, worker’s compensation at statutory limits. The certificate of coverage shall name Nature Connection of West Milford, Inc (11 Oneonta Road, Highland Lakes, NJ). This Certificate of

Insurance shall include an additional insured endorsement for Nature Connection of West Milford, Inc., as an additional insured in respect to the West Milford Farmers Market located at the West Milford Presbyterian Church. The Market host may, at its sole discretion, exempt vendor category ii (natural products artisan) from all or part of this insurance requirement. The certificate must be received and approved by the FM Leadership **prior to the start of each Market season. Insurance must remain in full force and effect for the duration of vendor's participation in the Market, and the certificate must reflect coverage effective for the appropriate time period.**

- K. Trash** Each vendor is responsible for cleaning the area around his or her area or table. Vendors' generated waste should be disposed back at the Vendor's farm or commercial operation. The FM Leadership will provide sufficient trash receptacles for use by the public. Each vendor is responsible for their space and will be expected to clean it before leaving the area. Recycling containers will be available at the market and vendors are asked to recycle plastic and paper. The market area shall be kept free of litter, trash and unsightly clutter. Vendors not in compliance will be assessed a minimum \$15 fee.
- L. Signs** For uniformity, every Vendor must provide an identification sign, at the Vendor's own expense. Those vendors indicating certified organic status must have available at all times the appropriate certificate for inspection by the FM Leadership and the public. Signs may not exceed 4' by 10'. Lettering on the sign must be at least two inches tall. The sign must be brought to the Market by the Vendor each week and must be displayed in the Vendor's own display area in a prominent location able to be viewed by all customers.
- M. Displays** All prices must be clearly posted before and during the time of the Market. Tables displaying produce must be set up so that no Vendor blocks or limits the view or access of a customer to a neighboring Vendor. Permission to set up additional displays in front of the tables will be at the discretion of the FM Leadership or its designee, depending upon the type of produce sold [for items such as melons, etc.] Vendors are strictly prohibited from displaying or distributing any political paraphernalia including but not limited to flyers, banners, buttons, or other items that could be conceived as campaigning for one political candidate or slate of candidates. Vendors must supply their own scales, bags, tables, electrical cords, awnings, refrigeration if necessary, etc. Products may be sold by the count, weight, bunch, or in legally acceptable containers. All other containers must identify the net weight of the contents.
- N. Space for Not-for-Profit Community Service Groups and/or Clubs** The FM Leadership reserves the right to permit community-based, not-for-profit service groups and/or not-for-profit clubs to occupy a booth to promote that group's and/or club's mission and projects during the Summer Season Market. A nonprofit organization is strictly prohibited from promoting any political party or slate of candidates, and from passing out political flyers or information. No more than one such booth will be permitted each week at the

Market and the booth will be permitted to occupy only one parking space. A Not-for-Profit may accept donations at the Market through the use of a donation box, but may not actively solicit such donations outside of the booth space. If a Not-For-Profit is selling a product as a fundraiser, or asking for donations, a \$25 registration fee is required. Not-for Profit Community based service groups must register with and be approved by the FM Leadership. Any such community-based service group desiring to reserve booth space at the Summer Season Market must request it in writing and will be decided on a first come, first served basis. Prior to participating in the Market, entities within this category must furnish a certificate of coverage indicating liability insurance with a minimum coverage of \$1,000,000.00 comprehensive general liability including contracts, liability, products and completed operations and, if paying employees to attend the Market, worker's compensation at statutory limits. The certificate of coverage shall name Nature Connection of West Milford, Inc (11 Onteora Road, Highland Lakes, NJ). This Certificate of Insurance shall include an additional insured endorsement for Nature Connection of West Milford, Inc., as an additional insured in respect to the West Milford Farmers Market located at the West Milford Presbyterian Church. **Insurance must remain in full force and effect for the duration of entity's participation in the Market, and the certificate must reflect coverage effective for the appropriate time period.** The Market host may, at its sole discretion, exempt non-profits from all or part of this insurance requirement. The Leadership may limit the number of times a particular entity may participate during the Market season.

- O. Buy Local Program.** Non-franchise businesses located and headquartered within the municipal boundaries of West Milford Township may participate in the Market for the purpose of advertising and/or selling their goods and services. Interested participants must submit the attached 'Buy Local' form for review and consideration by the Leadership. Applicants approved by the Leadership will be permitted to participate in the Market once a month to a maximum of six times per Market season. A maximum of one space will be available at the Market per week. Participants will receive a 12 x 12 space. A \$40 fee per Market session attended will be charged to recover Market advertising/marketing and supplies expenses, along with a one-time \$10 registration fee. All participants must provide a signed waiver prior to participation, as well as proof of liability insurance with a minimum coverage of \$1,000,000.00 comprehensive general liability including contracts, liability, products and completed operations and, if paying employees to attend the Market, worker's compensation at statutory limits. The certificate of coverage shall name Nature Connection of West Milford, Inc (11 Onteora Road, Highland Lakes, NJ 07422). This Certificate of Insurance shall include an additional insured endorsement for Nature Connection of West Milford, Inc., as an additional insured in respect to the West Milford Farmers Market located at the West Milford Presbyterian Church. The Market host may, at its

sole discretion, exempt 'Buy Local' participants from the additional insured requirement.

- P. Inclement Weather.** It will be the objective of the Leadership to provide for the Market to operate every week it has been scheduled to do so. There may, however, be circumstances such as dangerous weather (e.g. lightning) that, in the determination of the Market Manager(s) / Leadership would mean that operation of the Market would put the Market Manager(s), vendors and customers at danger, and create significant liability for all involved. In such circumstances, the Market Manager(s) and Leadership may elect to cancel the Market, and in said instance shall notify the vendors prior to the start of the Market (3pm). The Market site owner may also, at their sole discretion, elect to cancel and close an 'in progress' Market due to dangerous weather. It is the responsibility of the vendors to provide accurate contact mobile phone information. The Leadership shall have no responsibility to waive the fees for any Market that the Leadership or the Market site owner may cancel, as the Market costs are fixed, but it also may choose to do so at its discretion and if circumstances permit same.

The West Milford Farmers Market

Established January 2009

Registration Form 2024 (Vendor & Artisan)

Please print all information clearly. Please return your **signed forms** and insurance waivers to Luke Slott at 11 Onteora Road, Highland Lakes, NJ 07422. Phone: 973-897-5265 or scan to email: lukeaaron93@hotmail.com

Please have your **insurance certificate** sent to the same address. Please **send your payments** to: Luke Slott at 11 Onteora Road, Highland Lakes, NJ 07422. All checks should be made payable to *Nature Connection of West Milford, Inc.*

The Leadership may limit the number of times a particular Artisan may participate during the Market season to ensure that others also have a chance to participate.

NAME: _____ PHONE: _____

E-Mail Address: _____

NAME OF BUSINESS/FARM: _____

MAILING ADDRESS: Street/PO Box _____

Physical location of farm/business Street/location _____

City, County and Zip _____

Who will be staffing your booth (name and relationship to operation)?

NUMBER OF ACRES UNDER CULTIVATION: _____

FARMING PRACTICES (Attach copy of relevant certification) Certified Organic __
Registered Organic __ Chemical Fertilizer and Pesticide free __ Conventional __
BioDynamic __:

Vendor Type i __ ii __ iii __ iv __ Artisan _____ (See Article IV, section B to determine vendor type)

PRODUCTS FOR SALE:

List items, fresh or added value, which you intend to sell. Please be as specific as possible.

BOOTH FEES: Single booth vendor fee for the West Milford Farmers Market is \$35 per week per 12' X 12' space, not including vehicle parking. A registration fee is due at the time of registration (see Article IV f). Make all checks payable to Nature Connection of West Milford Inc. Please review schedule of fees in Article IV, Section F for available discounts and payment schedule.

NUMBER OF BOOTHS _____

REGISTRATION FEE DUE (see IV F) CASH ___ CHECK ___ CHECK# _____

Please describe the tables, trucks, freezers, etc in your display. Indicate how much space your booth requires. Include a list of any special needs your booth will require. The Farmers Market Leadership will make every effort to accommodate your needs.

I HAVE READ THE ATTACHED FARMERS MARKET BY-LAWS AND AGREE TO ABIDE BY THEM. I UNDERSTAND THAT NON-COMPLIANCE WITH THE BYLAWS OF THE MARKET OR WIC REGULATIONS CAN RESULT IN MY MEMBERSHIP BEING REVOKED.

SIGNATURE OF
VENDOR: _____ DATE: _____

Request for FM Leadership Review Date _____
The West Milford Farmers Market
 Established January 2009

WAIVER FORM

Please print all information clearly. Please return to: Luke Slott at 11 Onteora Road, Highland Lakes, NJ 07422. Phone: 973-934-6109 email at lukearon93@hotmail.com

‘I, the undersigned individual/entity, do hereby certify that neither I nor my heirs, successors, assigns, etc. will in any way hold the West Milford Presbyterian Church, the Farmers Market Leadership, Nature Connection of West Milford, the Nature Connection of West Milford Board or the Nature Connection of West Milford Executive Leadership liable for any damages, accidents, losses or injuries that may occur. I further understand that the Market and its agents are only providing a place for individuals to sell their commodities and are not guaranteeing the sale of these commodities. I understand that the Market and its agents are not responsible for collection on any accounts of the individuals to which I choose to market my products. I agree to be fully and entirely responsible for any damage, accidents or injuries caused by my action(s) or my products, and/or my equipment and the same for those assisting me at the Market. This agreement remains in effect for the duration of my participation in the Market.’

Name (print) _____

Signature _____

Date _____

The West Milford Farmers Market

Established January 2009

Nonprofit Registration Form 2024

To participate in the market as a **nonprofit organization**, please fill out this form. Print all information clearly, and **return to** Luke Slott at 11 Onteora Road, Highland Lakes, NJ 07422. Phone: 973-897-5265 email at lukearon93@hotmail.com

. ALONG WITH THE WAIVER FORM.

NAME OF NONPROFIT: _____

NAME OF CONTACT PERSON: _____ PHONE: _____

E-Mail Address: _____

MAILING ADDRESS: _____

DESCRIPTION OF NONPROFIT: Briefly explain the mission of the organization.

BOOTH FEES: A booth at the West Milford Farmers Market is 12' X 12'. Nonprofit organizations will not be charged a fee. Organizations must provide their own table, chair, and tent. The purpose of the nonprofit booth at the West Milford Farmers Market is to raise awareness and to recruit members.

REQUESTED SCHEDULE: The West Milford Farmers Market has 1 nonprofit booth available each week. Space is available on a first come, first served basis. Please request the date you would like to participate. If the date is not available, someone will contact you to reschedule.

INSURANCE: Please refer to Article V, O.

I HAVE READ THE ATTACHED FARMERS MARKET BY-LAWS AND AGREE TO ABIDE BY THEM.

SIGNATURE OF

VENDOR: _____ DATE: _____

Established January 2009

The West Milford Farmers Market

Buy Local Registration Form 2024

To participate in the Market 'Buy Local' program, please fill out this form. Print all information clearly, and **return to**; Luke Slott at 11 Onteora Road, Highland Lakes, NJ 07422. Phone: 973-897-5265 email: lukeaar93@hotmail.com

. Please have your **insurance certificate** sent to the same address. **ALONG WITH THE WAIVER FORM.** Please **send your checks** to: Nature Connection of West Milford at 11 Onteora Rd, Highland Lakes, NJ 07422. All checks should be made payable to Nature Connection of West Milford, Inc.

NAME OF BUSINESS: _____

NAME OF CONTACT PERSON: _____ PHONE: _____

E-Mail Address: _____ MAILING ADDRESS: _____

DESCRIPTION OF BUSINESS: Briefly explain the business.

BOOTH FEES: A booth at the West Milford Farmers Market is 12' X 12'. A fee of \$35 will be charged, along with a one-time \$10 registration fee. Organizations must provide their own table, chair, and tent. The purpose of the Buy Local booth at the West Milford Farmers Market is to raise awareness of and enhance the viability of West Milford headquartered, non-franchise businesses.

REQUESTED SCHEDULE: The West Milford Farmers Market has one buy-local booth available each week. Space is available on a first come, first served basis. Please request the date you would like to participate. If the date is not available, someone will contact you to reschedule.

INSURANCE: Every Buy Local participant at the West Milford Farmers Market is to provide a certificate of liability insurance with a minimum coverage of \$1,000,000.00 comprehensive general liability including contracts, liability, products and completed operations and worker's compensation at statutory limits (latter if paying employees to attend). This Certificate of Insurance shall include an additional insured endorsement, naming Nature Connection of West Milford, Inc., as an additional insured in respect to the West Milford Farmers Market located at the West Milford Presbyterian Church (this additional insured requirement may be waived at the sole discretion of the Market host).

I HAVE READ THE ATTACHED FARMERS MARKET BY-LAWS AND AGREE TO ABIDE BY THEM.

SIGNATURE OF VENDOR _____ DATE _____

The West Milford Farmers Market

Established January 2009

Vendor Concern or Question Form

IF DURING THE COURSE OF THE SEASON YOU HAVE CONCERNS OR QUESTIONS THAT ARE NOT GETTING RESOLVED AT THE MARKET, PLEASE BRING THEM TO THE ATTENTION OF A FARMERS MARKET LEADERSHIP MEMBER USING THE FORM BELOW.

EVERY EFFORT WILL BE MADE TO RESOLVE ISSUES IN A TIMELY MANNER.

Requests may be made anonymously

Please make a brief statement of your concern/request:

Returned to _____ date _____

Date reviewed _____ Comments: