

President’s Message
Tisa Head

It looks like maybe summer is finally here? It sure has taken its time! I certainly hope that at the time you are reading this, we are enjoying a warm and sunny beach day -- something we all look forward to this time of year! In addition to patiently waiting for summer weather, we are also waiting for other things to be completed – construction on our **Pickleball Courts** should begin soon – and hopefully it will be on its way by the time of this newsletter; we are waiting for CAMA permits that will allow us to add some additional wet slips at the Loblolly marina (so we can take care of some of those members on our slip wait list), and we are also waiting for our watering line to be put in at Triangle Park, so volunteers from the Dunes of Dare Garden Club can install our landscaping around the new “Welcome to Southern Shores – A Community of Volunteers” sign that the Town of Southern Shores installed.



One thing that has been (almost) completed since our last Newsletter is the construction of the new **Chicahauk Accessible crossover!** Our contractor completed their part of the project well under the proposed time we thought it would take! And, with the help of volunteers, the finishing touches (handrails and pickets), should be done by July 4<sup>th</sup>. The crossover was reopened in time for the Memorial Weekend! (Well, the crossover was ready, but our weather sure wasn’t!) Thanks again to the Dare County Tourism Board for approving a grant to help us get this project done, and thank you to **Joel Newton** for writing the Grant Application that persuaded the Board that this was a worthwhile project for our community!

General Membership Mtg.  
July 10, 2023  
7 PM, Pitt Center  
[Link](#) to Agenda

SSCA Office Hours:  
Monday: 10 AM—NOON  
Thursday: 10 AM—NOON

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There are many community events to look forward to this summer. The **Boat Club** will be hosting the annual Fourth of July event at the North Marina Pavilion on Saturday July 1. Be sure to sign up! Catch the new sailing club at the North Marina heading out for races on Tuesday afternoons or join others at the Pitts Center throughout the summer for various fitness classes provided FREE to SSCA members and guests! And, again this summer the SSCA will be hosting **Music in the Park** at Soundview Park on July 28, August 25 and September 15. So, mark your calendars! Bring a picnic, your beach chairs, and come enjoy the music!

Our next **General Membership Meeting** will be on July 10, 7:00pm at the Pitt Center. I encourage you to come. The meetings are usually quick, though this time we do have changes to the Bylaws that will need to be voted on at the meeting. WE NEED A QUORUM of at least 20 members in order to do that vote. Please read the article regarding Proposed Bylaw Changes included in this Newsletter, along with a marked-up copy of the Bylaws. Here is a [link](#) to Proposed ByLaw changes.

I wish all of you a wonderful summer, filled with fun, friends and family!

Tisa Head  
President, SSCA

## Friendly Reminders

### Are Your 2023 Decals On?

Our SSCA Parking Lot Monitors are on the job and have begun issuing citations to vehicles without the proper SSCA Decals parked in SSCA parking lots. If you haven't already done so, please be sure you have your decals in your vehicles.

As a reminder, all motorized vehicles (including golf carts and lawn mowers!) are required to have a 2023 SSCA Decal when parking in our lots. Also, parking is only allowed in designated parking areas – and not along crossover sidewalks.

### No Motorized Vehicles allowed on beach crossovers/accesses



## Properties

Joel Newton

The completion of the Chicahauk Crossover is very near completion. The last big task is the installation of 100' of handrail for the ramps. The work on that may not be completed until after the Fourth of July. The handrail work is all being done by volunteers!!

The 84A crossover reconstruction is being wrapped up by our contractor, and access should be open by the time you read this. Again, finishing details are being done by volunteers, including repairs to the remaining west end of the old crossover. The west end of the crossover is on the work plan for 2024.

A construction permit to replace the oceanside stairs at the 10th Ave crossover has been requested. This is an unanticipated project that became necessary from the high sand accumulation, coupled with well-intentioned shoveling, that created a ridge along the north side of the stairs and viewing deck. The viewing deck and west walk deck will be raised in 2024.

The Chicahauk Homeowners Association has offered to pay for the widening to 6' of two of the five west Chicahauk ramps. This work may be accomplished over the summer if the contractor is available.

## Westside Parks and Marinas

Rick Koch

The tourist season is upon us and we are prepared for their arrival. Our parks and marinas are in good shape, but work is being done to repair problems that have arisen over the last several months. You can anticipate that any inconvenience noted currently has or is being addressed. As always, please get in touch with me or any Board member if you note a problem so we can fix it in a timely fashion.



### Pickleball Court News

The big news from a park's perspective is that the pickleball courts planned for Sea Oats Park have broken ground. The first phase, excavation of the court area has been done.

The next phase is the stone base followed by the asphalt cover. Once the asphalt has been laid, it must stand for 30 days before painting and cushioning can be applied. The fence will go up in that same timeframe. We

don't have an official completion date yet because our contractor is dependent upon supplies from different sources which he doesn't control. Once he has the major end items in place, we can expect to have an official completion date. Stay tuned for more updates!



### CONTRIBUTIONS NEEDED!!



The SSCA budget includes member contributions as part of financing the Pickleball Courts. Please consider making a contribution to your SSCA that can be used to build the pickleball courts. To date, more that \$5,000 in contributions have been received.

## Membership & Slip Rentals

Mike Guarracino

### Membership

As a reminder all SSCA properties are private property owned by SSCA members. These properties include the North, South and Loblolly marinas, the North Marina pavilion, the 34 beach crossovers, Hillcrest Tennis Courts, Sea Oats and Soundview Parks, and the Sunset and Kingfisher Overlooks. Membership dues help to support the maintenance and improvements of all these amenities. Membership is totally voluntary, but it is so vital to our community!

As of June 14, 2023, there are 1806 paid members in the SSCA. If you have not renewed your membership yet and want to continue to support the SSCA, ***please*** renew as soon as you can (this can be done online at [sscaobx.org](http://sscaobx.org)). The cost for non-seasonal and long-term renters is still only \$65; seasonal rentals (which includes property owners who use management companies like Vacasa, Airbnb, etc.) is \$95.

The Tennis Club and Boat Club memberships are separate and continue to be \$25 each.

Please encourage your neighbors to join as well! Our hospitality committee delivers Welcome Baskets to new residents, which includes an application for membership. If you have a new neighbor, spread the word about the SSCA and what it provides to the community!

### Slip Rentals

The demand for kayak racks, wet slips, and dry slips remains high! To try to meet that demand, your SSCA is looking into adding additional racks and slips. As mentioned in the last newsletter, we are looking at adding more kayak racks soon. In January, we submitted 2 Major CAMA Permit packages to the North Carolina Division of Coastal Management, in anticipation of adding an additional 4-5 wet slips at the Loblolly and 1 wet slip at the Northwest side of the North Marina. If and when the permits are approved, the SSCA Board will solicit contractor bids to add the additional wet slips. Also, the SSCA Board is supporting an Eagle Scout Candidate project to add additional dry slips at the Northeast marina and are hopeful that this project will be complete in the next 2 months. While these slips won't get rid of our wait list, it will give us a few more slips to offer our members.

Although still navigable, the Northwest winds have caused a shift in the underlaying sands creating a number of shallow areas in the channel. To mitigate this issue the SSCA is working closely with the Town of Southern Shores, Martins Point HOA, and USCG auxiliary. The current plan is to request CAMA approval to move 4 channel makers which will provide better navigable water.

## Treasurer Report

Ernie Dash

We are happy to report that we continue on an upward path toward fully funding our 2023 budget to include continuing to increase our Reserve Funds to cover future planned and unplanned expenses. Comparing on financial position to last year:

### **Revenue:**

In our three major funding categories (Resident & Rental owner memberships and Marina rentals), we are now \$17k ahead of where we were at this point last year. And our “variable” Other categories (Contributions & Interest) are ahead \$3423.

### **Expense:**

Overall, we are on-track for our total routine annual expenses. We are under budget and will not spend the full \$200K on the budgeted Special Projects (Pickelball Courts, Tennis Resurfacing, 96A ADA Ramp and Marina Walkway).

### **Reserve Funds:**

Current Funding: \$639,377.

We recently reviewed and realigned our Reserve Accounts. Final adjustments will include allocating \$122,423 from 2021 (audited) and 2022 Net Income to specific reserve categories.

### **2022 Audit:**

The shortage in qualified auditors continues, locally and nationally. We are still in the search mode and may need to form a disinterested Audit Committee to complete a Self-Audit for 2022



## Boat Club

George Berry



The Southern Shores Boat Club (SSBC), a club under the SSCA, is actually more of a Southern Shores Social Club. While some of us have a boat or had a boat or dream to someday having a boat, more than 70% of members don't even have a boat. What is our purpose? We gather to learn, eat, socialize and have fun! We have finalized our July Independence Event Planning and are expecting around 200 attendees that will enjoy, our famous Low Country Boil together with our very popular brats & burgers. SSBC hats, tee shirts & popular hoodies will be for sale at both GAMS & Main Events.

**Planning Note:** Lots of people attend our Events, so walking, biking & car pooling is encouraged due to limited parking (and handicapped parking).

Our Educational Speakers Presentations or **GAMs**, a New England nautical term which refers to the sharing of information, are held the second Thursday of every month. The Duck Wood Country Club has restarted their Warm Breakfast Buffet, with the SSBC subsidized cost of only \$12 per SSBC members. A real bargain! Great socializing and catching up with our neighbors are all part of the GAM experience. Some of the previous topics from past presenters include: Wicked Tuna, OBX Captains, Mid-Currituck Bridge Engineers, The Rum Guys, Dare EMS, Master Gardener, Berlin Air Lift, Identity Theft, Bee Keepers, TOSS Town Manager, Oregon Inlet Update, Nags Head Woods Preserver, Found Lost Colony, Elizabeth II, Dare Special Olympics, and more!

Our 2023 SSBC Member GAM Breakfast Schedule (2<sup>nd</sup> Thursday of the month)

- 07/13/23: **National Parks of Eastern North Carolina**
- 8/10/23: **Remarkable Women of the OBX**
- 9/14/23: **NC National Guard**
- 10/12/23: **Pirates & Lost Colony Found (reprise)**

The SSBC will host FIVE main events for Boat Club members held at the SSCA North Marina. Attendance ranges from 100-200 people. Below is the SSBC Events schedule for 2023:

07/01/23	<b>July Independence Event with Low Country Boil</b>
09/02/23	<b>September Labor Day Event with Blue Crabs</b>
10/07/23	<b>October Kids Crab Tournament, Pre-Teen &amp; Teen Cash Prizes</b>
11/18/23	<b>November Oyster Roast Event</b>
12/16/23	<b>Holiday Event Special</b>

Come and join us to meet your neighbors and have a great time along with eating some good food. 2023 Membership through the SSCA is only \$25 per family and is the best bargain on the beach.

Contact **George Berry**, SSBC Commodore, 703-473-0528, [georgeatobx@gmail.com](mailto:georgeatobx@gmail.com)

## **Boat Club Merchandise**

### **Boat Club Adds Credit Card Payments**

At the June GAM the Boat Club announced that now You can now use credit or debit cards, in addition to cash and checks, at GAMs and Boat Club events. The merchandise includes hats, T-Shirts, and Hoodies.

### **Boat Club Not exempt From Sales Taxes**

It has come to our attention that the presumption that, as a non-profit organization, the Boat Club is exempt from sales taxes is not true. We are required to collect sales taxes on all merchandise sales at 6.75%. As announced at the June GAM, this will cause some increase in the advertised prices so we can include sales tax. As a result, T-Shirts will increase by \$1 to \$19. Small to extra-large Hoodies will increase by \$2 to \$42 and XXL and XXXL hoodies will increase by \$3 to \$48. Hats will remain at \$18. These prices include the sales tax.

## Tennis Club

Jay Dunlap

Summer has arrived and tennis is in full "swing". Just a few reminders.

Please use the sign up sheets located just inside the door to reserve space. During the high season be respectful of others by signing up for one hour if playing singles or one & a half hours if doubles. You may reserve a court up to three times per week.

We have three organized tennis groups looking for members.

- Wednesday Mixed Doubles meets at 5pm.
- Friday Women's Doubles meets at 8am.
- Saturday Men's Doubles meets at 8:30am.

Please contact me at [tennis@sscaobx.org](mailto:tennis@sscaobx.org) for more information



### Upcoming Event

***Kid Fun Day 1pm and Fall Social 3pm - Saturday September 23.***

## Volunteer Spotlight– Hope Salemi

Lisa Minerich



Have you seen the Little Free Library (LFL) at Triangle beach access lately? If not, check it out! **Hope Salemi** is a young artist who you may see painting around our Southern Shores community. She paints with a bold, colorful style which brings joy and happiness to others.

In Hope's words- "I met Lisa, the volunteer coordinator, at one of my art sales last summer and when she asked me about designing and painting the LFL, I felt excited. When coming up with ideas for the design, it was important to me to use vibrant colors just like I do in my paintings for my art

sales. I wanted the design to be cheerful and happy because I knew that a lot of people would see it! It was really fun to paint the LFL. I look forward to volunteering more in our community."

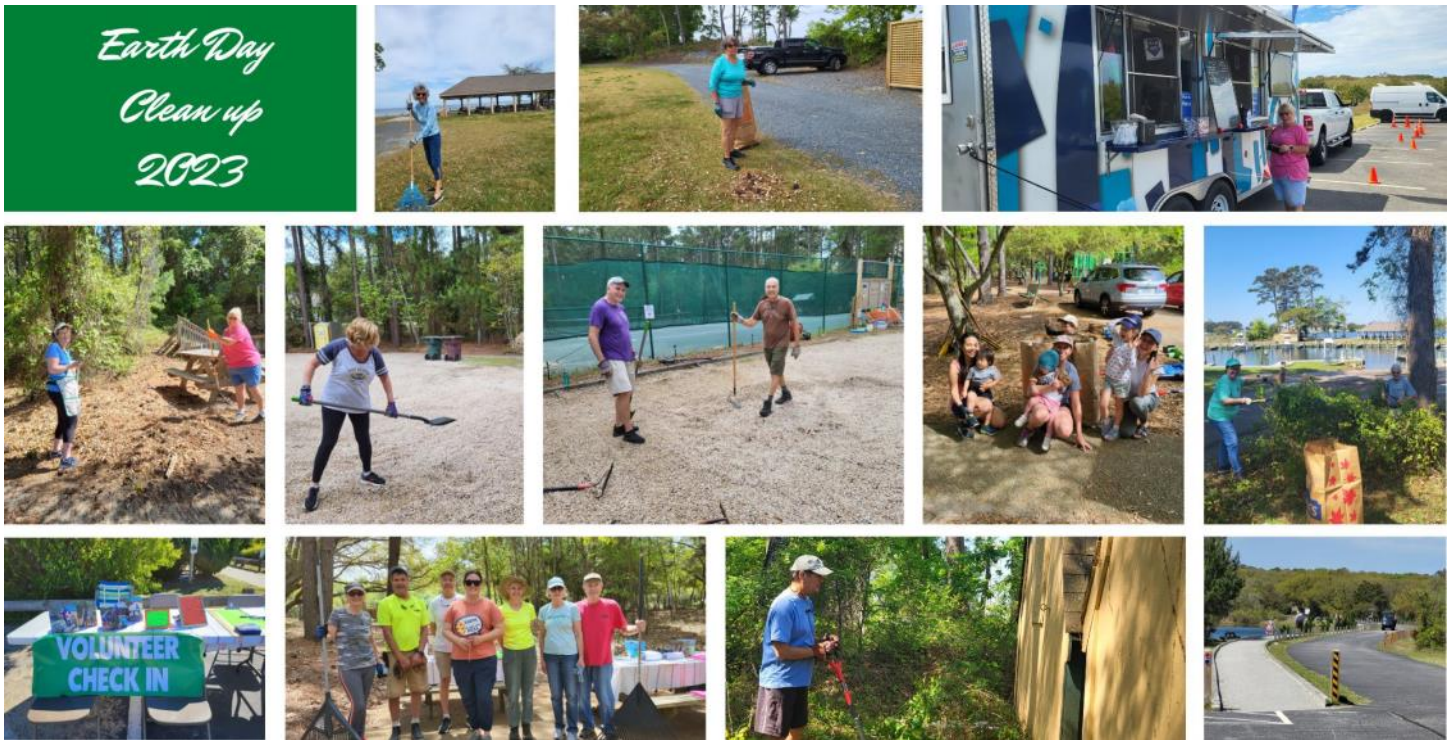
**Hope** is a bright color of light for volunteering. Thank you, Hope!





## Clean Up Week - Celebrated Earth Day in Southern Shores

**Lisa Minerich**



This year SSCA, CPOA and TOSS had a week long organized clean up of Southern Shores from April 15-22. We had a day of clean up for each of the following areas Hillcrest tennis court area, Hillcrest Beach Access area and all beach access crossovers, Sea Oats Park, Soundview Park, Chicahauk trails, Trinitie Park, Triangle Park, North Marina and Pavilion areas. An ambitious plan which touched upon many Southern Shores community areas during the week long clean up.

Accomplishments included picking up litter, trimming, raking yard debris, picking up pine cones, cleaning signs, sweeping, pulling vines and weeds, fertilizing and mulching shrubs and trees, painting, leveling out stoned parking areas, moving bags of yard waste and branches to the right of way for pick up and so much more!

So much was accomplished by energetic and dedicated volunteers. Thank you to all who helped a few hours or for a few days! More than 60 volunteers participated for cleanup week. Everyone enjoyed the perfect weather and meeting others while contributing to our beautiful neighborhood. Many discussed coordinating with neighbors for clean up gatherings during the year. Adopt an area with your neighbors!

Special Thanks goes to **Carolyn Hoover**, CPOA Earth Day coordinator, **Cliff Ogburn**, TOSS Town Manager, TOSS Public Works, **Jay Dunlap and Tony Bigbee** of the SS tennis club, **Katie Morgan** of OBX Mommy and Me and OBX Tree Doc volunteer groups, and **Kerstin and family** of Fork'et Me Not Food Truck, for our delicious celebration at Hillcrest Beach Access on Earth Day.

Thank you to all for making 2023 Earth Day clean up week a big success!

SSCA presents

# Summer Fitness

Monday, 10-11 AM

## Yoga

- June 12
- July 10
- August 7
- August 21
- August 28

## Guided Meditation

- June 5
- July 17
- July 31
- August 14

## Balance in Motion

- June 26

### Instructors:

**Diane**, certified meditation and yoga instructor  
**Toni Greene**, RYT 200 and Les Mills certified,  
**Mary Bollwage**, RYT 500 and **Lisa Minerich**, OTR/L



### DETAILS:

[coordinator@sscaobx.org](mailto:coordinator@sscaobx.org)

Bring water, mat or towel  
Free to SSCA members.  
Bring a guest!  
At Pitts Center

## Join in the Movement-Summer Fitness Classes at Pitts Center!

Last year the SSCA survey revealed results that membership would like fitness classes available in our community. We started offering balance and movement classes in the winter and participants asked about summer classes.

We have a variety of fitness classes this summer being held at Pitts Center on Mondays at 10 AM.

These classes are offered free to SSCA members and guests. Please register online on the link provided for class you plan to attend. The class instructors have varied experience in yoga, meditation, balance, and movement. Warm thanks to the instructors who offered to provide our summer class line up! They all live in Southern Shores. Below you can read about them!

### **Diane Mauceri**

I started my yoga journey 25 years ago and after practicing Ashtanga Yoga for 3 years with Patricia Krac E-RYT 500 and a YTTI Graduate I was motivated to become a yoga teacher. This is where I met my beloved teacher Mokshapriya Shakti. I took my first teacher training with YTTI and graduated the 200- hour program in 2004. In 2009 I completed the 500- hour certification with YTTI.

Continuing my journey in 2015 I completed a Level One Kundalini Yoga teacher training certification from Kundalini Reasearch Institute. I am also certified as a Reiki Practitioner Level II.

In 2020 I completed the Meditation, Mindfulness and Yoga Nidra training with Mokshapriya Shakti. As my journey continues, I am excited to share this knowledge with others and hope to inspire them as I was inspired by my teachers.

### **Mary Bollwage**

I began my interest in yoga as a teenager and practiced yoga periodically throughout my life as I raised my family, and pursued my education and career goals. Yoga always provided a steadying, energy expanding and renewing practice for me, connecting body, heart and mind. Four years ago, after retiring from a career in healthcare my husband, Brian and I retired to our home in Southern Shores. I was able to focus more consistently on my yoga practice and journey. After finding my yoga home at Outer Banks Yoga in Kitty Hawk in 2019, I began training as a yoga instructor with Anne Howard. I completed my 200-hour yoga teacher training in 2021 and my 300-hour advanced yoga training in February 2023, under the tutelage of Anne Howard. I am now a 500-hour Registered Yoga Teacher with the International Yoga Alliance. In addition, I have pursued training in chair yoga and enjoy making the benefits and beauty of yoga accessible to all.

As a member of the SSCA, I am thrilled to bring my love of yoga to others of this wonderful community.

### **Toni Greene**

Toni Greene is a Les Mills Certified Instructor of Body Balance, an invigorating blend of Tai Chi, yoga, balance, and Pilates, choreographed to uplifting music. She went on to complete her 200-hour yoga teacher training



from YogaMu in October 2022. Toni is passionate about creating an environment where stability, strength and movement training are fun for all ages and body types. Toni and her family enjoy water sports.

### **Lisa Minerich**

Lisa is an Occupational Therapist with more than 35 years of experience working in all types of health care settings with various medical conditions. She is certified in the LSVT BIG program for Parkinson's Disease and certified through WaterArt for Common Motor Disorders teaching. Lisa works at The Outer Banks Hospital and at The Outer Banks Family YMCA both lifeguarding and teaching Balance in Motion classes. She volunteers to teach Improvement Through Movement classes at the Baum Center weekly and through other community opportunities.



## Proposed ByLaw Changes

At our next **General Membership Meeting** on July 10, the SSCA Board will be proposing changes to the SSCA Bylaws. There are 12 changes proposed, six (6) are to clarify current practices and (6) are changes to the Bylaws. The primary reason for requesting Bylaw changes is due to the need to change the requirement for our Annual Audit to be done by a Certified Accounting Firm and instead, allow for a Self-Guided Audit to be done by a disinterested Audit Committee. In the last two years, we have had two firms decline to continue to do this work for us. Other firms that we have contacted do not want to take on this type of work – for the same reasons we’ve been hearing with other businesses -- they just don’t have the staff to handle the work! A suggestion made by our previous audit firm is to do a Self-Guided Audit with a disinterested Board-appointed committee. In order to do that, we need to change the Bylaws that specifically require an Audit Firm.

Since we need to make this change to our Bylaws, we are also taking the opportunity to make some other changes that are desired. A quick highlight of those changes are:

### **Housekeeping and Clarification of Existing Practices (Six Changes):**

Section 3-3. In addition to no refunds of dues, the SSCA does not prorate dues, regardless of when membership is terminated.

Section 3-4.7. Clarifies membership is based on property in Southern Shores.

Section 5-4.1. Clarifies that electronic voting eliminates the need for absentee ballots.

Section 6-5. Clarifies that the SSCA may hire a bookkeeper to perform accounting tasks, under the supervision of the Treasurer

Section 7-1.5. Clarifies the responsibilities of Membership Director

Section 7-1.7. Clarifies the responsibilities of the Properties Director

### **Changes to Existing Bylaws (Six Changes):**

Section 3-4.1. Proposed change to the number of General Membership meetings held from four (4) to two (2) per year. With electronic communications and voting, it is not necessary to have in-person meetings. The use of electronic communications and voting allows for more member participation. Very few members attend the General Membership Meeting.

Section 4-1. Proposed change to current Director term limits from two years, with five new terms beginning in even number years and four beginning in odd number years. The proposed change is to have three (3) three-year terms, with 3 new terms beginning every year. Allows for better continuity of leadership and ability to develop expertise in position.

Section 4-1. Proposed change to conflict of interest decision for Town of Southern Shores Council or employee from serving on the SSCA Board. The SSCA Board recommends that no currently serving Town Council member or Town employee can serve on the SSCA Board, due to the potential for conflict of interest.



## Proposed ByLaw Changes (continued)

Section 4-3. If the terms of the SSCA Board members is expanded to three (3) years as proposed, then the ability to serve for two terms would need to be extended from four (4) years to (6) years (consecutively).

Section 8-2.3 . Allows for electronic vote for Budget, and if not approved prior to November, allows for another electronic vote of revised Budget by 1 January.

Section 8-9. Allows for use of either a CPA Audit firm or a Board-appointed disinterest audit committee to perform the SSCA financial annual audit.

These Proposed Bylaw Changes will be presented at the July General Membership Meeting for a vote of those present. Voting requires a quorum of members present, which is 20.

[Link](#) to Marked up ByLaws

## Upcoming Events



# Vessel Safety Check Event At The Town of Manteo Public Docks



**Friday, July 7<sup>th</sup>, from 2:00 PM to 5:00 PM**



The U.S. Coast Guard Auxiliary will offer **free** Vessel Safety Checks for recreational boats of all kinds. You will receive a Vessel safety Check decal recognized by all government agencies. In addition to power and sail boats, we will inspect and discuss safety issues for kayaks and other paddlecraft. You can find us at the public docks by the Manteo Lighthouse.

***Stay around after your inspection and enjoy First Friday in downtown Manteo!***



*Boat owners offering their boats for a Vessel Safety Check will be entered in a drawing for a free hang gliding lesson for two donated by Kitty Hawk Kites!*



**To learn more about our Vessel Safety Check program or to schedule a home visit go to our website at [cgauxobx.org](http://cgauxobx.org) and click the Vessel Safety Check link!**



# **OBX U.S. Coast Guard Auxiliary Presents**

## ***Boat America Boating Safety Class***



**One Day Class – July 15, 2023**

**Southern Shores Volunteer Fire Department  
15 S. Dogwood Trail, Southern Shores, NC 27949**



**This course satisfies North Carolina boat operator education requirements.**



Course topics include the following:

- **Introduction to Boating** – Types of boats, engines, boating terms, sailboats, paddle craft, powerboats.
- **Boating Law** – Boat registration, regulations, hull identification numbers, required safety equipment, Federal boating law, state boating law, and reporting accidents.
- **Safety Equipment** – Life jackets, fire extinguishers, sound-producing devices, visual distress signals, anchors, and other safety equipment.
- **Safe Operation and Navigation** – Buoys and beacons, aids to navigation, navigation rules, docking, and the dangers of alcohol on the water.
- **Boating Emergencies** – Hypothermia, boating accidents, man overboard, capsizing, emergency radio calls, carbon monoxide dangers, and weather.
- **Trailer**ing – Types of trailers, lights, hitches, towing a trailer.
- **Sports and Boating** – Water-skiing, personal watercraft operation, and other boating tips.

All classes taught by certified Coast Guard Auxiliary Instructors. Class runs 8:30 a.m. to 4:30 p.m.

Tuition is \$35 for 1<sup>st</sup> family member, \$25 for each additional family member and includes all materials.

Go to [CGAUXOBX.org](http://CGAUXOBX.org) or click: <http://wow.uscgaux.info/content.php?unit=054-16-07&category=abs-form>



or "shoot" the QR code!

## Communication Requests

Do you have a story, event or announcement that you would like to share with the SSCA Membership?

If so, please email us at: [communications@sscaobx.org](mailto:communications@sscaobx.org).

Once the request has been approved, we will include in one or all of the following:

<b>Quarterly Newsletter:</b>	January, April, July, October
<b>Weekly Email Announcements:</b>	1st of each month to include Event Calendar and Reminders
<b>Monthly Calendar Email:</b>	Sent out Monday with Announcements and Reminders
<b>Weekly Social Media:</b>	Posted each Wednesday on Facebook, Instagram & NextDoor This will include stories, reminders, events, etc.

All requests must include the following information and should be emailed to [communications@sscaobx.org](mailto:communications@sscaobx.org) the Wednesday PRIOR to the first Monday it will be sent. Please do not send to SSCA Office Admin.

1. Subject
2. Recipients

We have the following Email List Categories

- All Active Members
- All Active & GraceMembers
- Boat Club – Primary and Secondary
- Tennis Club
- Lapsed Members
- Additional email lists can be used if needed.

3. Message
4. Beginning Date
  - Announcement sent on Mondays and will repeat until event is completed
5. Deadline of RSVP or Registration, if applicable.
6. Attachments or forms in **PDF format**
7. Flyers or Pictures that should be included.