

THE MEMPHIS

PERSPECTIVE

October 2018 edition



Scott Guidry, RA and Tim Michael, AIA of designshop present:
Memphis Grizzlies Locker Room / Millwork and Lighting Design

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About CSI

Founded in 1948, the Construction Specifications Institute is a not-for-profit technical organization dedicated to the advancement of construction technology through communication, research, education and service. CSI serves the interests of architects, engineers, specifiers, interior designers, contractors, product manufacturers and others in the construction industry.

www.csinet.org

CSI Membership

Architects, engineers, contractors, and manufacturers—14,000 members strong—are in touch with one another through their Construction Specifications Institute membership. CSI provides contacts in the construction industry as well as provides you up-to-date information to help you do your job efficiently and effectively. Yearly Institute membership fee is \$250 plus \$40 Memphis Chapter fee = \$290; Institute membership fee for an Emerging Professional is \$125 plus \$40 Memphis Chapter fee = \$165.00; and Institute membership fee for students is \$30 plus \$10 Memphis Chapter = \$40.

Contact: Richard Hill richard.hill@basf.com
662-420-9563

Tabletop Displays at Monthly Meetings

At each monthly meeting, the Chapter encourages all members to provide a table display of their product and/or services for inspection and education of those attending the meeting. After the meal and prior to the program, the displayer will be given five minutes to address the group. The table display is also encouraged to be represented during the social hour and after the program for any questions by the attendees. The presentation fee for this time is \$25.00.

Table Top Info. - Mike Zielinski
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The Memphis PerSPECTive Information

The Memphis PerSPECTive is published ten times a year by the Memphis Chapter of the Construction Specifications Institute. Appearance of products or services, name or editorial copy does not constitute an endorsement by the Memphis Chapter of CSI nor any of its members.

Circulation of *The Memphis PerSPECTive* is now limited to access on the CSI Memphis website: csimemphis.org. To be included on future notifications of the uploaded magazine forward your name, mailing address, and e-mail address to the following email address:

hansfaulhaber@hotmail.com

SUBMITTING ARTICLES

Readers are encouraged to submit articles of interest within the construction industry for publishing. Articles on individual projects whether currently in design, under construction, or recently completed are encouraged.

Any printed articles, photos or program inserts should be forwarded to:

The Memphis Perspective
Attn: Hans Faulhaber
hansfaulhaber@hotmail.com

Articles and images should be submitted in electronic format via digital media or email. Microsoft Word documents are required for articles, minus tabs and any other formatting. All images must include a date and caption. Printed material will not be accepted.

MAGAZINE ADVERTISING

Advertising in the PerSPECTive will be discontinued as of June 1, 2018. Advertising will be on the website from that date forward.



CSI Memphis Chapter President's Message



JEFFREY PARNELL, CSI, AIA
CSI MEMPHIS CHAPTER
PRESIDENT

Greetings CSI Memphis!

I would like to thank everyone who attended our September Chapter Meeting! We had a great turn out. For those of you who missed it, **Veronica Tansey** of Fleming Architects gave an excellent presentation on the recently completed Collierville High School. October's chapter meeting will be Thursday, October 11, 2018 at the University of Memphis Holiday Inn. Our guest speaker will be CSI Memphis Past-President, Scott Guidry. He will present on his work on the Memphis Grizzlies Locker Room with a focus on millwork and lighting. This is a small, but high-profile local project and I am looking forward to learning more about it. This will also Segway nicely into our Memphis Millwork plant tour scheduled for November 8th. To RSVP to the chapter meeting, checkout the events page on the award-winning www.csimemphis.org. Past-President and Dempsey Morrison Scholarship Chair, **Julie Fleming** presented her Scholarship Fund Update at our chapter meeting. To date, the Dempsey B. Morrison Scholarship Fund Raising Drive has raised more than \$4,000! Also, we announced a few winners for the University of Memphis Football tickets, graciously donated by our very own, **Michael Cardone**. **Jim Neison** won the full set of season tickets for donating \$300 or more to the scholarship fund and **Charles and Charlotte Cooper** won the set of October tickets, which includes the home game against UCF for donating \$100 or more to the fund.

The Institute Convention, the CONSTRUCT Show is less than two weeks away. Long Beach is this year's host city and the conventions is October 3rd through

the 5th. CSI Memphis will be sending four representatives to the Institute Convention. Our Vice President **Susan Evans**, Past-President **Mike Zielinski** and Treasurer **Gary White** will join me in Long Beach. We are all looking forward to the experience. **Jason Ontiveros** and **Isaac Barrantes** will be in attendance representing the University of Memphis Student Affiliate. I'm excited for these two students to get this experience; I had the opportunity to attend the Institute Convention when I was a student back in 2012 and it helped shape the person I am today. I probably would not be as involved in the chapter if not for that trip to Chicago those years ago. The members of CSI-S Memphis are currently raising funds to finance their journey and provide extra funds for the student affiliate. You can help them out by purchasing a calendar of student work at our chapter meetings or online at www.csimemphis.org/calendar. These calendars are \$15 each and will be good all the way through December of 2019. The printing and binding of the calendars was done in-kind thanks to **Chris McNally** and **Melissa Pope** at **Memphis Reprographics**. That means that all the money earned from calendar sales goes directly to the student's travel fund.

I would like to encourage our chapter's members to volunteer, donate and get involved in anyway you can. Want to get involved? Email us at info@csimemphis.org. If you can't donate your time or money to the chapter but still want to help, bring a guest to the next chapter meeting. With your help, we can continue expand and improve our chapter.

JEFFREY PARNELL, CSI, AIA, Architect
HBG Design
CSI MEMPHIS CHAPTER PRESIDENT



CSI Memphis Notices

The Memphis PerSPEctive is currently searching for an Editor. If you are interested in becoming the Editor of this award winning publication please call Hans at (901) 326-9937!

CSI MEMPHIS MEMBERSHIP COMMITTEE

Architects, engineers, contractors, and manufacturers can be in touch with one another through their Construction Specifications Institute membership. CSI provides contacts in the construction industry as well as provides you current information to help you do your job efficiently and effectively. Annual Institute membership fee is \$250 plus \$40 Memphis Chapter fee = \$290; Institute membership fee for an Emerging Professional is \$125 plus \$40 Memphis Chapter fee =

\$165.00; and Institute membership fee for students is \$30 plus \$10 Memphis Chapter = \$40. The Memphis chapter serves 107 members, with Britton Herring and Marie Hayes joining CSI in August.

**Contact: Richard Hill
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INVITE A FRIEND OR COLLEAGE

CSI Memphis Mission Statement

CSI Memphis Mission Statement

In order to enhance the process of creating and sustaining the built environment, Memphis Chapter CSI:

Provides opportunities for persons in the design and construction industry to receive cutting edge information regarding construction documents and practices;

Promotes members career advancement and enhancement of leadership and communication skills; and supports students aspiring to design and construction careers.

Memphis Chapter

THE CONSTRUCTION SPECIFICATIONS INSTITUTE



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Web Management:	Jeffrey Parnell

If you are interested in volunteering for service on any of these committees or if you have any ideas you would like to discuss with committee chairs– do not hesitate to call!

Anniversaries

Please welcome out newest members:

Anna Diffie joined: 8/8/18
Charles Michael Hearington joined: 8/2/18

The following members have anniversaries this month:

Ronnie Bonner	10/28/99	19 Years
Benjamin Evans	10/31/01	17 Years
Michael Folk	10/23/99	19 Years
Dwight LeClair	10/7/98	20 Years
Carlie Massery	10/16/17	2 Years
Ronn Perkins	10/1/03	15 Years
Ron Roberts	10/1/92	26 Years

THANKS FOR YOUR PARTICIPATION!

Congratulations on your anniversary and thanks for participating!!



This purpose of this article is to provide a guide to the project closeout procedures, what is expected and where those procedures should be specified in the Project Manual.

There are three primary closeout activities to construction contract closeout. The **first activity** is the inspection of the project for compliance with the design intent, adherence with contractual requirements, and to identify any defects that require correction. The **second activity** is the submission, review and acceptance of the operation and maintenance information for the building and its associated-engineered systems. The **third activity** is the submission and resolution of all financial obligations and issues. These activities will typically occur concurrently. All require attention to detail and observation of the contract document requirements related to closing the contract as defined in the Division One Section 01 70 00 Execution and Closeout Requirements and the General Conditions of the Contract for Construction, AIA Document A201 (General Conditions).

The administrative procedures for Substantial Completion and Final Completion of the Work are found in Specifications Section 01 77 00 Closeout Procedures. The essential definition of Substantial Completion is that a project has been completed to the point that the Owner can now use it for its intended purpose. The definition is located in Article 9.8 of the AIA General Conditions. The date of Substantial Completion that is established has specific contractual and legal implications for both the Owner and the Contractor. For example, warranties and other specific responsibilities commence upon Substantial Completion unless otherwise modified by the Certificate of Substantial Completion.

Construction contract closeout essentially begins once the Contractor has notified the Architect that the project is Substantially Complete and has attached a list of all items to be completed or corrected. This requirement is stated in Article 9.8.2 of the General Conditions. The Architect then inspects the project and establishes the date of Substantial Completion. This duty of the Architect is assigned in Article 4.2.9 of the General Conditions. Should the Architect note no additional deficiencies, a Certificate of Substantial Completion will then be executed and signed by the Architect and distributed for the signatures of the Owner and Contractor. Often the process is not as simple as this explanation and takes far more time than implied here.

First Closeout Activity: Inspection

The first closeout activity is the inspection process. The Substantial Completion inspection process will generate a “punch list”, or a detailed list of defects requiring correction by the Contractor that is generated by the Architect and Engineering design team, and that has a certain fixed period of time for the Contractor to complete. The time frame is typically established as 30 days, but can be modified if necessary on the Certificate of Substantial Completion. Completing the corrections in the established timeframe is important due to the potential for assessment of liquidated damages against the Contractor should the Work not be completed within that time period. Upon the expiration of the time limit or when the contractor makes a written request, the project will go through a Final Inspection by the design team.

The Contractor should pay particular attention to Specification Section 01 74 00 Cleaning before making his request for inspection. This section is intended to clearly direct the Contractor on basic requirements for

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CONTRACT CLOSEOUT -continued

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final cleaning prior to the project being turned over to the Owner, as well as progress cleaning and site maintenance during construction. First impressions are generally lasting impressions. If a building is not cleaned prior to the inspection, there are likely other more important items that were not accomplished.

Often Contractors want to accompany the designers while the punch list inspection is taking place. I believe that it is the designers' option whether or not to allow this to happen. The Contractors' presence can sometimes be intimidating and lead to an unproductive and or incomplete inspection. The Contractors' presence may save him time by eliminating minor punch list items as they are identified. This may save the designers' time in preparing the punch list. However, the argument can be made that the Contractor prior to the inspection process should have identified and corrected those minor items. The elimination of those minor items during the inspection process can only be described as a distraction from the object of the inspection. Consequently I will routinely request only one member of the Contractors staff be present during any inspection thereby eliminating any work during the inspection.

Second Closeout Activity: O&M Data

The second closeout activity is the submission, review, and approval of the operation and maintenance data (O&M). The specific O&M information required to be submitted is typically indicated in each specification section. In general the O&M data is divided into architectural and engineering documentation, and further broken down into mechanical, electrical, and plumbing engineering. The requirements for Closeout Submittals can be found in Section 01 78 00.

Section 01 78 00 Closeout Submittals outlines the procedures for submission of closeout submittals, revised project documents, and the delivery and distribution of spare parts and maintenance materials. According to CSI's *MasterFormat*, Closeout submittals may include all or part of the following list:

- Final Site Survey
- Maintenance Contracts
- Maintenance Data
- Maintenance Materials (sometimes called 'attic stock')
- Operation Data
- Preventative Maintenance Instructions
- Product Bonds
- Product Warranties
- Project Record Documents (sometimes called 'as-builts')
- Spare Parts

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CONTRACT CLOSEOUT -continued

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Closeout O&M data will usually contain all of the submittal data, which was submitted at the beginning of the project. That information will be supplemented with additional information that was not required at the submittal stage, but which is required by the specification for the maintenance of the particular product or system. Often the list above is expanded to include additional information such as parts lists or lock pinning codes, extra keys, and even tools that may be needed for standard maintenance. As stated, special closeout submittals for specific components are typically listed in their respective specification sections.

Many offices today specify that these materials are to be organized by discipline in three ring loose-leaf hard-back binders. This facilitates the modification and addition of materials that may become necessary at a later date. It also ensures that the materials will not be destroyed or lost soon after they have been transmitted to the Owner for their use. Our office will typically specify that the Operation and Maintenance Data be bound together and the Warranty information be bound separately. This allows the Owner quick access to the warranty information, which may be all that the Owner requires at the time.

More Owners are now requiring the inclusion of systems demonstration and training as part of Closeout. This component of the Contract is found in Section 01820 Demonstration Training and should be cross-referenced to Section 01 75 00 Starting and Adjusting, as well as other appropriate and applicable specification sections. The same is true for system performance evaluations and operation and maintenance. It is the General Contractor's responsibility to coordinate all demonstration and training sessions. The State of Tennessee requires that these sessions be video taped and that the tapes be submitted as part of the closeout documentation for the project. Many corporate clients are also following this trend.

Project Record Documents or As-Builts are Contract Documents, annotated by the Contractor during the course of construction. The Contractor will annotate addenda, differing site conditions, detail modifications, and Change Orders on the documents in the affected locations. The Contractor's responsibility is to maintain these documents on a daily basis, though this is not always the case in reality. Some Owners are now typing monthly progress payments to the upkeep of the project record documents and will withhold funding pay applications until the records are updated.

Another current trend is that Owners are requesting As-Built documentation on computer disk as well as paper and or reproducible. There are no obvious advantages to this method of documentation. The Owner can modify the building after construction and more accurately keep up with the Owner-initiated and –executed modifications. Should there be an addition in the future, the computer documentation can facilitate the integration of the existing building with the proposed construction.

The submission of incomplete, inaccurate, or simply incorrect record documentation can be extremely frustrating for contract administrator and costly for the Contractor. Frustrating for the contract administrator because there is typically adequate information in the Contract Documents to inform and advise the Contractor regarding what submittals are required for closeout and what their duties are regarding record document maintenance. This is costly for the Contractor because any revision beyond one is more than likely costing it money.

Owners are more often establishing the submittal, approval, and delivery of closeout documentation as a pre-

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CONTRACT CLOSEOUT - continued

requisite to Final Payment. This is the standard operating procedure for the State of Tennessee. Many corporate clients are initiating this requirement as well. This is typically due to Owner experiences where the Contract was closed and the closeout documentation was found to be inadequate a period of time later when it became necessary to use the documents that were submitted. Design entities also play a major part in this scenario as it is their responsibility and contractual obligation to their client to review the submitted documentation and enforce requirements of the Contract

Third Closeout Activity: Financial and Legal Matters

The third closeout activity is the financial/legal component. Article 9.10.2 of the General Conditions states that neither final payment nor release of retainage shall become due until the Contractor has submitted:

- An affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner of the Owner's property might be responsible or encumbered (less amounts withheld by the Owner) have been paid or otherwise satisfied.
- A certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect and will not be cancelled or allowed to expire until at least 30 days' prior written notice has been given to the Owner.
- A written statement that the Contractor knows of no substantial reason that the insurance will not be renewable to cover the period required by the Contract Documents.
- Consent of surety, if any, to final payment.
- As required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts, releases and waivers of liens, claims, security interests or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner.

This same article goes on to indicate that if a subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien. If the lien remains unsatisfied after payments are made, the Contractor is directed to refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, including all reasonable legal fees.

For State of Tennessee projects, one year after the Contract has been closed; a warranty inspection is to be held. This requirement can be found in Specification Section 01700, a custom specification written by the State and supplied to architects. The reason for this inspection is for the Contractor become aware of any outstanding corrections needed pursuant to the one-year correction of work period.

While this is not directly required in all Contract Documents for every project, I believe that its inclusion is good practice. This inspection keeps all parties to the design and construction contracts abreast of any outstanding issues and problems relative to the project and provides a forum for discussion and resolution. This inspection will also exemplify the degree to which the contractor has fulfilled his contractual obligations relative to its Warranty of the project.

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CONTRACT CLOSEOUT - continued

Clear Specification Requirements

The Contract Closeout process can be made infinitely easier if the Designer clearly spells out the requirements as outlined in Section 01 70 00 Execution Requirements. Closeout can be made easier if the Contractor reviews those requirements prior to submitting any closeout information. The Contractor has a duty and an obligation to review the material for completeness and accuracy before it is transmitted to the Designer for their review. The Designer has a duty and an obligation to enforce the requirements of the Contract to help ensure that the Owner receives a quality project with adequate and accurate product information in the form of Closeout Documentation.

Hans Dietrich Faulhaber, Architect, CSI, CDT ©2018



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PROGRAM REVIEW-continued

Collierville High School

Presented by Veronica Tansey a principal and director of interiors at Fleming Architects.

This project was a joint venture design project between Fleming Architects and Renaissance Group. The consultants were DePouw Engineering for Electrical; Barham Cain Mynatt for Mechanical, Plumbing, Fire Protection; and Chad Stewart for Structural Engineering. The contractors on the project were also a joint venture between Flintco and Linkous.

As you walk into the main entrance of the new Collierville high school, the lobby is flanked with views to all that the facility has to offer. On the right side of the main lobby you can see the fine arts department and the entrances to the auditorium. Across the hall, there is a stem learning space that is multifunctional. Looking down the hallway to the left you can see the gateway to the athletic areas or look straight ahead through the courtyard into the school's media center highlighting the academics and interactive learning spaces offered.

Fleming Architects took on the challenge of evaluating the way a traditional classroom functions and how they could encourage an educational environment that fosters learning. In a traditional classroom we envision chairs with an attached writing surface. In the new Collierville facility, the classroom was transformed into a flexible learning space where students can learn collaboratively and interactively. The desks can move and rearranged for the lesson of the day. Taking great care even in the small details such as the chairs don't sit still well can rock and move without being a distraction to the rest of the class. One of the learning areas with the most significant transformation was the media center, which evolved from a traditional library. The Media center has areas with some quiet study as well but focuses more on the notion of collaborative learning.



One of the learning areas with the most significant transformation was the media center, which evolved from a traditional library. The Media center has areas with some quiet study as well but focuses more on the notion of collaborative learning.

One of the challenges facing schools today that Fleming Architects took very seriously was that of safety. There are special measures taken to lock people out of the school as well as being able to evacuate all the students to escape fires. A neat part/factor/item to this building is the signage of the room numbers on the exterior of the windows so that first responders can easily find their way to help.

The signage was an important unifying characteristic throughout the campus. The schools mission is plastered on the walls to encourage students. The branding is found in the room signs with the dragon mascot, through tone on tone lettering with 6ft tall letters in the entry hall, the use of custom colored light fixtures with the school's colors. There are inspirational notes around campus such as "cultivate kindness", "create memories", "change the world" to empower the students. They even cast with colored concrete the Collierville "C" into their sidewalk.

The vocational learning classes partnered with a lot of companies to develop learning environments to best prepare students to enter the workforce. Nexair's welding classroom, Baptist's health science classroom, Kemmons Wilson Culinary classroom are some of the partnerships. There is also a greenhouse and an auto

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PROGRAM REVIEW-continued

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mechanic shop with the proper equipment so that students can learn the trade. Technology resonates through the halls with screens boasting the schools “truth and honor” motto. Keeping up with 21st century learning practices, there is a unique room with multiple cubby holes devoted to laptop storage and working spaces for IT resolutions.

Natural light and bright colors are instrumental in learning and are incorporated throughout the campus. A great example is the cafeteria ceiling has a wonderful mix of playful colors. Furthermore, the furniture in the transitional spaces are full of color and life. Great care was taken in creating specialized spaces that function efficiently for their specific uses. In creating a new facility, the design team wanted to pay homage to some of Collierville’s beloved attributes from their old facility such as a barrel-vaulted ceiling in their gymnasium.

Through thoughtful design, this public high school was built cost effectively and rivals the look of college campuses and private high schools. When design began, the attendance of the high school was 2500 students. Current enrollment for Fall of 2018 is 2800 students with a design capacity of 3000 students.

B.J. Agnew Brillard, AIA, CDT
VDC Coordinator / Quality Control Manager



CERTIFICATION

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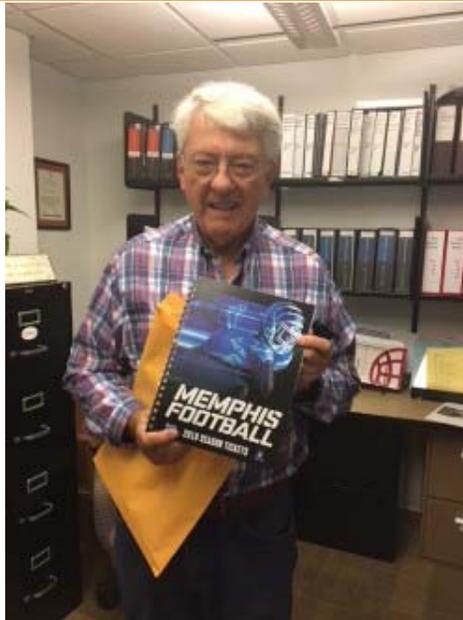
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ODDS AND ENDS



CONGRADULATIONS JIM!!

to our very own Jim Neison who won season tickets to the University of Memphis football games for his donation to the *Dempsey B. Morrison Scholarship Fund*. You too can win tickets to UM sports games but you need to contribute in order to do so!!



This packing label came from our friend to the east Louis Medcalf, FCSI. Clearly ALL the bases are covered on this one!!



Scholarship Fund

01 01 PROJECT TITLE PAGE

Dempsie B. Morrison Scholarship Fund

30 00 ADMINISTRATIVE REQUIREMENTS

Please fill out the following form or donate online at <http://www.csimemphis.org/>

Levels of Participation (please select one):

- \$500+ Diamond
- \$400 Platinum
- \$200 Gold
- \$100 Silver
- \$Other Friend

Name: _____

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Is your contribution a Memorial?

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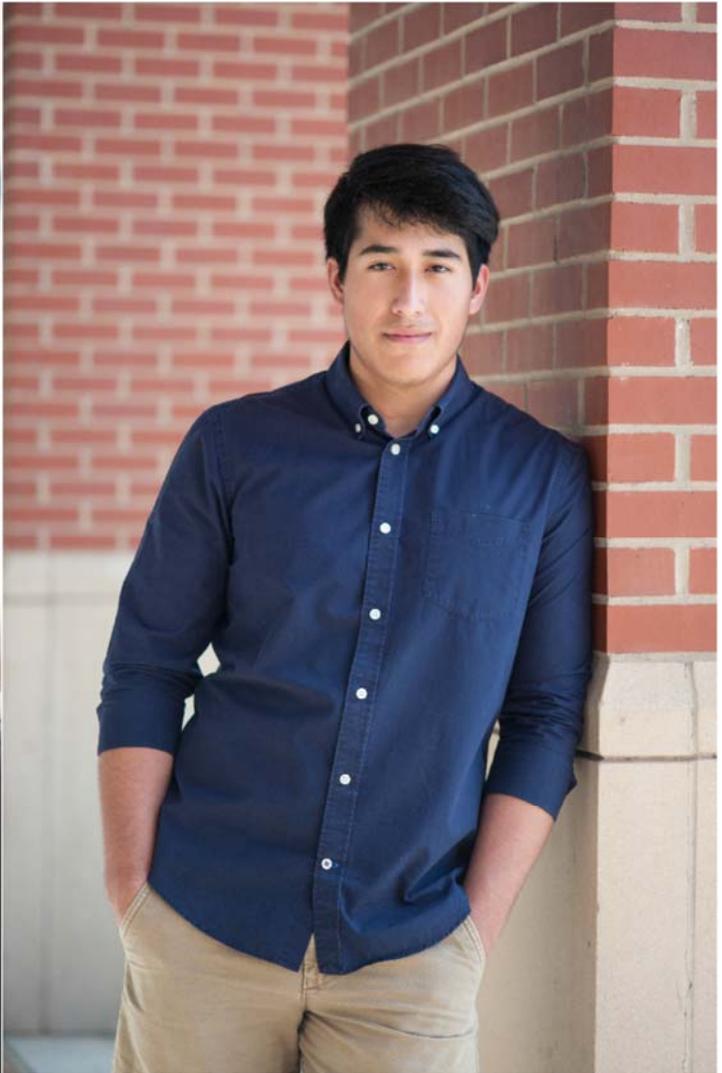
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