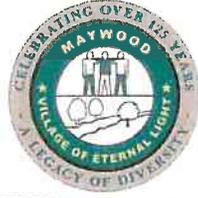


Village of Maywood  
Block Club Guide



Updated February 2014

# VILLAGE OF MAYWOOD



## NEIGHBORHOOD BLOCK CLUB REGISTRATION FORM

Club Organizer's Name \_\_\_\_\_

Address: \_\_\_\_\_ City, State, & Zip Code \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_

Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Month and year of Block Club formation \_\_\_\_\_

Frequency of meetings \_\_\_\_\_

List the Block Club's current/new officers and board members:

<i>Officers/Members</i>	<i>Address</i>	<i>Phone Number</i>	<i>Email</i>

**Check the activities your Block Club may be interested in.**

- |                                                        |                                                 |                                             |
|--------------------------------------------------------|-------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Crime Prevention/Watch        | <input type="checkbox"/> Social Gatherings      | <input type="checkbox"/> Garage Sales       |
| <input type="checkbox"/> Adult/Youth/Senior Activities | <input type="checkbox"/> Parking/Traffic Issues | <input type="checkbox"/> Block Newsletter   |
| <input type="checkbox"/> Alley Cleaning & Greening     | <input type="checkbox"/> Community Service      | <input type="checkbox"/> Elderly Assistance |
| <input type="checkbox"/> Welcoming New Neighbors       | <input type="checkbox"/> Other: _____           |                                             |

**Rank the issues that are of most concern to your Block Club, with "1" signifying most concern.**

- |                                                           |                                                          |                                   |
|-----------------------------------------------------------|----------------------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Youth Development                | <input type="checkbox"/> Recycling/Environment           | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Crime/Crime Prevention           | <input type="checkbox"/> Neighborhood Development        |                                   |
| <input type="checkbox"/> Neighborhood Beautification      | <input type="checkbox"/> Neighborhood Business Relations |                                   |
| <input type="checkbox"/> Noise (traffic, or loud parties) | <input type="checkbox"/> Other: _____                    |                                   |

Would you be interested facilitating a Meet & Greet session  
to know your neighbors better?

Yes No

Suggested Dates:

\_\_\_\_\_

Would you be interested in attending your neighborhood's  
M.A.P.S. meeting?

Yes No

Suggestion/Recommendations

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Club Organizer

\_\_\_\_\_  
Date

## **X. NEIGHBORHOOD INITIATIVE INFORMATION BLOCK CLUBS-GETTING STARTED LIST**

- **Forming a Block Club**
  - Purpose/Mission Statement
  - By-Laws
  - Description of Roles and Responsibilities
  - Agenda
  - Minutes
  - Sample Flyers for Announcing Formation of a Block Club
  - Important Numbers to Know
  - Main Motions: Proposing Ideas for Group Action
  - Sign-Up Sheet

## **FORMING A BLOCK CLUB**

### **Creating the Formal Structure**

#### **Forming a Block Club**

**Caveat:** This document was prepared to provide accurate information regarding the topic covered. Any legal requirements and non-legal administrative practice standards discussed in the document are capable of change due to new legislation, regulatory and judicial pronouncements, and updated and evolving guidelines. This document is intended and was designed for the purpose of providing information for your reference, and does not constitute an engagement to provide legal, tax, or other professional services. If you require professional assistance on these or other tax or administrative law issues, please contact an attorney, accountant or other professional advisor, or the relevant government agency.

Neighborhood Block volunteers work on an endless stream of projects and commitments. The last thing that anyone really wants to think about is the legal and fiscal requirements of your neighborhood association. They are often tedious and confusing. This document will help unravel some of the complexities of these requirements.

Your neighborhood Block Club should be organized in a way that best suits your needs as it meets any applicable Village Guidelines and other legal requirements. There are certain things that all neighborhood Block Clubs must do (like writing bylaws). However, you do not need to take on more fiscal/legal responsibilities than are appropriate for your organization.

For example, if you are a small neighborhood Block Club that deals with small sums of money, you do not have to incorporate and/or apply for nonprofit tax exempt status. You could simply write bylaws, apply for an assumed business name, receive a tax ID number, open a checking account and you're in business. Since neighborhood Block Clubs are not required to organize in any one particular way, there are a number of options open to your organization. There are some options you may want to consider and some that wouldn't work for your group. Again, do what is best for your neighborhood Block Club. The material in this document can be divided into three sections.

1. Things you must do.
2. Things you should consider.
3. Things you can elect to do.

### **Must Do –**

Write By-laws. To be recognized as a legitimate neighborhood Block Club by the Village, you should have By-laws on file with the Office of the Mayor.

### **Should Do –**

Bookkeeping. Even if you are dealing with small sums of money, you should set up a bookkeeping system.

Assumed business name. The least you should do as a neighborhood Block Club is to apply for a business name. This protects your identity as the “Community Block Club.”

Tax I.D. Number. Like a Social Security number for your neighborhood Block Club, this number is necessary to open a bank account.

### **Might Want To Do –**

Incorporate. You can incorporate with the State of Illinois as a nonprofit corporation. This is necessary if you intend to apply for a nonprofit, tax exempt status. Corporations must comply with a number of legal and fiscal requirements, some of which are outlined in this section.

Apply for tax exempt status. The Internal Revenue Service allows neighborhood Block Clubs to apply for a tax exempt status.

Apply for bulk mailing permit. The Post Office offers a special rate to nonprofit, tax exempt organizations.

Some research may be necessary before you decide which of these optional actions you need to take on. The size of your organization, level of activity and amount of money you have are among the factors that determine the best status for you neighborhood association. You may need to seek advice from an attorney or accountant (look for a volunteer from your neighborhood).

**PURPOSE/  
MISSION  
STATEMENT**

## **PURPOSE/MISSION STATEMENT**

Many times after a Block Club identifies why they need to organize, they generally turn the purpose or reason for organizing into a mission statement. This is also considered your Public Relations or "PR" piece. When reaching out to others, you can say something like one of the statements listed below.

Example:

### **MISSION STATEMENT**

The purpose of the 200 North Pine Block Club is to beautify our block, patrol for safety and to provide a pleasant atmosphere for children and seniors to feel comfortable being a part of; or

The 400 South 14<sup>th</sup> Street Block Club was formed to raise money to have lights installed on all members property to help improve an atmosphere of safety and to help deter crime; or

The 200 North 5<sup>th</sup> Avenue Block Club was formed to solve issues and concerns that affect the homeowners on the block as well as others; or

The 1200 West 9<sup>th</sup> Avenue Block Club was formed to find ways to provide a safe haven for the children who live on our block.

The 1200 West 9<sup>th</sup> Avenue Block Club desires to assist its neighbors in becoming more active through encouraging their participation and channeling information on subjects such as neighborhood beautification, community policing, housing, political awareness and other civic responsibilities that will strengthen our community. Its mission is to also serve as a liaison to the Village in making information available to residents on various issues and providing feedback to the Village on issues and concerns that affect individuals, their families and/or their financial resources.

Generally, these types of purposes or concerns affect other residents on the block and knowing that you share a common goal to correct a problem or achieve a success story brings others to the table as well.

# **BY-LAWS**

# **COMMUNITY BLOCK CLUB BYLAWS**

## **ARTICLE I – NAME AND BOUNDARIES**

**SECTION 1:** The name of the Block Club shall be the “Community Block Club,” herein after referred to as the “Block Club”.

**SECTION 2:** The Block Club shall serve the Community from Randolph Street (North) to Washington Boulevard (South) and from 18<sup>th</sup> Avenue (East) to 20<sup>th</sup> Avenue (West). The Block Club shall include any of the apartment complexes.

## **ARTICLE II – OBJECTIVES**

**SECTION 1.** The Block Club shall be a non-profit organization for the purpose of improving and beautifying the neighborhood, educating members in the prevention of business and residential crime, and improving neighborhood relationships.

**SECTION 2.** The Block Club shall implement the “Community Neighborhood Watch Program” to aid in the prevention of crime. The Watch Program shall be on a voluntary basis only, and shall be made up of members residing in the service area as described in Article I, Section 2 of the By-Laws. The Block Club shall implement a Community Clean-up Program to aid in the development of a clean neighborhood.

**SECTION 3.** The Block Club shall be promoted through neighborhood meetings directed towards residents of the area outlined in Article I, Section 2 and shall be governed and qualified by the basic policies set forth in Article II, Section 4.

**SECTION 4.** The Block Club shall be non-commercial, non-sectarian, and non-partisan. The name of the Block Club or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion or objectives of the Block Club. The Block Club shall not directly or indirectly-participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of or in opposition to any candidate for public office.

## **SECTION 5: Additional Objectives**

To provide opportunities for social and community networking.

To provide a forum for the exchange of ideas and information regarding the Quality of Neighborhood Life and related issues.

To foster the development of community organizing and related skills.

To encourage the formation and development of community groups within the Village of Maywood.

To provide a medium for communication with other Groups.

The objectives can best be realized by an active membership, with publicly and educational resources, and regular general meetings that appeal to a wide spectrum of persons who live or are interested in the quality of life in the Village of Maywood.

## **ARTICLE III – FINANCES AND RECORDS**

**SECTION 1:** All checks, drafts, and other orders for the payment of monies, notes or other evidence of indebtedness issued in the name of the Block Club shall be signed by any two of the following four officers: President, Vice-President, Secretary and Treasurer. No two members of the same household may be signers on the same check, draft, or other order for payment.

**SECTION 2:** All funds of the Block Club shall be deposited to the credit of the Block Club in such federally insured institutions as the Membership may elect.

**SECTION 3:** The Membership may accept on behalf of the Block Club any contribution, gift, or bequest for the general purposes or for any special purpose of the Block Club.

**SECTION 4:** Any treasury disbursement has to be voted on by the members.

**SECTION 5:** The Auditing Committee consisting of three (3) members not holding any elected position shall be appointed by the President to audit the accounts of the Treasurer. An annual audit shall take place during July before the annual meeting, at which time the committee shall make a report. Other audits may be conducted when deemed necessary.

## **ARTICLE IV – MEMBERSHIP**

**SECTION 1:** Membership dues in the Block Club shall be sixty dollars (\$60.00) per household per year. Dues shall be payable on or before July 1<sup>st</sup> for the next fiscal year. Dues for members joining after the beginning of the fiscal year shall be on a prorated basis.

**SECTION 2:** Term for membership in the Block Club shall be from July 1<sup>st</sup> through June 30.

**SECTION 3:** Persons eighteen (18) years old and older of households in good standing with the Block Club and present at the meeting shall be eligible to vote on all Block Clubs.

## **ARTICLE V – OFFICERS**

**SECTION 1:** The elected officers of this Block Club shall consist of President, Vice President, Secretary, and Treasurer.

**SECTION 2:** The election of officers shall be during the Annual Meeting in August. Officers shall be elected by majority vote, by Ballot. In the event of only one nominated for any office, election may be by a Yes/No voice vote. Newly elected officers shall assume their official duties at the adjournment of that meeting.

**SECTION 3:** Only members of good standing with the Block Club shall be eligible to hold any office in the Block Club.

**SECTION 4:** There shall be a Nominating Committee composed of three (3) members appointed by the Executive Board at or prior to the July meeting. No member of the Executive Board shall serve on, or attend any meeting of the Nominating Committee. The Nominating Committee shall nominate at least one (1) eligible member for each office and present their report at the annual meeting, at which time additional nominations may be made from the floor. Only those members who have signified their consent to serve, if elected, shall be nominated for, or elected to, such office.

**SECTION 5:** A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the members in a regular meeting, notice of such election having been given at the previous meeting.

**SECTION 6:** Any officer whose actions are not in the best interest of the Block Club may be removed by the two-thirds (2/3) vote of the members at a regular meeting. Termination of office shall be effective immediately upon an affirmative vote.

## **ARTICLE VI – DUTIES OF OFFICERS**

**SECTION 1: PRESIDENT** – The President shall preside at all regular meetings of the Block Club and shall be ex-officio member of all committees excluding the Nomination Committee.

**SECTION 2: VICE PRESIDENT** – The Vice President shall assist the President in performing the duties of the President's office and shall execute the duties of the President in the President's absence. The Vice President shall be an ex-officio member of all committees excluding the Nominating Committee and the Auditing Committee.

**SECTION 3: SECRETARY** – The Secretary shall keep accurate records of transaction of the Block Club, keep correctly the accounts between the Block Club and its members, receive all monies due to the Block Club and pay the same to the Treasurer at the close of each meeting.

**SECTION 4: TREASURER** – The Treasurer shall have charge of the funds of the Block Club, pay all claims against the Block Club approved by the members. The Treasurer is to keep accurate accounts so that the Block Club can be informed of its financial condition at anytime. A Treasurer's report shall be given at all regular meetings.

## **ARTICLE VII – MEETINGS**

**SECTION 1:** Regular meetings shall be the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month at 7:00 P.M.

**SECTION 2:** The Annual meeting shall be held in July and shall be for the purpose of electing officers, receiving annual reports of officers and committees, and any other business deemed necessary.

**SECTION 3:** Special meetings may be called by the President, a majority vote of the Executive Board, or by a petition signed by \_\_\_ ( ) members. Notice and purpose of the meeting must be distributed to members no later than five (5) days prior to the meeting. Only the announced purpose of the meeting shall be discussed during that meeting.

**SECTION 4:** Ten (10) members of the Block Club shall constitute a quorum at Block Club meetings.

**SECTION 5:** Meeting location for all meetings shall be determined by the Executive Board.

## **ARTICLE VIII – EXECUTIVE BOARD**

**SECTION 1:** The Executive Board shall consist of the President, Vice President, Secretary, Treasurer and all standing Committee Chairman.

**SECTION 2:** The Executive Board shall be responsible for business referred to it by the Block Club, shall consider and, with two-thirds (2/3) vote in the affirmative, approve Presidential appointments of standing committee and shall perform such other duties as specified by these Bylaws.

**SECTION 3:** The regular meetings of the Executive Board shall be held within three (3) weeks prior to regular meetings of the Block Club. The time, date, and place of the meetings shall be at the discretion of the Executive Board. Special Board meetings may be called by the President or by a majority vote of the Executive Board members.

## **ARTICLE IX – STANDING COMMITTEE**

**SECTION 1:** The President shall appoint one (1) Representative for each of the Street/Avenue outlined in Article 1, Section 3.

**SECTION 2:** A Membership Committee shall consist of the Vice President and three (3) members. It shall be the duty of this Committee to study and implement new ways and means of enlisting new members to the Block Club.

**SECTION 3:** There shall be a Publicity Committee consisting of the Secretary and three (3) members, appointed by the President. It shall be the duty of this Committee to study ways and means of acquainting the general public with the functions and services of the Block Club, and to print and distribute the notices to members.

**SECTION 4:** A Beautification Committee composed of three (3) members shall be appointed by the President. It shall be the duties of this Committee to study ways and means of beautifying the neighborhood.

**SECTION 5:** A Bylaws Committee composed of three (3) members shall be appointed by the President promptly after the Annual Meeting. It shall be the duty of this Committee to consider, edit, and/or correlate amendments to these Bylaws and to submit such amendments with the proposer's name and the committee's recommendations to the Block Club as provided in Article XII.

**SECTION 6:** Liability of Committees and Members:

No committee members or members in good standing shall be held liable for acts, defaults or neglect of any other member or for loss sustained by the Community Block Club unless the same has also resulted from willful misconduct, willful neglect, or negligence of that committee member or general member.

**DESCRIPTION OF  
ROLES  
&  
RESPONSIBILITIES**

## QUALITIES OF A LEADER

There are many ways to define a leader. Here are just a few:

- Leaders listen
- Leaders seek the help of others to resolve problems.
- Leaders make every effort to provide inclusion not exclusion.
- Leaders learn to delegate responsibilities, assuring that decisions made have been thought out and tested by more than just one person.
- Leaders lift others up.
- Add some of your own below:

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## **ROLES & RESPONSIBILITIES OF OFFICERS**

When starting up any organization especially Block Clubs, the initial members are identified as the "ad-hoc committee." This group serves as the temporary officers until such time as an election is held. Generally they get together on a regular basis during the start-up period to discuss and organize. Once things are in place, an election is held. Then, this group becomes null and void and the newly elected officers take the reins.

Attached are drafts of positions and descriptions of the roles of these leadership officers within an organization. The descriptions are only listed to show some forms of what each position is expected to do in that capacity and can be modified to your organization's liking.

### **ROLES**

#### **VOLUNTEER**

A person willing to give of their time for a worthy cause.

#### **NOTE:**

Because many will volunteer for a worthy cause, volunteers are your most helpful group. Respect them and their time. When you ask for volunteers, please be clear as to exactly what you want them to do. Give them the time frames that you need them to participate in. Once the task has been completed, acknowledge them. Acknowledge them at that time, and if unable to do so, place a phone call shortly thereafter and thank them for their help. At the next general meeting, ask everyone to applaud them for their generosity in agreeing to volunteer, complete the task and help the organization reach its goals.

## **OFFICERS**

### **PRESIDENT:**

The President shall be the principal executive officer of the organization. The President will preside at all meetings, encourage neighbors to become members; represent the organization at functions unless otherwise designated to another officer; appoint Committee Chairs and serve as spokesperson for the organization.

### **VICE PRESIDENT:**

The Vice President shall perform such duties and have such other powers as shall be assigned to him or her by the President. Further, in the absence of the President or in the event of his or her inability to refusal to act, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

### **SECRETARY:**

The Secretary shall be responsible for taking the minutes at each meeting; reserving a place for the meetings and notifying all members of the scheduled meetings. The Secretary is to perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him or her by the President.

### **TREASURER:**

The Treasurer shall have charge of and be responsible for the maintenance of adequate books of account for the organization; have charge and custody of all funds and securities of the organization, be responsible for the receipts and disbursements thereof. The Treasurer is to perform all duties incident to the office of a treasurer and such other duties as may be assigned to him or her by the President.

# AGENDA

## AGENDA

If used properly, Agendas can be the success of your meetings. By identifying the topics for discussion for the meeting in advance and letting all members present know that you are following an agenda, gives the impression of **organization** and that you respect other people's time.

An Agenda should not be overloaded. Meaning, if too many topics are on the agenda, the meeting could run for hours and people will walk away with info overload, or with a sense that nothing was really done because the meeting was all over the place.

### **KEEP IT SIMPLE!**

Here is a sample agenda that can work at all meetings.

## AGENDA FOR [YOUR ORGANIZATION NAME] BLOCK CLUB

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

- I. Meeting called to order
- II. Review and/or Approval of the Last Meeting Minutes.
- III. Old Business:
  - A. Topic A
  - B. Topic B
- IV. New Business:
  - A. Topic A
  - B. Topic B
- V. Announcement of Next Meeting:
- VI. Adjournment

# MINUTES

## MINUTES

Minutes can be very easy to take as well. By staying focused on the discussion and not particularly on who said it, will make this task much easier.

### **EXAMPLE:**

The meeting was called to order at 7:00 p.m.

Present were: [Identified from the Sign-in Sheet].

The minutes were approved as read/distributed, etc.

Because of a lengthy discussion at our last meeting, we were unable to complete the topic on overnight parking. As a result, we referred further discussion to continue under "Old Business" at our next meeting.

Next, under "New Business," discussion centered around the issues and concerns of residents letting the leaves pile up on the street which clogs the drains and creates problems for many of the homeowners when we have a heavy rain. After further discussion, it was agreed that Mr. Brown would contact the Public Works Department, report the problem we are having, and seek support and a resolution from Public Works to get the leaves vacuumed in the streets or access other alternatives that residents can work together to achieve.

The next meeting is scheduled for Tuesday, July 12, 2005 at 7:00 p.m. in Room 202 of the Library.

There being no further discussion, the meeting was adjourned at 8:00 p.m.

**SAMPLE  
FLYERS FOR  
ANNOUNCING  
FORMATION  
OF A  
BLOCK CLUB**

**DRAFT FLYER FOR ANNOUNCEMENT  
OF THE FORMATION OF A BLOCK CLUB**

**WANTED**

**NEIGHBORS AND RESIDENTS**

**WHO WANT TO:**

- Beautify our Block
- Help take a bite out of crime
- Make our Block a Safe Haven for seniors as well as their children
- See a decrease in Property Taxes

**THE REWARDS ARE**

- Better schools
- Safer Blocks
- Pride in the community
- Increase in Property Value

**LEARN MOORE:**

When:

Where:

Why:

NOTICE OF [YOUR ORGANIZATION'S NAME] BLOCK CLUB MEETING



**WHEN:**

**WHERE:**

**TIME:**

**Agenda:**

1. Formation of Block Club
2. Selection of Ad-Hoc Officers
3. Creation of Block Club Directory
4. Prioritizing topics for getting successful results

If you are unable to attend this meeting, please make an effort to have someone from your home if possible represent you and your views.

Call \_\_\_\_\_ with any questions.

**IMPORTANT  
NUMBERS  
TO KNOW**

# VILLAGE OF MAYWOOD GOVERNMENT OFFICIALS

The Village Board of Trustees meets every (1<sup>st</sup> and 3<sup>rd</sup>) Tuesday of the month, at 7:00 p.m. in the Council Chambers, 125 South 5<sup>th</sup> Avenue, second level of the Police Department, unless otherwise posted.

The Village of Maywood's governing body is comprised of the following elected officials; a Village President (Mayor), Village Clerk, and six (6) Trustees:

## MAYOR

Edwenna Perkins  
Office: (708) 450-4486  
Cell: (708) 724-1942

## VILLAGE CLERK

Viola Mims  
Office: (708) 450-6363  
Cell: (708) 250-0988

## TRUSTEES

Cheryl Ealey-Cross  
(708)466-6305

Audrey C. Jaycox  
(708) 473-0408

Antonette Dorris  
(708) 906-0242

Michael Rogers  
(708) 473-9381

Melvin L. Lightford  
(708) 865-1793

Ron Rivers  
(708) 668-5722

## VILLAGE TREASURER

Steve Kuptz  
(708) 473-0931

## VILLAGE MANAGER

Office (708) 450-6303

**Responsible for the day-to-day operations of the Village of Maywood**

# **SIGN-UP SHEET**



**MAPS MEETING  
&  
ZONE  
IDENTIFICATION  
INFORMATION**

**M.A.P.S. (MAYWOOD ALTERNATIVE POLICING STRATEGY)  
COMMUNITY POLICY MEETINGS**

The Maywood Alternative Policing Strategy Program (also known as “MAPS”) has been in existence for the past three (3) years. Its purpose is to partnership with the community and other Village Departments, conduct beat community and problem-solving meetings to establish two-way communication and group resolutions. It is broken down into four (4) zones.

**ZONE 1 BOUNDARIES:** 1<sup>st</sup> Avenue to 9<sup>th</sup> Avenue, Main to Augusta Boulevard

**Zone 1** meets at 7:00 P.M. on the 1<sup>st</sup> Monday of each month at Woodside Church located 621 North First Avenue in Maywood.

**ZONE 2 BOUNDARIES:** 1<sup>st</sup> Avenue to 9<sup>th</sup> Avenue, St. Charles to Harrison

**Zone 2** meets at 7:00 P.M on the 2<sup>nd</sup> Monday of each month at the Holy Corinthian Church located 401 South 5<sup>th</sup> Avenue in Maywood.

**ZONE 3 BOUNDARIES:** 9<sup>th</sup> Avenue to 21<sup>st</sup> Avenue, St. Charles to Harrison

**Zone 3** meets at 7:00 P.M. on the 3<sup>rd</sup> Monday of each month at the Rock of Ages Spiritual Development Center located 1405 W. Madison in Maywood.

**ZONE 4 BOUNDARIES:** 1<sup>st</sup> Avenue to 25<sup>th</sup> Street, Bataan Drive to Roosevelt Road

**Zone 4** meets at 7:00 P.M on the 4<sup>th</sup> Monday of each month at St.Eulalia Catholic Church located at 1851 South 9<sup>th</sup> Avenue.

*For questions and further information, contact Officer Allen at (708) 450-4409*