ARTIFICIAL REEFS: Permit Application Guidelines

By: Dr. Heyward Mathews

INTRODUCTION

Back in 1977, the artificial reef permitting process in Florida was still quite complicated, but a comprehensive conference on Florida reefs was held June 10-11, 1977, at which time this problem was addressed. Organized by Florida Sea Grant, every major agency, academic and private group having any interest in, or responsibility for administering artificial reefs, were involved. Following this Conference, a single inter-agency permitting process was established. This publication is written to aid those interested in obtaining the forms and following the proper procedures to secure such a permit.

Site Selection

The first, and probably most important, step in any artificial reef building project is selecting a suitable site (see Florida Sea Grant publication, MAFS-20, Artificial Reefs: Site Selection and Evaluation). Factors to consider include the location, the reef material to be used, local oceanographic conditions, and expected user groups. Because of these special considerations, any person or group interested in building an artificial reef is required to obtain a permit from the U.S. Army Corps of Engineers and the Florida Department of Environmental Regulation (DER). (See Appendices C & D for locations).

Guidelines toward expediting the permitting process include attention to the following details:

1. Navigation Channels and Fairways: Artificial reefs should not be located in or adjacent to navigation channels. Reefs in these areas could create a hazard and cause conflicts between shipping interests and fishermen anchored on a reef.

2. Shallow Reefs: There is actually no set minimum depth for an artificial reef, but the general rule has been to allow reefs to extend up to depths equal to shoals or reefs found in the area. For example, if a coastline has shoals that project up to within 20 feet of the surface in an area, then the artificial reef could be allowed with only a 20-foot clearance over the top. In general, the U.S. Army Corps of Engineers would prefer a minimum clearance of 55 feet over the top of artificial reefs in most Florida waters. However, the location and type of reef is the determining factor. More or less clearance may be required depending on water depth and the type of reef being constructed.

3. Unstable Materials: Unfortunately, car tires and car bodies have created some problems along high energy coastlines and, the U.S. Army Corps of Engineers has stopped permitting tire reefs altogether. Also, the use of wooden vessels, or other structures containing wood, is discouraged because of eventual navigation hazards and beach littering caused by disintegration due to decomposition and storms.

4. Commercial Fishing Conflicts: All U.S. Army Corps of Engineers permits provide a period of not less than 21 days for interested parties to comment on a new reef site. If the site selected causes a serious conflict with commercial fishing interests, the permit could be denied or held up by lengthy public hearings. In most instances, this can be avoided by proper site selection prior to filing the permit application.

Biological Reports - Initial Site Survey

The U.S. Army Corps of Engineers regulations does not actually require but highly recommends a biological and/or bottom survey report as a part of the permit application. However, if a biological
report is not included with the application, a delay in permitting may result because governmental agencies may desire additional information before making recommendations. In most districts of Florida, the Florida Department of Environmental Regulation (DER) does not have diver-biologists available to make site studies, but the Florida Sea Grant Artificial Reef Resource Team has provided such reports upon request through the Marine Advisory Program agents. The Corps does not perform diving to obtain this information.

Two biological reports are included as Appendix A and Appendix B. Appendix A is a typical report for a new application, while Appendix B is a report for an existing artificial reef that needs rehabilitation for which the permit has expired. An existing permitted artificial reef can be renewed under the authority of a nationwide permit.

In preparing these reports, the exact location is of prime importance. If out of sight of land, the site should be fixed by two Loran C readings plotted on a current U.S. Coast & Geodetic Survey chart; and the latitude and longitude should be carefully determined and placed at the top of the Biological Report-Site Survey. A drawing showing two lines of position from fixed shore sites should be prepared for the permit application also.

The bottom survey states the type and composition of the bottom substrate, while the biological report-site survey discusses the existing marine communities on the site. If the site is a new one, no significant benthic plant or animal communities should exist on the bottom, and this should be noted. If the site is an existing reef, then a brief summary of the dominant species should be included as well as a description of its condition and, if possible, some estimate of its remaining effective life span.

Finally, the report should conclude with a statement declaring the site suitable for artificial reef construction of the type planned. However, if the diver doing the biological report finds any conditions that would restrict the use of the site, these should be stated. It is the responsibility of the biologist doing the report to consider all the above factors or face the possibility of being responsible, at least partially, if the site later proves to be unsuitable.

Joint U.S. Army Corps and Florida D.E.R. Application Form

For artificial reef permits, the Joint Permit Application for Dredge and Fill Structures is used. This form can be obtained at regional field offices of either the U.S. Army Corps of Engineers or the Florida Department of Environmental Regulation. A list of these offices appears as Appendices C & D.

Although the State of Florida has no jurisdiction beyond three nautical miles offshore along the Atlantic coast or 9½ miles (3 leagues) into the Gulf of Mexico, an application is still required and must be completed and processed. The main part of the application is relatively simple to complete; however, the drawings that must accompany the application often cause some problems and delays.

The first drawing, using a U.S. Coast and Geodetic Survey map, must show the location of the artificial reef site. Normally an 8½ x 11 inch copy of the portion of the coast involved is adequate. The map scale should include the shoreline and several fixed reference points on land (Appendix E), and the distance to the nearest shoreline should be included so state jurisdiction can be determined at a glance. In addition, two position lines to the site from fixed landmarks showing the bearing and the distance in nautical miles are also required. Loran C readings at the reef site center must also be included on the drawing.

A second, cross-section drawing, should show the distance from the surface to the bottom at mean low water, and the maximum height that the reef will extend up from the bottom. This same drawing should show a typical buoy chain and sinker if the site is to have a buoy. Although buoys are not required by the Army Corps, the U.S. Coast Guard may require some types of reefs to have buoys. Consequently, it is a good idea to contact the Coast Guard prior to final selection of a site to determine what buoys, if any, will be required.

In some locations a lighted buoy may be called for, and the expense and maintenance of such a buoy may exceed the budget of a small project. In this case, a site change might be in order. Generally, however, lighted buoys are only required on a site close to major shipping lanes where a reef could possibly become a hazard. In selecting a site, these areas should be avoided whenever possible.

Completed Application

Once completed, the application should be sent to the Florida Department of Environmental Regulation in your area along with the required fee. A diagram showing the locations of these offices, and the counties served, appears in Appendix D. The DER then sends a copy of the application to the Corps in order that the application processing can occur concurrently.
APPENDIX A

BIOLOGICAL REPORT - TAYLOR COUNTY ARTIFICIAL REEF SITE #3

Prepared by: Dr. Heyward Mathews*

Loran C. Coordinates:  14449.8  Longitude:  29° 43' 5"
(Center of site)  46152.0  Latitude:  83° 51' 3"

This artificial reef site is located approximately 18 miles off Taylor County midway between Steinhatchee and Keyton Beach in some 35 feet of water at low tide. The bottom is a firm sand substrate with limestone just under the surface.

There are no marine grasses or benthic algae on this site, nor are there any "hard bottom communities" in the actual site. However, hard bottom communities are located approximately 1/2 to 1 mile inshore from this site. Several starfish in the genus, Echinaster, and several black urchins, Arbacia punctulata, were observed along the bottom. No fish were seen during this cold water survey dive.

This firm substrate bottom will make an excellent artificial reef site for high density reef materials such as concrete culvert, steel and fiberglass hulls, and bridge rubble. However, the depth of 35 feet is not sufficient for low density materials such as car tires or truck tires. Once the reef is constructed, the fish populations should increase greatly.

* Florida Sea Grant Artificial Reef Resource Team
APPENDIX B

BIOLOGICAL REPORT - FERNANDINA BEACH ARTIFICIAL REEF SITE #1

Prepared by: Dr. Heyward Mathews*

Loran C. Coordinates: 45314.4
(Center of site) 61907.1
Longitude: 30° 38' 0"
Latitude: 81° 09' 0"

This is the site of an existing artificial reef approximately 10
miles southeast of Fernandina Beach. The site is in 55 feet of water. It
is a large steel hull barge that has been on the bottom for some years. The
bottom is a firm sand/shell mixture with well developed ripple marks. The
barge has moved into the bottom 10 to 15 inches and exposed some limestone
layers underneath.

The fish population on the reef is well established with large numbers of
sheephead, Archosargus probatocephalus; Black Sea Bass, Centropristis striata;
Black Grouper, Mycteroperca bonaci (several up to 30 pounds); Spadefish,
Chaetodipterus faber; Porgy, Calamus spp.; and large schools of Menhaden,
Rough Scad and Tomtate Grunts. The metal of the barge is well-covered with
fouling organisms, barnacles, algae, corals, worm tubes and numerous others.

This is an excellent existing artificial reef site and will support
almost any type of reef materials; however, the depth is too shallow for car
tires to remain stable without great amounts of ballast.

* Florida Sea Grant Artificial Reef Resource Team.
APPENDIX D

DISTRICT & BRANCH OFFICES

State of Florida
DEPARTMENT OF ENVIRONMENTAL REGULATION

Twin Towers Office Building
2600 Blair Stone Road
Tallahassee, Florida 32301

904-488-4905

1 NORTHEAST DIST.
T. David O'Byrne, Dist. Man.
3305 NW 80th Ave.
Jacksonville, FL 32257
904-296-4932
(Suncom 899-4932)

2 NORTHWEST DIST.
Joanne Brink, Branch Office
277 3rd St.
St. Petersburg, FL 33701
(813-262-2059)
(Suncom 262-2059)

3 NORTHWEST DIST.
BRANCH OFFICE
5500 2nd Avenue
Pensacola, FL 32501
904-494-6354
(Suncom 494-6354)

4 SOUTHWEST DIST.
William A. Bowers, Dist. Man.
4321 South 4th Street
Fort Myers, FL 33901
239-339-7500
(Suncom 339-7500)

5 NORTHEAST DIST.
James Cashmore, Dist. Man.
325 NW 18th St.
Jacksonville, FL 32205
904-296-4932
(Suncom 899-4932)

6 NORTHEAST DIST.
BRANCH OFFICE
65 N.W. 2nd Ave., Suite 4
Gainesville, FL 32601
904-377-7507
(Suncom 377-7507)

7 ST. JOHNS RIVER
DIST.
Alber Sander, Dist. Man.
3000 Apalachee Pkwy., Suite 230
Orange, FL 32806
904-268-7145
(Suncom 268-7145)

8 SOUTHWEST DIST.
2100 N. 2nd Street
Tampa, FL 33605
813-923-6800
(Suncom 923-6800)

9 SOUTHWEST DIST.
2300 Bay St.
Fort Myers, FL 33901
239-339-7500
(Suncom 339-7500)

10 SOUTHWEST DIST.
BRANCH OFFICE
280 Golf Course Blvd.
Punta Gorda, FL 33950
904-494-4956
(Suncom 495-4956)

11 SOUTHWEST DIST.
BRANCH OFFICE
1451 Overseas Highway
Key West, FL 33040
305-344-0101
(Suncom 344-0101)

12 SOUTHEAST FLORIDA
DIST.
Jim Thomas, Dist. Man.
2360 S.E. 10th Ave.
West Palm Beach, FL 33401
561-694-3434
(Suncom 694-3434)

13 SOUTHEAST FLORIDA
DIST.
BRANCH OFFICE
500 S.E. 3rd Street
Fort Lauderdale, FL 33301
954-568-4235
(Suncom 568-4235)

EFFECTIVE JULY 1, 1983
Note: Loran C coordinates should be shown either at each site or in an information block somewhere on the drawing.
ACKNOWLEDGEMENTS

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Dr. Heyward Mathews is a Professor of Oceanography, St. Petersburg Junior College, Clearwater, FL.

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Copies available from:

See Grant Extension Program
G022 McCarty Hall
University of Florida
Gainesville, FL 32611

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Appendix I

Synopsis of the Phyla

The following description of the major phyla are limited to distinguishing characters. Only existing classes of the larger phyla that are likely to be encountered are listed. The approximate number of described species is indicated in parentheses.

**Phylum Porifera** (10,000)
Sponges. Sessile; no anterior end; primitively radial, but most are irregular. Mouth and digestive cavity absent; body organized about a system of water canals and chambers. Marine, a few in fresh water.

**Phylum Cnidaria** (9000)
Free-swimming or sessile; with tentacles surrounding mouth. Specialized cells bearing stinging organeloids called nematocysts. Solitary or colonial. Marine, few in fresh water.
- Class Hydrozoa. Hydra, hydrooids.
- Class Scyphozoa. Jellyfish.
- Class Anthozoa. Sea anemones, corals.

**Phylum Ctenophora** (90)
Comb jellies. Free-swimming; biradiate, with two tentacles and eight longitudinal rows of ciliary combs (membraneiles). Marine.

**Phylum Platyhelminthes** (12,700)
Body dorsoventrally flattened; digestive cavity, when present, with a single opening, the mouth. Free-living and parasitic. Marine, freshwater, a few terrestrial.
- Class Turbellaria. Free-living flatworms.
- Class Trematoda. Flukes.
- Class Cestoda. Tapeworms.

**Phylum Rhynchocoela, or Nemertina** (650)

**Phylum Nematoda** (10,000)

**Phylum Sipuncula** (300)
Cylindrical marine worms. Retractable anterior end, bearing lobes or tentacles around mouth.

**Phylum Mollusca** (100,000)
Ventral surface modified in the form of a muscular foot, having various shapes; dorsal and lateral surfaces of body modified as a shell-secreting mantle, although shell may be reduced or absent. Marine, freshwater, and terrestrial.
- Class Polyplacophora. Chitons.
- Class Gastropoda. Snails, whelks, conchs, slugs.
- Class Bivalvia, or Pelecypoda. Bivalve mollusks.
- Class Scaphopoda. Tusk, or tooth, shells.
- Class Cephalopoda. Squids, cuttlefish, octopods.

**Phylum Annelida** (8700)
- Class Polychaeta. Marine annelids.
- Class Oligochaeta. Freshwater annelids and earthworms.
- Class Hirudinea. Leeches.

**Phylum Arthropoda** (923,000)
Body metameric with jointed appendages and encased within a chitinous exoskeleton. Coelom vestigial. Marine, freshwater, and terrestrial.

**Subphylum Trilobitomorpha**
Trilobites. One pair of appendages; all other postoral appendages similar.

**Subphylum Chelicerata**
No antennae; one pair of chelicerae. Body composed of a cephalothorax and abdomen.
- **Class Merostomata.** Horseshoe crabs.
- **Class Arachnida.** Scorpions, spiders, mites.
- **Class Pycnogonida.** Sea spiders.

**Subphylum Crustacea**
With two pairs of antennae and one pair of mandibles. Trunk variable.
- **Class Branchiopoda.** Fairy shrimps, water fleas.
- **Class Ostracoda.** Ostracods.
- **Class Copepods.** Copepods.
- **Class Branchiura.**
- **Class Cirripedia.** Barnacles.
- **Class Malacostraca.** Amphipods, isopods, shrimps, crabs.

**Subphylum Uniramia**
With one pair of antennae and one pair of mandibles. None of these are typically marine.
- **Class Insecta.** Insects.
- **Class Diplopoda.** Millipedes.
- **Class Chilopoda.** Centipedes.

**Phylum Bryozoa (4000)**
Bryozoans. Colonial, sessile; the body housed within a gelatinous or more commonly a chitinous or calcareous exoskeleton. Mostly marine, a few freshwater.

**Phylum Brachiopoda (280)**
Lamp shells. Body attached by a stalk and enclosed within two unequal dorsoventrally oriented calcareous shells.

**Phylum Echinodermata (6000)**
Secondarily pentameric radial symmetry. Most existing forms free moving. Body wall containing calcareous ossicles usually bearing projecting spines. A part of the coelom modified into a system of water canals with external projections used in feeding locomotion. All marine.
- **Class Crinoidea.** Sea lilies and feather stars.
- **Class Stellerioidea.**
- **Subclass Asteroidea.** Sea stars.
- **Subclass Ophiuroidea.** Brittle stars and basket stars.
- **Class Echinioidea.** Sea urchins, sand dollars, and heart urchins.
- **Class Holothuroidea.** Sea cucumbers.

**Phylum Hemichordata (80)**
Acorn worms. Body divided into proboscis, collar, and trunk. Anterior part of trunk perforated with varying number of pairs of pharyngeal clefts. Marine.

**Phylum Chordata (39,000)**
Pharyngeal clefts, notochord, and dorsal hollow nerve cord present at some time in life history. Marine, freshwater, and terrestrial.

**Subphylum Urochordata (1300)**
Sea squirts, or tunicates. Sessile, nonmetameric invertebrate chordates enclosed with a cellulose tunic. Notochord and nerve cord present only in larva. Solitary and colonial. Marine.
- **Class Asciidiacea.** Sea squirts, or sessile tunicates.
- **Class Thaliacea.** Free-swimming urochordates.
- **Class Larvaea.** Planktonic urochordates.

**Subphylum Cephalochordata (25)**
Amphioxus. Metameric fishlike invertebrate chordates.

**Subphylum Vertebrata (37,790)**
The vertebrates. Metameric. Trunk supported by a series of cartilaginous or bony skeletal pieces (vertebrae) surrounding or replacing notochord in adult.

Adapted from *Invertebrate Zoology*, Robert D. Barnes, 1983.
### Suggested Data For Artificial Reef Survey

<table>
<thead>
<tr>
<th>Name of Reef</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td>Latitude</td>
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<tr>
<td>Lonn</td>
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<tr>
<td><strong>Date when placed</strong></td>
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<tr>
<td>Later additions:</td>
</tr>
<tr>
<td><strong>Description of Reef</strong></td>
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<tr>
<td>Type of material used:</td>
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<tr>
<td>Dimensions</td>
</tr>
<tr>
<td>Amount of material used:</td>
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<tr>
<td>Percent with:</td>
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<tr>
<td>Only one entrance:</td>
</tr>
<tr>
<td>Relief and surface area:</td>
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<tr>
<td><strong>Site description</strong></td>
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<tr>
<td>Depth:</td>
</tr>
<tr>
<td>Bottom type and description:</td>
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<tr>
<td>Nearby bottom features:</td>
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<tr>
<td>Current conditions:</td>
</tr>
<tr>
<td>Average speed</td>
</tr>
<tr>
<td>Range of current speed</td>
</tr>
<tr>
<td>Has reef shifted?</td>
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<tr>
<td>Visibility condition:</td>
</tr>
<tr>
<td>Temperature Conditions:</td>
</tr>
<tr>
<td><strong>Evaluation of reef success</strong></td>
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<tr>
<td>Outstanding</td>
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<tr>
<td>Use of reef:</td>
</tr>
<tr>
<td>Who uses the reef?</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Appendix K

North American Bottle Distributors

Continental Glass Company
225 Commonwealth Blvd.
Louisville, KY 40202
(502) 583-6866

W. R. Hill and Co., Inc.
114 Virginia St.
P.O. Box 646
Richmond, VA 23205
(804) 643 2645

S. Kiekes and Sons, Inc.
4217 Mint Way
Dallas, TX 75233
(214) 333-3241

Smith Container Co. (Main)
3500 Browns Mill Rd., S.E.
P.O. Box 6716
Atlanta, GA 30315

Smith Container Corp.
P.O. Box 3844
209-211 Southside Drive
Charlotte, NC 28203
(704) 523-3075

Smith Container Corp.
P.O. Box 387
Maple Ave.
Colonial Heights, VA
(804) 526-6265

Smith Container Corp.
8022 Office Ct.
Suite 107
Orlando, FL 32809
(305) 851-8310

Texberry Container Corp. (Main)
P.O. Box 33367
6040 Donoho
Houston, TX 77033
(713) 644-5201

Texberry Container Corp.
4729 Greatland
San Antonio, TX 78218
(512) 661-6731

Texberry Container Corp.
P.O. Box 2944
New Orleans, LA 70189
(504) 254-1947

Texberry Container Corp.
1102 Inwood Drive
Dallas, TX 75247
(214) 638-4260

Northwestern Bottle Co.
611 Merrit Street
Nashville, TN 37203
(615) 255-9292

Northwestern Bottle Co.
849 Roland Street
Memphis, TN 38114
(901) 274-9211
Appendix L

Sample Questionnaire For Travel Cost Method Interview

Date

Time

Interviewer

1) What is your hometown?
2) How many miles (one-way) from your home to the dive/fishing site? ____________
3) What is the approximate amount you spent to arrive at this site? $__________
   (This should include fuel for boat and car (if applicable), meals, tolls, or other expenses incurred enroute.)
4) How many divers/fishermen are in your party? ____________
5) How many trips did you and your party make to this site in the past year?

6) What is the purpose of your trip?
   ____________ photography
   ____________ spearfishing
   ____________ general exploring
   ____________ fishing

Note: Additional questions can be added about the purpose of the activity to provide more information about users from different travel zones. Also, if the party does not usually travel together as a group or if each has a different hometown, it is advisable to record a separate questionnaire for each number.
Sample Questionnaire For Iterative Bidding Method Interview

Date
Time
Interviewer

1) How many divers/fishermen are in your party? 

2) How many trips did you and your party make to this site in the past year?

3) What is the purpose of your trip?

_______ photography
_______ spearfishing
_______ general exploring
_______ fishing

We are trying to determine the economic value of sport diving on artificial reefs in Florida. Let’s pretend that I’m selling an annual pass to use this particular artificial reef. If you didn’t have a pass, you couldn’t use the reef. Please realize that this is only hypothetical and neither the city nor the state is planning to actually require such a permit. Now, if you were planning to make the same number of trips to this site in the coming year, would you be willing to pay $_______ for this permit?

Initial starting value $__________

Maximum willingness to pay: $__________
Appendix N

Guidelines for Working with Slides

Slides are useful because they:

- Hold attention,
- Get the message across quickly,
- Build interest,
- Clarify points -- show exactly what is being discussed,
- Can share experiences otherwise impossible or impractical to convey,
- Focus attention on a large screen image,
- Are flexible -- you can add to, remove, and rearrange them for different presentations.

1. When preparing a slide presentation, you can write the audio portion first and then match up the visual portion after. **BUT**, remember that the **VISUALS will carry the burden of the message**. Any narration or sound effects will be secondary, and will support or enhance the visual message.

2. You could take an existing article and use it as the basis for a slide script, but probably the easiest way to avoid using more words than you need, is to start by outlining your material. Once you have listed the points you wish to make in the proper order, it will be easy to expand those points into sentences, and in turn use those sentences to develop narration.

3. Because viewers will not be able to grasp many details from a single viewing, don't try to present more than 2 or 3 main concepts or points in any presentation. If you do want your audience to retain portions of the information, you may need to supplement the slide program with hand-outs summarizing various points, or discussions.

4. When writing your slide script:
   - limit each slide to one main idea;
   - limit each slide to 15-20 words;
   - include titles to supplement, not duplicate visual material
   - use several simple slides rather than one complicated one, especially if you must discuss a subject at length;
   - make duplicates if you need to repeat a slide in several different places;
   - plan a good pace, don't leave a slide on the screen after discussing its subject;
   - never say "in this slide we see"

APPENDIX ______
Appendix 0

Guidelines for Preparation of Information for the News Media

The Press Release

Writing the Release

1. Mentally or physically arrange the information in order of importance. Determine what deserves the most emphasis.

2. Write the story beginning (the lead) emphasizing the most important point or points of the story. Make sure it is interesting, accurate and that you have enough information to back up the lead.

3. The lead should establish the angle of the story and the story should stick to that angle. If your lead is the right lead, the rest of the story should come easier.

4. Write the rest of the story. Include all information that is pertinent and necessary and leave out all unnecessary or irrelevant material. Make sure all ideas are presented simply and clearly.

5. Use words which generally will be understood by the majority of readers. Avoid highly technical or jargonistic language, unless you define it.

6. Check lengths of sentences and of paragraphs. Sentences that are short, to the point and lacking in complexity stand the best chance of communicating effectively, but they should vary somewhat in length and structure. Variety helps avoid monotony.

7. Rewrite your story if necessary. If a sentence is too long, perhaps you can make two or more sentences out of it. If sentences or paragraphs do not seem to be in the right order, you should rearrange them.

8. Ask yourself if other words would be better than ones you used. Be specific. Use the right word.

9. Make sure grammar and spelling and punctuation are correct, and check your style sheet to make sure your story conforms to it.

10. Check facts again. Are they correct. Accuracy!

APPENDIX

Format for Press Release. Following is a guide for releases to print media:

1. Paper--8 1/2" by 11" white paper is preferred, although legal-size paper is acceptable.

2. Typewrite, mimeograph, or offset. Do not send carbons to media.

3. Double-space all copy. Use wide margins. Do not hyphenate words at end of lines. Do not carry a paragraph over from one page to another.

4. Use one side of the paper only.

5. Identify the sender (organization and/or individual) at the top of the page. Provide name, address, and telephone number of the person who can be reached for further information, both during and after office hours.

6. A headline is usually written as shown in the sample news release (Appendix D) to give the editor an idea as to the content of the release. If the story is used in the paper, however, the headline will most likely be written.

7. If the story is for use on receipt of the release, mark it for IMMEDIATE RELEASE. If there is a chance that the release may reach the newspaper before the date intended for the release the release date should also be included.

8. Unless it is for local news media only, a dateline is usually included at the beginning of the first paragraph (e.g., Gainesville, FL, May 3, 1982). The date should be the time the news takes place, not the date you put out the release or the date you expect the papers to use it. In many cases the date will not be used because it is not relevant to the information in the release.

9. If your release requires more than one page, type "more" at the bottom of each page except the last. In the upper lefthand corner of the second and succeeding pages type the subject of the story and the page number. In some cases the succeeding pages are marked in the upper lefthand corner as follows: Add 1 (for the second page) and then the subject of the story; Add 2 (for the third page), etc. The end of story is marked in some way usually with the number "30" or by the use of "###".
Appendix P

Guidelines for Preparation of Magazine Articles

Writing the Article

1. The first step, even before beginning to write the article, should probably be to prepare a query letter to an editor. This will help locate an editor who may be interested in the subject and thus save time in writing because the editor may have certain requirements such as a specific word length, the way in which the subject should be treated in the magazine, etc. If the first editor turns the story down, try another editor, and another. Many editors are willing to look at a completed manuscript but even if interested may request it be rewritten to their specifications.

2. Before starting to put the words on paper assemble all the information and organize it in a logical way. The story may be told chronologically or may simply be a discussion of the material in a logical way.

3. As with a newspaper story, the lead of a magazine article is important. The job of the lead is to "hook" the reader, to create enough interest in the story that the reader will want to continue reading. Indicate what the article is about and what the reader may expect.

4. In the body of the article present the information which you have—the "meat" of the article. If possible, intersperse presentation of facts with anecdotes which are interesting and relevant to the subject as this makes for more interesting reading.

5. The end of the article should satisfactorily sum up the material for the reader. Depending upon the subject, a summary of the facts presented in the body of the article may be appropriate. If the ending can in some way refer back to the lead it creates the feeling of a neat, coherent package.

6. In writing the article be specific. If there are facts and figures that need to be in the article don't leave them out. This will give an air of authenticity to the article and create a feeling of credibility for the author. Enhance your credibility as the author. Use concrete words rather than abstract words. These words will help to make your article more specific.

7. The actual mechanics of writing vary greatly from person to person. But whether you write rapidly throughout the first draft and then revise and revise again, or whether you write very slowly getting every sentence right before going on to the next one, chances are that you are going to have to do some revision before arriving at the final manuscript if only to fill in a few blank spaces in the information which were not evident when you started writing.

8. When the article is ready for final typing it should be prepared as shown.

APPENDIX
Appendix Q

Jacksonville Scubanauts Reef Research Team

Proposed Organizational Chart

Coordinator

Scientific Advisor

Assistant Coordinator

Finance Officer

Chief Scientist

Public Relations

Archives & Photos

Equipment Specialist

Training Specialist

Grants & Funding

Diving Control Board
BOAT CAPTAIN

This position works under the general direction of the Dive Master. Responsible for total control and safety of crew and passengers at all times. Responsible for ensuring boats used for reef research activities meet Coast Guard requirements and are seaworthy for desired projects. Organizes radio contact between other project vessels. Responsible for organizing equipment and gear storage on boat while in transit. Must be capable of compass navigation and adept in using all associated electronics, including VHF radio, loran C, depth recorder, etc. Instructs all passengers in the location of safety gear, use of facilities and proper technique for entering and exiting water. Performs related duties as required.

CHIEF PHOTOGRAPHER

This position reports directly to the Reef Research Coordinator and is responsible for recording all Reef Research activities using video equipment and/or still photography. Edits raw video footage and develops and reproduces slides and prints as necessary. Responsible for producing all training videos and other promotional videos and/or slide presentations as needed. Works closely with and provides photographic support to all divisional activities of Reef Research Team coordinating all phases of photography. Develops and maintains photography cataloging system, coordinating subject efforts with archivist. Performs related duties as required.
CHIEF SCIENTIST

This position is responsible for supervising and directing all scientific activities of the Reef Research Team. Develops and implements systems for underwater data collection and management. Supervises and directs permitting activities, archival systems, data collection, mapping, and scientific diver training. Delegates project leaders and assists in organizing assignments. Compiles data and prepares detailed written reports regarding project activities. Works closely with Professional/Academic Advisors to insure acceptable scientific methods are being applied consistently. Supervises the development and preservation of physical reference collection. Assists Archivist in developing cataloging system. Assists Scientific Dive Instructor in methods and procedures. Performs related duties as required.

COLLECTION/MAPPING & SURVEY SPECIALIST

This position works under the general direction of the Chief Scientist. Responsible for supervising and assisting in the collection of biological samples, map preparation, and related marine surveys. Establishes and implements consistent sampling techniques to insure creditable data. Responsible for the proper care and handling of subject specimens including preservation and transportation to specimen library. Performs probe test, obtains bottom samples and takes physical measurements of structures as needed. Prepares site maps including precise location (Loran C), water depth, water temperature, visibility checks, etc. Works closely with archivist to insure data is recorded promptly and precisely. Performs related duties as required.
DIVE MASTER

This position is responsible for organizing, coordinating, and supervising all diving activities involving Reef Research Team. Responsible for overall enforcement of safety standards and practices. Assist Scientific Dive Instructor and Technical Dive Instructor in planning and directing training dives for new Team members. Provides technical support and expertise regarding diving conditions. Responsible for terminating a project if weather and/or sea conditions dictate. Performs related duties as required.

EQUIPMENT SPECIALIST

This position works under the general direction of the Dive Master. Serves as custodian of all Reef Research Team equipment. Provides central storage area for Team equipment and develops and administers method of accounting for subject equipment. Responsible for routine maintenance of same. Procures additional equipment as needed. Performs related duties as required.

FINANCIAL OFFICER

This position is responsible for developing and administering the financial program for the Reef Research Team. Supervises and assists staff personnel engaged in acquiring funds for Reef Research. Performs public speaking engagements and slide presentations before private industries and government agencies. Supervises and assists in writing grants to obtain additional funding. Researches and investigates new funding sources both public and private. Drafts correspondence and submitted letters of inquiry to various interest groups. Responsible for coordinating and receiving all donations, cash or otherwise, within Reef Research Team. Will be required to maintain necessary records and prepare and submit financial reports as needed. Performs related duties as required.
GOVERNMENT/ACADEMIC/SPORT COMMUNITY LIAISON

This position works under the general direction of the Public Relations Officer. Responsible for representing the Reef Research Team with a variety of community and special interest groups. Attends community functions, academic and sporting events relating to reef research and reports observations regarding same. Recommends and assists in implementing suggestions to promote positive public image with community at large. Performs related duties as required.

GOVERNMENT GRANT SPECIALIST

This position works under the general direction of the Financial Officer. Responsible for researching, writing and submitting an assortment of grant applications to various governmental agencies for the express purpose of obtaining funds. Makes public presentations before governmental groups, establishes contacts and works within established framework to process grant applications. Responsible for enforcing all grant requirements. Submits written reports and records as needed. Performs related duties as required.

LOGISTICS COORDINATOR

This position works under the general direction of the Dive Master. Responsible for coordinating vehicle and vessel transportation to and from Reef Research Team project sites. Provides appropriate maps and time schedules for subject activities. Prepares and distributes itineraries for same. Works closely with Chief Scientist, Dive Master and Boat Captain assigning personnel as needed. Performs related duties as required.
MEDIA & PRODUCTIONS

This position will work under the general direction of the Public Relations Officer, providing technical support in areas of recruiting, photography, finance and science, as needed. Duties include creating and staging a variety of visual displays, organizing slide presentations and video programs. Assists the Public Relations Officer in drafting and editing narratives to accompany same. Provide technical support and expertise regarding radio and television productions. Assists Public Relations Officer in generating publicity for Reef Research Team through a variety of mediums. Performs related duties as required.

PERMITTING SPECIALIST

This position works under the general direction of the Chief Scientist. Responsible for initiating, implementing and monitoring the complete permitting process for artificial reef construction. Establishes and complies with standard operating procedure of various governmental agencies. Establishes and publishes a current list of permitted sites for use by Reef Research Team. Files new applications and requests permit extensions as needed. Prepares correspondence and submits reports as required. Remains abreast of changing legislation which may effect artificial reef construction and reports same to Reef Research Team. Performs related duties as required.
PRIVATE INDUSTRY FOUNDATIONS SPECIALIST

This position works under the general direction of the Financial Officer. Responsible for researching, writing and submitting an assortment of grant applications to various private industry foundations for the express purpose of obtaining funds. Makes public presentations before subject groups. Establishes contacts and works within established framework to process grant applications. Responsible for enforcing all grant requirements. Submits written reports and records as needed. Performs related duties as required.

PROFESSIONAL/ACADEMIC ADVISOR

The function of this position is to provide the means for building credibility and legitimizing various research methodology used by the Reef Research Team and linking the teams efforts to the scientific community. One, primary advisor, having credentials (preferably a PhD. in marine science, with field research experience) recognized by the academic community, should be appointed to oversee all research methodology before a project begins. Secondary advisor(s) should be considered since reef research covers more disciplines than most individual researchers have expertise in. Thus, advisors should be solicited based on the research teams needs and project priorities. Temporary appointments should be considered for special needs such as: mapping, benthic and fish surveys, experimental design and engineering. When unusual phenomena are observed, specialists should be brought in to verify the observations. The advisor(s) should also be asked to review any materials before they are published to insure its technical accuracy. Where available, the Sea Grant Extension Agent should be included as an advisor, since they have access to a wide variety of marine specialists.
PUBLIC RELATIONS OFFICER

This position is responsible for all phases of public relation activities involving Reef Research Team. Supervises and directs all promotional aspects both visual and written including radio, television, newspaper, magazines, public speaking engagements, etc. Works closely with all divisional activities of Reef Research Team to insure proper exposure with media and special interest groups. Arranges and schedules speakers for common interest groups. Writes and edits articles of interest involving Reef Research for publication in newspapers, magazines and associated periodicals. Coordinates public relations effort with Photo Specialist to insure activities are properly recorded. Supervises and directs the recruiting of new candidates for Reef Research Team. Performs related duties as required.

RECRUITMENT SPECIALIST

This position works under the general direction of the Public Relations Officer. Responsible for soliciting and enrolling new volunteers into Reef Research Program. Plans and coordinates activities within diving community generating a continuing interest among potential candidates. Develops and maintains standard criteria for accepting new candidates. Assists in training and certifying new Reef Research Team members. Performs related duties as required.
REEF RESEARCH COORDINATOR

Serves as Chief Administrative Officer of the Reef Research Team directing all phases of program activities. Responsible for administering established policies and procedures in accordance with project objectives. This position will be elected by general membership of the Reef Research Team and will report to the President of the Jacksonville Scubanauts.

Duties include organizing project activities to insure coordination with academic and sport community involved in reef enhancement. Serves as chief spokesman for Reef Research Team with news media and other community related groups. Provides group leadership to foster growth, generate revenue, and promote positive public image. Works closely with other organizations involved in reef enhancement to develop and maintain communications network. Provides logistical support to various team functions as needed. Performs related duties as required.

SCIENTIFIC DIVE INSTRUCTOR

This position works under the general direction of the Chief Scientist. Responsible for training and supervising the diving activities relative to the collection of scientific data. Responsible for directing and enforcing appropriate safety rules and regulations. Serves as chief time keeper for diving activities. Assists divers in and out of water with equipment and specimens. Performs related duties as required.
SECRETARY

Performs all secretarial duties for Reef Research Team including recording and transcribing minutes of all meetings and maintaining record of all associated events. Responsible for collecting, sorting and routing all correspondence. Works closely with Archivist to insure records and correspondence are properly preserved. Maintains current mailing list, including addresses and phone numbers of all Reef Research Team members. Performs related duties as required.

STANDARDS & SAFETY SPECIALIST

This position works under the general direction of the Dive Master. Responsible for insuring all Reef Research Team dives comply with industry safety standards. Performs routine visual inspections to insure proper equipment is being used. Responsible for insuring first aid supplies and medical oxygen are on hand during all Team dives. Maintains list of emergency medical personnel including telephone numbers and addresses. Develops and routinely updates plans to handle medical emergencies as needed. Performs related duties as required.

TECHNICAL DIVE INSTRUCTOR

This position works under the general direction of the Dive Master. Responsible for assisting the Dive Master with all Reef Research diving activities. Responsible for training and certifying new members relative to underwater safety, data collection techniques and overall skills assessment. Works closely with new members during related diving activities. May assist as time keeper or boat assistant as needed. Visually inspects equipment to insure overall safety of Reef Research Team. Performs related duties as required.
TREASURER

This position reports to the President of the Jacksonville Scubanauts Inc. and is elected by general membership of subject organization. Duties include handling and processing all accounts receivable and accounts payable for Reef Research activities. Maintains monthly balance on Reef Research Account and submits financial reports as needed. Performs related duties as required.

ARCHIVIST

This position works under the general direction of the Chief Scientist. Responsible for designing and implementing a computerized archival system for recording and preserving scientific, historical and organizational Reef Research related data. Develops cataloging system and reference index for retrieval of subject information including video tapes, photographs, slides, books, periodicals, newspaper clippings, business activities of Reef Research Team, physical reference collection, etc. Coordinate with various members of Reef Research Team the receiving, entering and extraction of data from archive, as necessary. Serves as custodian of specimen and reference library. Provides information necessary for the preparation of written reports and data required for statistical analysis as required. Performs related duties as required.

ASSISTANT REEF RESEARCH COORDINATOR

Serves as Assistant to Reef Research Coordinator supervising all phases of program activities. This position will be appointed by the Reef Research Coordinator and will serve a term concurrent with other officers of the Jacksonville Scubanauts. Reports directly to the Reef Research Coordinator and acts on behalf of same, in his absence.

Duties include assisting the Reef Research Coordinator in organizing all project activities. Serves as liaison between various divisions of Reef Research Team to insure proper coordination with each. Responsible for identification and storage of laboratory specimens, training videos and other related material. May be required to chair special committees as directed. Performs related duties as required.
## Appendix R

### Project Management Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Prep</th>
<th>Boat</th>
<th>Dive Operator (1)</th>
<th>Dive operator (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dive 1</td>
<td>Dive 2</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Dive 1</td>
<td>Dive 2</td>
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<tr>
<td>Food</td>
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<td></td>
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</tr>
<tr>
<td>Lodging</td>
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</tr>
<tr>
<td>Transportation</td>
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</tr>
<tr>
<td>Boats</td>
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<tr>
<td>Equipment &amp; Air</td>
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</tr>
<tr>
<td>Safety Officer</td>
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<tr>
<td>Chief scientist</td>
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<tr>
<td>Dive master</td>
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<td></td>
</tr>
<tr>
<td>Admin Assist</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Appendix S

Jacksonville Scubanauts, Inc. Reef Research Team

Archivist
May 27, 1987

Overview
There are three tasks that must be performed before a successful archive can exist. First, if the information/data is not written down, it never happened. Secondly, if the supervisors of the various areas delineated by the organizational chart are not aware of the information/data which is available in the archive, it may as well not exist. And last but not least, if the various supervisors do not deliver the information/data to the Archivist, it does not exist.

Standard Operating Procedures
1. All information which pertains to an area which is supervised by the Public Relations Officer shall be delivered to the Archivist via the Public Relations Officer.
2. All information which pertains to an area which is supervised by the Chief Scientist shall be delivered to the Archivist via the Chief Scientist.
3. All information which pertains to an area which is supervised by the Dive Master shall be delivered to the Archivist via the Dive Master.
4. All information which pertains to an area which is supervised by the Financial Officer shall be delivered to the Archivist via the Financial Officer.
5. All information which pertains to an area which is supervised by the Chief Photographer shall be delivered to the Archivist via the Chief Photographer.
6. All information provided by the advisors should be delivered to the Coordinator or Assistant Coordinator. The Coordinator or the Assistant should then forward the information to the appropriate supervisor.
7. Each area should establish uniform data sheets to ensure consistent data collection as well as consistent computer input. For example:
   - Chief Scientist: dive logs, boat logs
   - Chief Photographer: video/photo index log
   - Dive Master: equipment inventory log

![Diagram of organizational chart]

Archivist's

- Shawn Brayton
  - Public Relations Officer
  - Chief Scientist
    (excluding preserved samples)
  - Chief Photographer, Dive Master

- Wendy Short
  - Financial Officer
  - Collection Specialist
    (preserved Specimen and soil sample)

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Jacksonville Scubanauts, Inc.
Reef Research Team
P.O. Box 43370
Jacksonville, FL 32203-2270

Position Statement
The Reef Research Team is a group of volunteer sport divers operating as a committee of the Jacksonville Scubanauts, a non-profit diving organization. The primary objective of the Reef Research Team is to observe, collect, document and record scientific data for use in further enhancing our marine habitats. We envision this effort as a long range community project spanning many years and involving hundreds of volunteers.

Using the tools of research, education and diving, we are committed to assisting the sea in building reefs around suitable man-made objects, in an effort to increase marine life in areas now barren and unproductive. We will study the presence of these inhabitants and report our findings. Appropriate agencies will interpret the value and impact these structures have in relation to our economic, environmental and recreational activities.

Through education we intend to inform the public of the need for protecting all reefs, both natural and man-made. By example, we will demonstrate good conservation practices on the reefs.

We aim to create a better understanding among all water sportsmen, particularly those who fish or hunt the reefs, by being more understanding and considerate of each other's needs and viewpoints.

May 18, 1987
By - Laws of
Jacksonville Scubanauts, Inc.
(Florida Not For Profit Corporation)

Article I.
This corporation shall be known as Jacksonville Scubanauts, Inc. (A Florida Not For Profit Corporation).

Article II.
Active Members shall be eighteen (18) years of age or older and be nationally certified scuba divers. All other members shall be designated "Other Members" and shall not be entitled to own stock or to vote.

Only Active members, in good standing, shall be entitled to a vote in corporate affairs.

Only Active Members shall be eligible to hold office in the Corporation. Candidates for office must be active and in good standing for ninety (90) days prior to nominations. Nominations must be held thirty (30) days prior to elections.

In the event that a presiding officer relinquishes his post or is found to be unfit for office, nominations shall be held at the next regular meeting with election and installation at the following meeting. (Nominations from the floor will still be taken on the third meeting.)

Article III.

Purpose and Objectives:
For the preservation, support and promotion of the sport of skin and scuba diving and its various forms of allied activities.

To dedicate ourselves to the furtherance of the sport together with sound conservation, good sportsmanship and cooperation with and for federal, state and local agencies as well as other worthwhile groups and projects.

To promote fellowship among underwater sportsmen by sponsoring contests, outings and other educational, social and recreational programs.

- Provide assistance to the public and scientific community of Florida by providing scientific data concerning reef enhancement productivity and to locate and evaluate sites for future Fish Enhancement placement locations.

- Create an opportunity for divers to utilize their skills and experience for the benefit of public interest.

- Educate the public of the utilization of fish enhancement devices offshore and develop a workable relationship with the scientific community in obtaining information concerning the Fish Enhancement Program.

This organization shall be incorporated so that it can contract in its own name, to protect its members, officers and directors from personal liability and to provide an organizational format which will allow us to pursue our Purposes and Objectives as set forth here in.

Article IV.
The officers of the corporation shall be a President, Vice-President, Secretary and Treasurer. All elective officers shall be elected on the first meeting night in May of each year. Officers shall be installed in June, of the same year, and shall hold this office for one year, or until their successors are elected and qualified. Officers shall serve without pay.
The outgoing or past President shall be appointed as a member of the Board of Directors for a term of one year after his departure from office.

The Stockholders shall elect officers and approve the selection of Reef Coordinator who, with the inclusion of the immediate past president shall constitute the Board of Directors.

Duties of the President:
The duties of the President shall be:
- To preside at all meetings of the corporation.
- To appoint any persons or committees not otherwise ordered by the corporation.
- To personally represent the corporation on proper occasions and business contracts.
- To assist all other officers of the corporation in the performance of their duties.
- To promote interest on the part of each corporate member on corporate life and activities.
- To vote only when one vote is necessary to break a tie.
- The President shall be the Chief Executive Officer of the corporation, shall have general and active management of the business and affairs of the corporation subject to the directions of the Board of Directors, yet shall be excluded from holding the office of the Reef Research Coordinator.

Duties of the Vice-President:
The duties of the Vice-President shall be:
- To be the Membership Chairman.
- To perform the duties of the President in his absence.
- To assist in any other manner which the President deems necessary.
- To act as Program Chairman whose duties shall be as the President directs.

Duties of the Secretary:
The duties of the Secretary shall be:
- To have custody of and maintain all of the corporate records except the financial records.
- To record all the minutes of all meetings of the Stockholders and Board of Directors.
- To perform such other duties as may be prescribed by the Board of Directors or President.
- To send out notices of all regular and special meetings.
- To handle all corporate correspondence.
- To perform such other duties as generally fall to that office.
- To retain copies of all corporate correspondence by any other member.

Duties of the Treasurer:
The duties of the Treasurer shall be:
- To collect dues from all members.
- To collect all other money due the corporation.
- To make all payments from corporate funds when so ordered by the corporation.
- To be responsible for filing all required IRS returns for the corporation at the end of the fiscal year, which shall be May 31.
- The Treasurer shall have custody of all corporate funds and financial records, shall keep full and accurate reports of disbursements and render account thereof at each meeting of stockholders and whenever else required by the Board of Directors or President, and shall perform such other duties as may be prescribed by the Board of Directors or President.
- All money matters over $50.00, including the Reef Research Account, must be approved by the Board of Directors.

All checks are to be signed by the corporation's Treasurer or by the President. The Board of Directors is encouraged to submit expenditures over $100.00 for the approval of the Stockholders present at any given meeting including the Reef Research Team Account.

Expenditures associated with reef research must first meet the approval of the Reef Research Team Committee. The Reef Coordinator will submit the expenditure to the Board of Directors for review. The Reef Research Team Committee must respond to prudent suggestions by the Board of Directors.

Article V.
Board of Directors:
- Function: The business of this corporation shall be managed and its corporate powers exercised by the Board of Directors. To make recommendations upon Stockholder expulsions. To properly investigate and present to the corporation all business or important activity situations.

- Number: This corporation shall have no more than six (6) but no less than four (4) directors.

- Qualifications: All of the members of the Board of Directors shall be of full age, and at least one shall be a citizen of the United States. It shall be necessary for the Directors to be Stockholders.

- Vacancies: Vacancies in the Board of Directors shall be filled by appointment by a majority of the remaining members of the Board of Directors. That the appointee shall fulfill the appointed office until such time as a new officer can be elected in accordance with the various Articles of this, the By-laws, at which time the appointee, if different from the new officer elected, shall step down and the new elected officer shall be installed as a member of the Board of Directors.

- Quorum: The presence of a majority of all of the Directors shall be necessary at any meeting to constitute a quorum to transact business. The act of a majority of Directors present at a meeting where a quorum is present shall be the act of the Board of Directors.

- Place of Meeting: Director's meetings may be held within or without the State of Florida.

- Time of Meeting: Meetings of the Board of Directors shall be held immediately following the annual meeting of Stockholders each year, at such times, thereafter as the Board of Directors may deem necessary, and at other times upon the call of the President.
or by a majority of the Directors. Notice of each special meeting shall be given by the Secretary to each Director not less than five (5) days before that meeting unless each Director shall waive notice thereof before, at or after the meeting.

- **Executive Committee:** The Board of Directors may by resolution, designate two (2) or more of their number to constitute an Executive Committee, who, to the extent provided in such resolution, shall have and may exercise the powers of the Board of Directors

**Article VI.**

All elective officers shall be nominated at the meeting to be held on the meeting night in April of each year. The nominees shall be voted upon and elected at the annual election to be held on the meeting night in May of each year. Officers shall be installed in June of the same year and shall hold this office for one year, or until their successors are elected and qualified. Voting shall be by secret ballot.

**Article VII.**

- The regular meetings of the corporation shall be held by the second Wednesday of each month at 7:30 P.M. The President or Board of Directors may call a special meeting at any time by mailing a notice to all Stockholders at least five (5) days in advance.

- The annual meeting of the Stockholders of this corporation shall be held on the second Wednesday of May, 1983, and each year thereafter, unless and until these By-Laws be amended as provided for herein.

- The annual meeting shall include the election of officers.

- At least ten (10) Active Members, in good standing shall constitute a quorum for the transaction of corporate business.

- Every Stockholder having the right and entitled to vote at any meeting of the Stockholders shall be entitled, upon each proposal presented at the meeting, to one vote.

**Article VIII.**

These By-Laws may be amended by the Board of Directors, subject to approval by a majority of the Stockholders present, so long as they constitute a quorum, at the next monthly meeting.

**Article IX.**

- **Roberts Rules of Order** shall govern the parliamentary proceedings of this corporation, unless otherwise provided in the By-Laws. The order of business shall be:
  - Speaker (optional).
  - Reading and approval or revisions of the Minutes of the previous meeting.
  - Treasury report.
  - Executive Board Members and committee reports.
  - Old business
  - New business
  - Dive Reports (optional).

**Article X.**

- Active Membership is open to any person, subject to provisions set forth in the By-Laws, male or fe-

male, over the age of eighteen (18) years who will abide by the laws of the organization and who expresses a desire and willingness to be dedicated to the purpose herein stated.

- Active Members will be entitled to one vote each and one share of stock each and to any and all other rights and privileges according to the By-Laws provided they are not more than two (2) months in arrears in their dues.

- The applicant shall be provided with a copy and will have read and agreed to the By-Laws of this corporation. The applicant shall execute a statement that he/she has read and agreed to the By-Laws and will be bound by them and will provide an original and one copy (front and back) of their nationally recognized certification card and shall sign such other and further document as the corporation deems necessary or useful to accomplish its corporate purposes.

- Applications for membership must be recommended by an Active Member, in good standing. At the expiration of one month, his conduct being satisfactory and being voted in by a quorum, he/she becomes a member (Active or Other) and will be entitled to all the privileges of their membership. Prospective Members shall complete an application for membership chairperson.

- Active Members shall have the right to bring a non-member guest on two club dives. Any Active Member bringing a guest to a club dive shall be responsible for the conduct and behavior of their guest. In the event that there are limited resources (for example, spaces on a dive boat) for which both members and guests are competing, the active member shall be entitled to take priority and precedence over the other member and non-member guest and shall be entitled to all available resources before any non-member guest will be entitled to same.

**Article XI.**

- Active Membership dues shall be $16.00 per 6 months or $30.00 per year per person. All other Membership dues shall be $12.00 per year to be paid annually.

- Membership dues are not refundable or transferable.

- That all Active and Other Members belonging to a single family, not withstanding the other provisions of these By-Laws, shall pay no more, for all members of the family, than $32.00 per 6 months or $60.00 per year for the entire family. These may be no more than two (2) Active Members per family.

**Article XII.**

- Upon a complaint of conduct on the part of any member which might reflect unfavorable on the organization as a whole, said member may be expelled by a quorum present at any meeting. Any member so expelled shall immediately surrender their stock in this corporation to a corporate officer.

- Changes must be submitted in writing and the member given a hearing before the Board of Directors, which in turn will report its findings to the corporation with its recommendation that the charges be considered
as proven and the member expelled, or the charges be considered not proven and the accused remain a member of the corporation.

- Upon demand of a quorum of Active Membership or upon recommendation of the Board of Directors as ratified by a quorum of the Active Members present at any meeting an officer may be removed from office. Said officer must have the right to speak in his own behalf.

- Any officer missing three (3) consecutive meetings will be notified that unless he/she attends the next meeting, his/her office will be considered vacant.

- That two-thirds of the Stockholders present at any meeting, so long as a quorum is present, can override the officers and Board of Directors upon motion duly made and seconded by such Stockholders.

- Upon the infraction of any diving rule as set forth by the Dive Committee (said committee to be organized and controlled by one of the Officers of the corporation as designated by the President of the corporation) or willfully acting dangerously or causing harm to another person, or themselves while diving, that member shall be subject to immediate dismissal from the corporation. Said member must have the right to be heard in their own behalf. Any officer or their designee should have the right to dismiss a member for any such infraction or unsafe practice, said dismissal being effective immediately upon notification to the offending member. The offending member, on the instant of notification, shall no longer be a member of Jacksonville Scubanauts, Inc. (A Florida not for profit corporation) or any subsidiary thereof for any reason or purpose whatsoever until the monthly meeting following such dismissal at which time the offending member shall have the right to be heard in their own behalf.

**Article XIII.**

- Should any Active Member leave the corporation for any and all reasons whatsoever, that Active Member shall immediately return any and all corporate property. The member shall also return any stock in which that member own an interest.

- Any member shall return their share of stock upon demand of the corporation, for any reason.

- The corporation shall keep in its records all issued shares of stock. The actual "shares" shall not be distributed to the member per agreement of the member and the corporation.
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FOR LEAP YEAR USE REVERSE SIDE

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