



TOGETHER HIGHLAND PARK UNIDOS

July 4th Highland Park Shooting Response Fund

FINAL PROTOCOL

August 17, 2022

At 10:14 a.m. on July 4, 2022, a shooter opened fire at the Highland Park 4th of July Parade and struck numerous individuals who were at the parade, resulting in deaths and injuries. Immediately thereafter, the Highland Park Community Foundation, in cooperation and with the support of the City of Highland Park, created the July 4th Highland Park Shooting Response Fund (the "Fund") to provide a charitable vehicle to assist victims of the tragic event; to support nonprofit organizations serving the needs of impacted members of Highland Park, Highwood, and other local communities; and to lessen the burdens on governmental agencies caused by the Highland Park 4th of July Parade shooting.

The Final Protocol has been approved by *Together Highland Park Unidos*, the committee managing the Fund (the "Committee"), under the authorization of the Highland Park Community Foundation Board of Directors. Following practices from communities that have faced similar tragedies, on July 27, 2022, the Committee published a Draft Protocol and invited victims and their families to offer feedback at four meetings held on August 10 and 11, 2022, at the Highwood Public Library and Highland Park Public Library. The Committee also invited feedback from members of the public via email submission.

The Final Protocol incorporates feedback from victims and their families gathered at the four meetings as well as comments from the public.

The Fund will be used to assist families of the victims who were killed, victims who were physically injured, and nonprofit organizations serving the needs of victims and the community following the shooting on July 4, 2022, lessening, among other things, the burdens of governmental agencies in their response. The Fund is a project of the Highland Park Community Foundation, a 501(c)(3) nonprofit organization, Federal Tax ID #36-3819818. Distributions from the Fund are payments of compassion to which no person has a legal claim or entitlement. More information can be found on the Fund's website at July4Fund.org.

The Fund will be administered by Bruce Boyd, Highland Park resident and Principal and Senior Managing Director at Arabella Advisors, and Eric Kessler, Founder, Principal, and Senior Managing Director at Arabella Advisors (the "Administrators").

The Fund distribution categories are outlined below. Determination of the amounts for each of the categories depends upon the balance of the Fund in October 2022 and the number of eligible claims.

Categories of Eligible Claims

A. Death Claims and Permanent Catastrophic Physical Injury Claims

Eligible claimants for deceased victims and those who suffered permanent catastrophic physical injuries such as severe brain damage, amputation of limbs, or severe paralysis as a result of the Highland Park 4th of July Parade shooting will receive payment under this Protocol. It is anticipated that eligible claimants in this category will all receive the same payment.

B. Physical Injury Claims for Victims Requiring Overnight Hospitalization

Eligible claimants who were physically injured and initially hospitalized within 10 days of the shooting (July 4–14, 2022) for one or more nights due to physical injuries as a result of the shooting will receive payment under this Protocol. The payment is to be based on the number of days of hospitalization between July 4, 2022, and September 7, 2022. A signed letter from the applicable hospital will be required.

C. Physical Injury Claims for Victims Treated at Hospitals, Medical Facilities, or by a Medical Professional Solely on an Out-Patient Basis

Eligible claimants who were physically injured as a result of the Highland Park 4th of July Parade shooting who were treated solely as an out-patient within 10 days of the shooting (July 4–14, 2022) at a hospital or medical facility, or treated by a medical professional, and released without an in-patient hospital stay, will receive payment under this Protocol. It is anticipated that eligible claimants in this category will all receive the same payment regardless of injury. A signed letter from the applicable hospital, medical facility, or medical professional will be required.

D. Community Members not Physically Injured

The Committee recognizes that the Highland Park 4th of July Parade shooting resulted in injury to victims and community members besides physical harm, creating a need for services beyond those customarily provided in scope or patient numbers historically. Rather than individually addressing these claims, the Committee believes it best to support Highland Park, Highwood, and other nonprofit organizations serving these needs. Funding for organizations will be based on the increase in and type of client services these organizations are providing to victims and the community as a result of the shooting. A separate claim form for nonprofit organizations will be utilized for this category.

Process for Individual Claims

In order to be eligible to receive a distribution from the Fund, individual claimants must submit a Fund Victim Claim Form (a “Claim Form”). If an eligible claimant fails to submit a Claim Form by 5:00 p.m. Central Time on September 7, 2022, or otherwise elects not to submit a Claim Form, the funds that otherwise would have been paid to such claimant will be available for distribution to the eligible claimants who submit a Claim Form by the deadline.

The Committee, composed of the community leaders below, has appointed two independent Administrators, acting jointly, to administer the Fund.

- Betsy Brint, Chairman, Highland Park Community Foundation
- Pablo Alvarez, School Counselor, Highland Park High School; Trustee, Moraine Township
- Jaime Barraza, Board Member, District 113
- Hania Fuschetto, Community Relations Manager, Highland Park Hospital
- Michelle Holleman, Councilmember, City of Highland Park
- Laurie Levin, Vice Chairman, Highland Park Community Foundation
- Terri Olian, Executive Director, Highland Park Community Foundation
- David L. Reich, Immediate Past Chairman, Highland Park Community Foundation
- Nancy Sawle-Knobloch, Executive Director, Family Service of Lake County

The Administrators have been given the authority to apply this Protocol and provide all relevant interpretations for the distribution of Fund payments to claimants. The Administrators expect to seek input from the Committee from time to time, and the final allocation of funds by category of claims will be subject to approval by the Committee.

- A. The Claim Forms and this Protocol will be available in English and Spanish to all known and potential claimants. A separate claim form will be available for nonprofit organizations.

Local official agencies and other involved agencies will assist, to the best of their abilities, in notifying eligible claimants about the Claim Form and this Protocol. Both will be available for download at July4Fund.org beginning August 17, 2022, and at the Highland Park and Highwood Public Libraries, Family Service of Lake County, and North Suburban Legal Aid Clinic. Copies may also be requested by emailing info@July4Fund.org or calling (773) 733-0650. Only one Claim Form may be submitted by or on behalf of a victim. Questions regarding the completion of a Claim Form should be sent via email to info@July4Fund.org or by calling (773) 733-0650. Translation services and assistance completing Claim Forms are available upon request.

- B. **Claim Forms must be submitted in one of the following ways:**

By email to: info@July4Fund.org

By postal mail to: Highland Park Community Foundation, P.O. Box 398, Highland Park, IL 60035

By hand delivery to: Highwood Public Library, 102 Highwood Avenue, Highwood, IL 60040

All Claim Forms must be hand delivered or sent via email by 5:00 p.m. Central Time on September 7, 2022, or must be postmarked by September 7, 2022, if sent by postal mail.

- C. In the event a claimant submits an incomplete or deficient claim (e.g., the claimant fails to include required documentation or fails to sign the Claim Form), a representative of the Committee will endeavor to work with the claimant to cure any such deficiencies.
- D. Payments will be issued following the Administrators' review and determinations of all eligible claims. The Administrators will submit payment determinations to the Committee for final approval. Payments will be made by check, issued by the Highland Park Community Foundation and sent to claimants via certified mail or as otherwise specified by the claimant on the Claim Form.
- E. A Claim Form filed for a deceased victim must be submitted by the personal representative legally authorized to administer the estate of the victim.
- F. A Claim Form filed for a minor child or other person subject to legal guardianship must be submitted by a parent or other legal guardian, as applicable.
- G. A Claim Form filed for a physical injury claimant who required overnight hospitalization must include a hospital or medical facility statement on official letterhead from the hospital or medical facility that confirms: i) the initial date of admission to the hospital or medical facility; ii) the number of days at the hospital or medical facility; and iii) the injury was sustained as a result of the Highland Park 4th of July Parade shooting.

If a physical injury claimant was treated by a medical professional outside of a hospital or medical facility setting, the Claim Form must include a signed letter from the professional that confirms: i) the medical professional's name and contact information; ii) the date of treatment; and iii) the injury was sustained as a result of the Highland Park 4th of July Parade shooting. The Administrators may require additional support, such as an affidavit.

Following submission of a Claim Form, optional meetings will be scheduled at the claimants' or Administrators' request. These meetings will be scheduled in-person, telephonically, or by videoconference before the Administrators make their final payment determinations but will not serve to alter the terms and conditions of this Protocol. Requests to meet should be sent by email to info@July4Fund.org or by calling (773) 733-0650.

Additional Procedures

- A. The Committee and Administrators cannot provide legal or tax advice to those receiving payments from the Fund. Claimants should consult with an attorney or tax advisor for any legal questions or questions regarding tax liability for Fund payments. No person has a legal claim or entitlement to receive payment from the Fund.

- B. A full independent review of the Fund will be conducted by an independent auditor as soon as possible after all eligible victim and nonprofit claims have been paid. The results of this review will be made available to all claimants, donors, and the public, along with a Final Narrative Report from the Administrators.
- C. The process the Committee will follow for the funds issued to nonprofit organizations is expected to be posted on the July4Fund.org website in August 2022.
- D. All Claim Forms and meetings will be treated as confidential by the Committee and the Administrators in compliance with all applicable laws, including privacy laws.

Outreach

- A. The Committee held four meetings with victims and their families on August 10 and 11, 2022, at the Highwood Public Library and Highland Park Public Library to explain the contents of the Draft Protocol and claim submission process and to invite input and comments from potential claimants. The Committee also solicited written comments from members of the public via email through August 11, 2022. Information collected from these meetings and via email up to the publication of the Final Protocol was considered by the Committee in preparing the Final Protocol.
- B. The Final Protocol and Claim Form will be disseminated to all victims known to the Committee and are available on July4Fund.org. Email requests for copies of the final documents should be made to info@July4Fund.org. Copies will also be available by calling (773) 733-0650 and at the Highland Park and Highwood Public Libraries, Family Service of Lake County, and North Suburban Legal Aid Clinic.
- C. **The deadline for submission of all Claim Forms is 5:00 p.m. Central Time on September 7, 2022.**

Timeline

- July 27, 2022: Publication of the Draft Protocol. Written comments solicited from community members via email to info@July4Fund.org.
- August 10 and 11, 2022: Committee meetings with victims and their families to explain the contents of the Draft Protocol and claim submission process and to invite input and comments from potential claimants.
- August 17, 2022: Publication of the Final Protocol and Claim Form. Documents made available for claimants, families, and all interested parties on the Fund website, July4Fund.org, by telephonic request, and at the Highland Park and Highwood Public Libraries, Family Service of Lake County, and North Suburban Legal Aid Clinic.

- September 7, 2022, at 5:00 p.m. Central Time: Deadline for submission of Victim Claim Forms.
- September 14, 2022, at 5:00 p.m. Central Time: Deadline for submission of nonprofit organization claim forms.
- September and October 2022: Review and submission of payment determinations by the Administrators to the Committee for final approval.
- October 2022: Payments distributed to approved claimants.
- Following Payment Distribution: Publication of audit and Final Narrative Report.