

A privacy caution: transferring any file containing confidential information through email or any other electronic source may compromise its confidentiality. If you do not feel comfortable emailing such confidential information, save your work to your personal computer, print it, and bring a copy to your meeting.

INSTRUCTIONS TO COMPLETE QUESTIONNAIRE

The forms are in Portable Document Format (PDF) with fillable, savable fields, so you may complete the questionnaire in several sessions, at your own pace. **ONCE YOU OPEN THE FORM, PLEASE SAVE A COPY OF THIS FORM ON YOUR PERSONAL COMPUTER AND THEN CLOSE THE INTERNET CONNECTION BEFORE COMPLETING THE QUESTIONNAIRE. THEN WORK ON THE DOCUMENT THAT YOU HAVE SAVED ON YOUR COMPUTER.**

Your information is stored where you want it to be - on the PC or on disk and can be retrieved for further completion and printed when ready.

You will need Acrobat Reader - version 5.1 or higher to view, complete and print the forms. To download the free Reader or the latest version, go to (<http://www.adobe.com/products/acrobat/readstep2.html>).

The hand cursor should already be selected when you open the form(s). If for any reason it is not, click the hand in the toolbar at the top of the screen. The hand cursor will turn into a text tool when it moves over a field. The I-beam allows you to type text. Click on the first field of the form you want to complete, enter your information, and press Tab to move to the next field. To return to a field, you can click in it or press Shift-Tab to move backwards. **Be sure to tab after completing each field; entries in a field are completed only after the tab key is pressed. Also, if completing this form in several sessions, be sure to save your work before you exit the document.**

Questions that have more than one line, you will need to Tab to or select the next line should your answer require more than the first line. **If you need additional space for any answer, please attach a separate sheet to your questionnaire and include your name and question number on each separate sheet.**