

**Oregon Charitable Checkoff Commission**  
**Application for Recertification to Remain in the Checkoff Program**

**INSTRUCTIONS:**

- Your application must be submitted by June 1 to the Charitable Checkoff Commission.
- For questions, call 503-945-8890 or 503-945-8399.

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Name of organization

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Street address

City

State

ZIP code

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Telephone number

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Fax number

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Business hours

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Names and addresses of officers of the organization

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**Please submit the following with your application:**

- Complete financial statements for the last two fiscal years. Umbrella organizations representing a group of affiliates must submit combined financial statements. You do not need to provide the entire financial statement. The cash flow ledger, statement of activities (revenue and expenses), and certification pages are enough.
- A letter from the Department of Justice, stating that your organization is in compliance with ORS 128.610–128.750. For questions, contact the Charitable Activities Section at 1515 SW 5th, Suite 410, Portland OR 97201, telephone 971-673-1880.
- Evidence that your organization is a 501(C)(3) organization under the Internal Revenue Code.
- Evidence that your organization received at least \$1 million in gross income in the last fiscal year. Include pages 1–4 only of IRS Form 990 income tax return. Please do not provide the entire Form 990.
- A narrative statement addressing the following:
  - A brief history of your organization.
  - How your organization supports private charitable causes and/or engages in private activities that are consistent with state policies and programs.
  - How checkoff resources fund programs resulting in benefits to the state that are unlikely to occur under existing public and private programs, and how your organization will ensure that these programs are available statewide.

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<p><b>Submit your completed application to:</b> <b>Oregon Department of Revenue: Finance Section</b> <b>Charitable Checkoff Commission</b> <b>Oregon Department of Revenue</b> <b>955 Center Street NE</b> <b>Salem OR 97301-2555</b></p>
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Application is due June 1.