

Oregon Charitable Checkoff Commission
Application for recertification to remain in the checkoff program

Instructions:

- Your application must be submitted by July 1 to the Charitable Checkoff Commission.
- For questions, call (503) 945-8633.

Name of organization

Street address

City

State

ZIP code

Phone

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Fax

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Business hours

Names and addresses of officers of the organization, including the person who is principal in the solicitation activities of the organization

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 Oregon Revised Statutes (ORS) 128.610–128.769. For questions, contact the Charitable Activities Section, Oregon Department of Justice, 100 SW Market St., Portland OR 97201-5702, phone (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.

Submit your completed application to:

**Advisor
Charitable Checkoff Commission
Oregon Department of Revenue
955 Center Street NE
Salem OR 97301-2555**

Application is due July 1.