

## Charitable Checkoff Recertification Process

Oregon Revised Statute 305.727(4) requires Charitable Checkoff organizations to recertify every six years. These are the requirements an organization needs to meet for continued participation in the Checkoff program:

Submit all recertification information no later than July 1 including:

1. Oregon Charitable Checkoff Commission Application for recertification to remain in the checkoff program, form number 150-800-334.
2. A letter from Oregon Department of Justice stating that your organization complies with ORS 128.610-128.750. For questions, contact the Charitable Activities Section at 100 SW Market St, Portland OR 97201-5702, by phone at 971-673-1880, or email at [Charitable.Activities@doj.state.or.us](mailto:Charitable.Activities@doj.state.or.us).
3. Evidence that your organization is qualified under IRS Code 501(c)(3).
4. Provide a copy of, or an internet link to, your organization's financial statements for the last two years. The certification pages, cash flow ledger, and statement of activities (revenue and expenses) are all that are needed. Umbrella organizations representing a group of affiliates must submit combined financial statements.
5. Provide a copy of, or an internet link to, your organization's IRS Form 990 income tax return (pages 1-4 only). You must demonstrate that the organization had a combined gross income of \$1 million or more in the prior year.
6. Provide 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.

Send your completed application by email (preferred) to [Olivia.Hallyburton@dor.oregon.gov](mailto:Olivia.Hallyburton@dor.oregon.gov) or by mail to:

Olivia Hallyburton, Charitable Checkoff Advisor  
Oregon Department of Revenue  
955 Center St NE  
Salem OR 97301-2555

A member of the organization also needs to be available at the annual meeting of the Charitable Checkoff Commission in August to present the information and answer any questions the Commission may have.