

OREGON CHARITABLE CHECKOFF

Pre-Qualification Guidelines & Process

INTRODUCTION:

If your organization desires to be “pre-qualified,” application materials should be submitted as early as possible prior to June 1 of the year the final application is to be made. Signature petitions will not be required at that time, only application materials, including: the application form, complete financial statements for the last two years, federal form 990, and a narrative about the work of the organization with an explanation as to how the checkoff funds will be used. The Commission will then review these documents and determine if the organization qualifies for listing in the tax instruction booklet, or if additional information will be required before that determination can be made. The organization will be informed that they qualify, **contingent** on the submission of the 10,000 signatures, or they will be notified that they do not qualify and what additional information is needed to perfect their application. All additional information and signatures would need to be submitted by the June 1 deadline.

PRE-QUALIFICATION PROCESS:

1. Submit your completed application materials to Oregon Dept. of Revenue, Charitable Checkoff Commission, 955 Center St. NE, Salem OR 97301-2555, **as promptly as possible**, prior to June 1 of the year the final application is to be made.

SIGNATURE PETITIONS ARE NOT REQUIRED TO BE SUBMITTED AT THIS TIME

Application materials consist of the following:

- a. Complete financial statements for the last two fiscal years. Umbrella organizations representing a group of affiliates must submit combined financial statements.
- b. A letter from the Charities Registrar, Department of Justice, stating that your organization is in compliance with ORS 128.610-128.750. For questions contact the Charities Registrar at 1515 SW 5th, Suite 410, Portland OR 97201, phone 503-229-5725.

- c. Evidence that your organization received at least \$1 million in contributions and revenue in the previous year the final application is being made. IRS Form 990 income tax return must also be included.
 - d. 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 will fund programs resulting in benefits to the state that are unlikely to occur under existing public and private programs.
2. John Paul (JP) Jones, Oregon Charitable Checkoff Advisor, will initially review all application materials, listing any questions/concerns. Trisha will forward any questions/concerns to Debi Tiffany, Department of Revenue, Charitable Checkoff Liaison.
3. Debi will forward all application materials, along with any questions/concerns addressed by Trisha, to all Commission members. Commission members will review the materials, documenting any additional questions/concerns, and e-mail them to Chris Howery (Christopher.Howery@state.or.us).
4. Debi must receive any comments/concerns back from all Commission members within two weeks from the date the application materials were mailed to Commission members. Debi will compile all questions/concerns and act as liaison between organizations and commission members in order to retrieve all the information needed for Commission members to give final approval on applications.
5. At least three (3) of the five (5) voting Commission members are required to give "final approval" on all applications submitted. After Debi has received "final approval" from at least three (3) voting commission members, she will forward this information to Trisha Baxter, Oregon Charitable Checkoff Advisor. Trisha will prepare an **"initial"** acceptance letter to be sent to the

organization(s) informing them of their acceptance to the program, **contingent** on submission and validation of the 10,000 signatures required prior to the June 1 deadline, and **“final approval”** from the Charitable Checkoff Commission.

6. Organizations, at any time, may start the process of gathering the 10,000 signatures required as part of the approval process. However, signatures cannot be more than one year old.

Organizations are encouraged to submit their completed signature petitions in small numbers, rather than waiting until they have collected all 10,000 signatures before sending them in. This will help expedite the approval/verification process.

7. The last step in the approval process is to have Oregon Department of Revenue validate/confirm the 10,000 signatures gathered by each organization. If an organization meets the quota of 10,000 signatures, Trisha will send a notice to the organization, with a (cc) to all Commission members, confirming acceptance of signatures gathered.
8. Once all petition signatures have been validated, the chair of the Oregon Charitable Checkoff Program will submit a letter to Elizabeth Harchenko, Director, Oregon Department of Revenue, certifying the organizations that have been approved for listing as an other charity in the Oregon Personal Income Tax Booklet.

Your organization must gather 10,000 signatures from registered Oregon voters. You must use the Charitable Checkoff Commission form for this purpose. This form must not be altered in any way. Signatures must be collected in person. Mailing this form to individuals for the purpose of gathering their signature is prohibited. Call Trisha Baxter at 503-945-8370 to obtain this form or visit our agency website at www.oregon.gov/DOR.

Submit your completed application and signature petitions to:

Charitable Checkoff Commission

**Oregon Department of Revenue
955 Center Street NE
Salem OR 97301-2555**

Application and signatures are due no later than:
June 1 of the year the final application is to be made.