

**Oregon Department of Justice Fund-Raising Firm
Solicitation Campaign Notice PF-11/PF-21**

Official Use Only

1. Name of professional/commercial fund-raising firm:	DOJ Registration #
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2. Name of nonprofit beneficiary:	Campaign Start Date:	Campaign End Date:
	/ /	/ /

3. Description of fund-raising campaign: (Check all that apply. Attach additional sheets if necessary. See instructions)	
<input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> Vending <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Donations <input type="checkbox"/> Coupon books <input type="checkbox"/> Internet <input type="checkbox"/> Advertising <input type="checkbox"/> Event tickets* <input type="checkbox"/> Email <input type="checkbox"/> Other: _____	*Event Location: Event Date: / /

4. Campaign location: (Attach additional sheets if necessary)	<u>Manager at Location</u>
<u>Address(es)</u>	

4(b). If the campaign is conducted by telephone, describe how the name(s), telephone number(s), or other information is configured to appear for caller identification purposes and list the telephone number(s) that will be displayed.

5. List each different address for the fundraising firm or beneficiary that is included in the campaign materials and the purpose for that address (attach additional sheets if necessary):

6(a). Does this campaign involve the use of a caging company or similar entity to receive and/or process contributions relating to this campaign or is there any entity other than the beneficiary and/or fundraising firm that has access or control over contributions:

Circle one: Yes / No

If Yes, answer questions 6(b) and 6(c) below. If No, skip to question 7

6(b) If yes to 6(a), provide the name and address of the entity:

Name/Address

6(c) If yes to 6(a), describe any relationship between the fundraising firm and the entity named above, including any common ownership or control or any involvement that the fundraising firm had in the selection of the entity listed in 6(b): _____

7(a). Name of fund-raising firm's employee or agent who is in charge of this campaign:

Name:

Telephone number/Email

7(b) Who should we contact if we have questions about this campaign or notice?

Name:

Telephone number/Email

8. Bank name and account number where funds will be deposited during the campaign: (See instructions)

Bank Name:

Account #:

9. Required attachment checklist: (Attach all of the following documents, see instructions for further information)

- Fund-raising contract Written disclosure Other campaign materials
 Written financial plan Telephone script(s) Contracts with entities listed in 6(b) above, if applicable

I confirm that the campaign solicitation material (telephone script(s), written disclosure(s) and written financial plan) has been approved by an official of all beneficiaries of the campaign. I also confirm my understanding that a professional fund-raising firm may not solicit funds in the State of Oregon until 10 days after the Office of the Attorney General receives a completed solicitation campaign notice form and all required attachments. I hereby declare that the foregoing information is true and correct to the best of my knowledge and belief and that I understand it is made for use as evidence in court or administrative proceeding and is subject to penalty for perjury.

(signature of declarant)

(print name of declarant)

(date)

Incomplete forms or forms without proper attachments will be returned.

Fund-Raising Firm Solicitation Campaign Notice PF-11/PF-21

General Instructions

Professional/commercial fund-raising firms must submit a completed solicitation campaign notice form for each solicitation campaign. As a general rule, a notice form is required for each separate fund-raising contract. This office must receive the completed form at least 10 days prior to the start of the solicitation campaign. Submit this notice in addition to the annual registration statement.

Line Instructions

1. Firm Name/Registration Number

Enter the full name of the professional/commercial fund-raising firm and the Oregon registration number issued to the firm by the Department of Justice. Also list any assumed business names and all other firm names to be used by solicitors in this campaign.

2. Beneficiary Name/Campaign Dates

Enter the full name of the nonprofit beneficiary and the start and end dates of the campaign. The term “beneficiary” refers to each nonprofit organization that is to receive a portion of the funds raised and whose name is used in the course of the solicitation campaign.

Important Note—Firms required to submit a financial report for the campaign must do so within 90 days after the listed ending date.

3. Campaign Description

Indicate the method used to solicit donations. Check all boxes that apply to this campaign (e.g. telephone appeal, direct mail, and/or door-to-door), and the items for sale, if any (e.g. coupon books, entertainment tickets, or merchandise). If applicable, enter the date and location of the event (e.g. concert, circus, etc.)

4. Campaign Location

Enter the full address of each physical location used to conduct the solicitation campaign. Also, provide the name of the manager of that location. If the campaign is conducted by telephone, describe how the name(s), telephone number(s), or other information is configured to appear for caller identifications purposes and list the telephone number(s) that will be displayed. Attach additional sheets if necessary.

5. Campaign Addresses

List each address that will appear in campaign materials and describe the purpose for which that address is used. For example, if campaign materials include a street address for the beneficiary in an acknowledgment letter, but a post office box for the return of donations, list each address and describe the context in which that address appears in campaign materials. For the purposes of this question, campaign materials include scripts or similar instructions used by solicitors to provide information to solicitees about the campaign as well as documents provided to solicitees. You may respond to this question by attaching a copy of the campaign material that includes the address and referencing the attachment, assuming the purpose of the address is evident from those materials.

6. Receiving/Processing Payments

Identify whether the campaign involves the use of a caging company or similar entity to receive and/or process contributions relating to this campaign or if there is any entity other than the beneficiary and/or

fundraising firm that has access or control over such contributions. If yes, provide the name and address of the entity in 6(b) and identify any relationship between the entity and the fundraising firm in 6(c). Relationships that should be disclosed include, but are not limited to, common ownership or control. Also disclose any involvement that the fundraising firm had in the selection of the entity listed in 6(b).

7. Campaign Manager and Contact Person

In response to 7(a), provide the name, telephone number, and email address of the individual who is in charge of or the principal manager of the campaign. If there is a different person our office should contact with questions about the campaign or the notice, provide that person’s name, telephone number and email address in 7(b).

8. Bank Information

Enter the name of the bank and the account number into which the contributions will be deposited. This information is required regardless of which organization controls the account. Obtain this information from the nonprofit beneficiary if the proceeds will be sent directly to it from the contributors.

9. Attachments

Attach a copy of the fundraising contract and a written financial plan. The plan shall provide a good-faith projection of the total revenue and expenses for the solicitation campaign. It must specify whether the campaign is directed toward new donor acquisitions, individual donor renewals, or some combination thereof. The fundraising firm must also deliver this plan to the nonprofit beneficiary prior to the start of the campaign. If the fundraising firm engages in in-person or telephone solicitations, attach a copy of the written disclosure that will be used to comply with ORS 128.809 or 128.824. In addition, provide a copy of the script or instructions given to solicitors to use in connection with the oral disclosure requirements set forth in these statutes. ORS 128.809 requires that in any in-person or telephone solicitation, that the solicitor disclose that they are working under the direction and control of the professional fundraising firm and a similar disclosure must be delivered to the solicitee in writing within 10 days of the date of a solicitee’s pledge to contribute. ORS 128.824 requires commercial fundraising firms to make similar disclosures.

Signature

An authorized officer must sign in the space provided.

Amended Campaign Notices

The Department of Justice must be notified in writing of any change in information contained in the current solicitation campaign notice form on file. The written notification of change must be delivered within 7 days after the change occurs. Firms may submit a new solicitation campaign notice form indicating the changes, or the changes may be listed in a letter.

Where to File

Submit the completed solicitation campaign notice form and all required attachments to the following address:

Professional Fund-Raising Registrar
Charitable Activities Section
100 SW Market Street
Portland, Oregon 97201-5702

Alternatively, the completed and signed report can be emailed to charitable@doj.state.or.us