

Oklahoma State Employees' Charitable Contributions Campaign
State Principal Combined Fundraising Organization
(SPCFRO)
Application 2010

**Please return seven copies of the following information by
January 31, 2010, to:**

Oversight Committee for the State Employee Charitable Campaign
Contributions
Office of Personnel Management
2101 N. Lincoln Boulevard
Oklahoma City, OK 73105

**Requirements per Title 695. Oversight Committee for the State Employee
Charitable Contributions**
Chapter 10. *Oklahoma State Employees' Charitable Contribution Rules*
Section 3-2

1. Signed Memo including:
 - A) the name of the federation applying
 - B) the name of the administrator or agent authorized to represent the federation
 - C) the business mailing address of the federation
 - D) the primary business telephone number of the federation
 - E) a list of the nonprofit organizations which the federation represents (attachment 1)
2. An organizational chart and staffing table for the federation and a description of any additional staffing requirements if the federation is selected as the PCFRO. (attachment 2)
3. A separate statement signed by the federation's local director, or equivalent, pledging to administer the duties fairly and equitably. (attachment 3)
4. A copy of articles of incorporation or other documents authorizing the federation to do business in this state as a private, nonprofit corporation. (attachment 4)
5. A copy of an audit of the federation, conducted by an accounting firm or individual holding a permit to practice public accounting in this state according to the generally accepted standards of accounting for nonprofit organizations for the immediately preceding year. (attachment 5)
6. A copy of the last annual report issued by the federation. (attachment 6)
7. A separate certification affirming the federation prepares and makes available to the public an annual report that includes a full description of the federation's activities and supporting services and identifies its directors and chief administrative personnel. (attachment 7)
8. A proposed budget of overall costs of administration of the campaign. (attachment 8)

