



**STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT**

*"Working for Oklahoma"*

January 7, 2010

To Whom It May Concern:

The Office of Personnel Management, on behalf of the Oversight Committee for the State Employee Charitable Contributions, is soliciting applications for the State Principal Combined Fund Raising Organization ("SPCFRO") to conduct Oklahoma's State Charitable Campaign. The SPCFRO is responsible for administration of the State Charitable Campaign in coordination with the Oversight Committee for the State Employee Charitable Contributions ("OCSECC"), which has primary oversight responsibility for the campaign. **Consideration shall be given to those applications received no later than January 31, 2010.** At a minimum, applications must contain the following information (*Okla. Admin. Code 695:10-3-2*):

**Seven (7)** copies of each of the following documents to the OCSECC on or before January 31, 2010:

1. A completed SPCFRO application form which contains the following information:
  - 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; and
  - E. a list of the nonprofit organizations which the federation represents.
2. An organization chart and staffing table for the federation and a description of any additional staffing requirements if the federation is selected as the state PCFRO.
3. A separate statement signed by the federation's local director, or equivalent, pledging to administer the duties fairly and equitably.
4. A copy of articles of incorporation or other documents authorizing the federation to do business in this state as a private, nonprofit corporation.
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.
6. A copy of the last annual report issued by the federation.
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.
8. A proposed budget of overall costs of administration of the campaign.

*"We serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions."*

Applications should be addressed to:

ATTN: Oversight Committee for the State Employee Charitable Contributions  
Office of Personnel Management  
2101 North Lincoln Boulevard, G-80  
Oklahoma City, OK 73105-4904

For further information on the conduct of the State Charitable Campaign, please visit the following link:

[www.ok.gov/opm/HR\\_and\\_Employee\\_Services/State\\_Charitable\\_Campaign.html](http://www.ok.gov/opm/HR_and_Employee_Services/State_Charitable_Campaign.html)

You may also contact the Oversight Committee for State Employee Charitable Contributions at the following email address: [OCSECC@opm.ok.gov](mailto:OCSECC@opm.ok.gov). Please direct any questions to Harry Gentry at (405) 521-2751.

Sincerely,

OFFICE OF PERSONNEL MANAGEMENT



Oscar B. Jackson, Jr., IPMA-CP  
Administrator and Cabinet Secretary of  
Human Resources and Administration