

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

(Instructions on reverse)

Official Use Only

1. Name of professional/commercial fund-raising firm: \_\_\_\_\_ DOJ Registration # \_\_\_\_\_

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)  
 Telephone  Mail  Vending  Door-to-Door  Donations  Coupon books  Advertising  Event tickets\*  Other: \_\_\_\_\_  
\*Event Location: \_\_\_\_\_  
Event Date: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

4. Campaign location: (Attach additional sheets if necessary)  
Address(es) \_\_\_\_\_ Phone Number(s) \_\_\_\_\_  
( ) \_\_\_\_\_  
( ) \_\_\_\_\_

5. List all organizations with access to or control over the solicited contributions: (Attach additional sheets if necessary)

6. Name of fund-raising firm's employee or agent who is in charge of this campaign:  
Name: \_\_\_\_\_ Telephone number: ( ) \_\_\_\_\_

7. Bank name and account number where funds will be deposited during the campaign: (See instructions)  
Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_

8. 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)

**I confirm that the campaign solicitation material (telephone scrip(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 certify that the foregoing information is true and correct to the best of my knowledge and belief.**

State of \_\_\_\_\_  
County of \_\_\_\_\_

\_\_\_\_\_  
(signature of affiant)  
Subscribed and sworn to before me on \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_  
(print name of affiant)

\_\_\_\_\_  
(signature of notarial officer)  
Notary Public – State of \_\_\_\_\_

**Incomplete forms or forms without proper attachments will be returned.**

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

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## 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. Include the telephone number for each location and all numbers used to conduct telephone solicitations. Attach additional sheets if necessary.

### 5. Contributions

Enter all organizations with access to the campaign contributions. This list must include organizations that collect the contributions and/or are signatories on the account into which the contributions will be deposited.

### 6. Contact Person

Enter the name and telephone number of the individual(s) who will act as the primary contact person(s) for the firm during this campaign.

## 7. 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.

## 8. Attachments

Attach a copy of the fund-raising 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 fund-raising firm must also deliver this plan to the nonprofit beneficiary prior to the start of the campaign. Attach a copy of the written disclosure and scripts, if required by Section 20 of HB 2019(1991). Section 20 requires the disclosure of professional fund-raising firm status if an agent of the firm is engaged in in-person solicitations such as in door-to-door or telemarketing campaigns. Solicitors must make an oral disclosure prior to asking for a commitment for a contribution and the disclosure must be delivered in writing to the donor within 10 days of the date of the pledge to contribute.

## Signature

An authorized officer must sign in the space provided. This signature must be notarized.

**Important Note**—Solicitation campaign notice forms submitted without a notarized signature will be returned for completion. Solicitation campaigns must not begin until 10 days after the Department of Justice receives a completed/signed notice form and all required attachments.

## Address and Telephone Number Changes

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  
1515 SW Fifth Avenue, Suite 410  
Portland, Oregon 97201-5451

## Additional Information

For information regarding the additional responsibilities of professional/commercial fund-raising firms, see Oregon's Charitable Solicitations Act [Oregon Revised Statutes 128.801 to 128.898 as amended by HB 2019(1991)].