

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

OFFICE OF CONSUMER AFFAIRS

P.O. Box 526 - Richmond, VA 23218-0526

Phone: 804-786-1343 • FAX: 804-225-2666 • www.vdacs.virginia.gov

OCA-102 Revised 04/09

**REMITTANCE FORM
CHARITABLE ORGANIZATION
FORM 102**

YOU MUST USE THIS FORM TO RECEIVE PROPER CREDIT OF YOUR FEE(S)

Organization name: _____

Address: _____

Federal Employer Identification Number: _____

Charitable Organization

Initial Registration Fee (\$100): \$ _____ (910-02184)

Late Registration Fee (\$100): \$ _____ (910-02184)

Annual Registration Fee: \$ _____ (910-02619)
(See pg. 5 of Form 102)

Total Fees: \$ _____

To assist us in tracking your payment,
please enter your **Check Number**: _____

MAKE CHECKS PAYABLE TO "TREASURER OF VIRGINIA"

The Code of Virginia authorizes state agencies to assess interest, administrative charges and penalty fees for returned checks and past-due accounts in accordance with guidelines promulgated by the Department of Accounts.

PLEASE ATTACH COMPLETED REMITTANCE FORM TO FRONT OF REGISTRATION FORM WITH CHECK ATTACHED AND MAIL TO:

**Virginia Department of Agriculture and Consumer Services
P.O. Box 526
Richmond, VA 23218-0526**

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OCA-102 Revised 04/09

REGISTRATION STATEMENT FOR A CHARITABLE ORGANIZATION
FORM 102

"√"	Type of registration
	Initial registration
	Annual renewal

Unless otherwise noted, all information provided on this form and attachments must be for the current fiscal year. Financial reports (except budgets) will be for the most recently completed fiscal year.

Failure to properly complete this form or to submit all additional documentation required by any applicable section of the Rules Governing the Solicitation of Contributions will result in an ineffective registration. Your organization may not solicit in the Commonwealth of Virginia until it is properly registered.

1. Organization's primary name:

2. List any other names under which you may solicit contributions in Virginia:

3. Primary address: _____

City State Zip Code

4. Mailing address if different from primary address above: _____

City State Zip Code

5. Other contact information: _____
Telephone, including area code Fax, including area code

Internet URL Organization's official e-mail address

*****In an attempt to reduce mailings, the Agency now offers the option to receive all notifications by email. If the Organization prefers to receive all future correspondence through email, please indicate by checking this box .**

The Official E-mail address entered above will be used for the notifications unless alternate email preference is indicated here: _____

6. Locations of other chapters, branches, affiliates ("affiliates"):

a) Does the organization have any chapters, branches or affiliates in Virginia?
If "Yes,"

- i) Attach a list of the affiliates' names, addresses and telephone numbers.
- ii) Are the income and expenses of these affiliates included in your organization's financial statement?

If "Yes," a joint registration may be issued to the parent organization which would apply to those subordinate organizations whose finances are reported jointly with the parent organization.

b) Does the organization maintain any other offices in Virginia, other than local chapters, branches or affiliates?

If "Yes," attach a list of the addresses and telephone numbers for those offices.

7. Please "√" one:

"√"	Type of organization
	Corporation or limited liability entity
	Partnership
	Other (specify: _____)

8. Date of incorporation or formation: _____

9. Where was the organization legally established? _____
City State

10. What is the main purpose of the charitable organization?

11. Name and address of designated agent for receipt of process within the Commonwealth of Virginia. NOTE: If no agent is designated, the organization shall be deemed to have designated the Secretary of the Commonwealth.

Mr. / Ms. _____
Name and Company Name

Address _____

City State Zip Code

12. Organization's fiscal year:

a) Dates of the current fiscal year: From: _____ To: _____

b) Has the organization recently changed its fiscal year?

If "Yes," provides the dates of the "short" fiscal year:

From: _____ To: _____

13. Is the organization exempt under the Internal Revenue Code?

14. Key personnel:

a) Full name and title of the individuals having signatory power over the organization's funds:

b) Full name and title of the individuals who approve the organization's budget:

c) Has the organization, or any officer, professional fund-raiser or professional solicitor thereof, ever been convicted of a felony? If "Yes," attach a statement providing a description of the pertinent facts.

15. Percentage of fundraising expenses for the most recently completed fiscal year:

a) Total amount of contributions received directly from the public: _____
(found by adding Part VIII, lines 1a, 1b, 1c, and 1f of the IRS Form 990)

b) Total spent on fundraising, including contracts with professional fund-raising counsel or professional solicitors: _____
(found on line 25D of Part IX of the IRS Form 990)

c) Percent of fundraising expenses (Line b divided by line a): _____ %

d) For Federated fund-raising organizations **only**: State the percentage withheld from a donation designated for a member agency: _____ %

16. Does the organization intend to solicit contributions from the public directly (including corporate grant proposals, door-to-door or telephone solicitations, special events, direct mail, etc.)?

17. Does the organization intend to have others outside the organization (e.g. volunteers, federated fund-raising organizations, etc.) conduct solicitations on its behalf?

18. For the current fiscal year, has your organization entered into an agreement or contract with any person(s) to conduct any aspects (including planning, managing, or carrying out) of a completed, current or upcoming solicitation?

If "Yes," please indicate the arrangement with your agency by "√"ing below:

Category	"√"	Type of arrangement
A		A bona fide, salaried officer or employee of the charitable organization or its parent organization
B		An outside consultant or professional fundraising counsel
C		A paid professional solicitor

If in Question 18 either B or C are "√"ed:

- a) List the name and address(es) of the professional fundraising counsel or professional solicitor(s) and note the date of each contract that was previously submitted to the Commissioner:

- b) **Attach a copy of the organization's current fundraising contract(s) that were not previously submitted as required by Section 57-54 of the Code of Virginia.**

19. Please indicate how the organization will use the contributions received during the current fiscal year:

20. Has the organization been authorized by any other state or governmental agency to solicit contributions?

If "Yes", name all such the agencies. Submit an attachment if necessary.

21. Is the organization, or any officer, professional fund-raising counsel, or professional solicitor for the organization currently enjoined by any court or otherwise prohibited from soliciting in any jurisdiction?

If "Yes," attach a copy of the Order that states the reasons and time period for the injunction or prohibition.

22. Has any officer, professional fund-raising counsel, or professional solicitor for the organization ever been convicted in any jurisdiction of embezzlement, larceny or other crimes involving the obtaining of money under false pretenses, or the misapplication of funds impressed with a trust?

If "Yes," attach a copy of the court Order that states the reasons for the conviction, or a copy of any applicable pardon.

23. Please indicate the type of solicitation activities that your organization may pursue during the current fiscal year ("√" all that apply):

"√"	Type of Solicitation
	Telephone
	Direct mail
	Internet
	Special events
	Door-to-door
	Personal contact
	Other (Specify):

24. Except as otherwise provided, all information required to be filed under Chapter 5 of Title 57 of the Code of Virginia shall become public records in the Office of the Commissioner, and shall be open to the general public for inspection. You are required by law to supply this information as a prerequisite to the solicitation of charitable contributions. If you do not provide this information, you may not solicit in Virginia.

25. OATH OR AFFIRMATION

Two (2) different officers must sign this registration form. The original must then be filed with the Office of Consumer Affairs. Copies are not allowed.

We, the undersigned Chief Fiscal Officer and President (or other authorized officer), duly authorized to act on behalf of the organization for which this statement is made, certify that this statement and including any accompanying appendices have been examined by us and are, to the best of our knowledge and belief, true, correct and complete pursuant to the laws of the Commonwealth of Virginia.

We affirm and attest that no funds have been or will knowingly be used, directly or indirectly, to benefit or provide support, in cash or in kind, to terrorists, terrorist organizations, terrorist activities, or the family members of any terrorist. We understand that no person shall be registered by the Commonwealth or by any locality to solicit funds that are intended to benefit or support a family member of any terrorist.

Signature of Chief Fiscal Officer

Mr. / Ms.
Print name

Title

Date

Signature of President or other authorized officer

Mr. / Ms.
Print name

Title

Date

REQUIRED ATTACHMENTS

I (we) have attached the following required attachments:

"√"	Item
	Remittance form and check, made payable to "Treasurer of Virginia."
	A list of any Virginia affiliates' names, addresses and telephone numbers.
	A list of the addresses and telephone numbers for any branch offices in Virginia.
	Copies of any applicable Court Orders.
	Listing of officers, directors, and principal salaried executive officer.
	Copy of signed contract(s) between your organization and each professional fundraising counsel and/or professional solicitor.
	Copy of the previous fiscal year's financial report (Form 990 or audited financial statements. Organizations with income under \$25,000 may file a treasurer's report.). Newly formed organizations shall file a board-approved budget for the current year.
	Copies of any articles of incorporation and amendments, unless they were previously filed.
	Copies of any bylaws and amendments, unless they were previously filed.
	Copies of any IRS tax-exempt determination letter(s) and amendments, unless they were previously filed.