

## Eligibility

Surplus Personal Property

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#### Nonprofit Educational Activity

**Nonprofit Educational Activities** are programs to develop and promote the training, general knowledge, or academic, technical, and vocational skills and cultural attainments of individuals in a community or given political area. Public educational programs may include public school systems and supporting facilities such as centralized administrative or service facilities.

**Approved** means recognition and approval by the State department of education, or other appropriate authority where no recognized accrediting board, association, or other authority exists for the purpose of making an accreditation. For an educational institution or an educational program, approval must relate to academic or instructional standards established by the appropriate authority. An educational institution or program may be considered approved if its instructions and credits are accepted by three accredited or State-approved institutions; or if it meets the academic or instructional standards prescribed for public schools in the State; i.e. the organizational entity or program is devoted primarily to approved academic, vocational (including technical or occupational), or professional study and instructions, which operates primarily for educational purposes on a full-time basis for a minimum school year as prescribed by the State and employs a full-time staff of qualified instructors.

In the absence of an official State approving authority for educational institution or program, the awarding of research grants to the institution or organization by a recognized authority such as the National Institute of Education, or by similar national advisor council or organization may constitute approval of the institution or program provided all other criteria are met.

**Accredited** means approval by a recognized accrediting board or association on a regional, State, or national level, such as a State board of education; a regional or national accrediting association for universities, colleges, or secondary schools; or another recognized accrediting association.

**Child care center**” means a public or nonprofit facility where educational, social, health, and nutritional services are provided to children through age 14 (or as

prescribed by State law) and that is approved or licensed by the State or other appropriate authority as a child day care center or child care center.

**College** means an approved or accredited public or nonprofit institution of higher learning offering organized study courses and credits leading to a baccalaureate or higher degree.

**Educational institution** means an approved, accredited, or licensed public or nonprofit institution, facility, entity, or organization conducting educational programs or research for educational purposes, such as a child care center, school, college, university, school for the mentally or physically disabled, or an educational radio or television station.

**Educational radio or television station** means a public or nonprofit radio or television station licensed by the Federal Communications Commission and operated exclusively for noncommercial educational purposes.

**Library** means a public or nonprofit facility providing library services free to all residents of a community, district, State, or region.

**Nonprofit tax-exempt**

Nonprofit tax-exempt activity means an institution or organization, which has been held to be tax-exempt under the provisions of Section 501 of the Internal Revenue Code of 1954.

**School (except schools for the mentally or physically disabled)** means a public or nonprofit approved or accredited organizational entity devoted primarily to approved academic, vocational, or professional study and instruction, that operates primarily for educational purposes on a full-time basis for a minimum school year and employs a full-time staff of qualified instructors.

**School for the mentally or physically disabled** means a facility or institution operated primarily to provide specialized instruction to students of limited mental or physical capacity. It must be public or nonprofit and must operate on a full-time basis for the equivalent of a minimum school year prescribed for public school instruction for the mentally or physically disabled, have a staff of qualified instructors, and demonstrate that the facility meets the health and safety standards of the State or local government.

**University** means a public or nonprofit approved or accredited institution for instruction and study in the higher branches of learning and empowered to confer degrees in special departments or colleges.

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## **Apply for Eligibility**

To apply to receive surplus property simply open, print, and fill-out the [Nonprofit Organization Eligibility Application](#).

### **Additional Application Requirements**

**Include a complete narrative of your program describing level of courses, enrollment, facilities, staff, etc. with your application.**

**A copy of the tax-exempt ruling must accompany the application.** The ruling must have the correct name and address of the applicant organization. If it does not, a name and/or address correction should be requested from the Internal Revenue Service, Mail Code 4910, 1100 Commerce, Dallas, Texas 75242, telephone (214) 767-3526

**A copy of the program's current financial statement must accompany the application.**

Please include the required attachments mentioned above: Scan and email, fax, mail or hand-deliver to:

[Karen.Haston@state.or.us](mailto:Karen.Haston@state.or.us)  
Eligibility Coordinator  
Oregon Federal Surplus Property Program  
1655 Salem Industrial Drive NE  
Salem, Oregon 97303-4238  
Phone: 503-378-6049  
Fax: 503-378-3398