Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No 1545-0047

2012

Open to Public Inspection

A For the 2012 calendar year, or tax year beginning JUN 1, 2012 and ending MAY 31, 2013

B Check if applicable: [ ] Address change [X] Name change [ ] Initial return [ ] Terminated [ ] Amended return [ ] Application pending

C Name of organization: ASSISTANCE LEAGUE OF GREATER PORTLAND

Doing Business As

Number and street (or P.O box if mail is not delivered to street address) / Room/suite: 4000 SW 117TH AVENUE

City, town, or post office, state, and ZIP code: BEAVERTON, OR 97005

D Employer identification number: 93-6032769

E Telephone number: 503-526-9300

G Gross receipts $ 1,036,111.

F Name and address of principal officer: KAY GEBHART
SAME AS C ABOVE

H(a) Is this a group return for affiliates? [ ] Yes [X] No

H(b) Are all affiliates included? [ ] Yes [ ] No
If "No," attach a list. (see instructions)

I Tax-exempt status: [X] 501(c)(3) [ ] 501(c) ( ) ◀ (insert no.) [ ] 4947(a)(1) or [ ] 527

J Website: ▶ WWW.PORTLAND.ASSISTANCELEAGUE.ORG

H(c) Group exemption number ▶

K Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other ▶

L Year of formation: 1962 **M** State of legal domicile: OR

Part I Summary

SCANNED NOV 13 2013

Activities & Governance

1 Briefly describe the organization's mission or most significant activities. TO ASSIST LOW INCOME FAMILIES.

2 Check this box ▶ [ ] if the organization discontinued its operations or disposed of more than 25% of its net assets

3	Number of voting members of the governing body (Part VI, line 1a)	3	12
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	12
5	Total number of individuals employed in calendar year 2012 (Part V, line 2a)	5	0
6	Total number of volunteers (estimate if necessary)	6	187
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b	Net unrelated business taxable income from Form 990-T, line 34	7b	0.

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			Prior Year	Current Year
Revenue	8	Contributions and grants (Part VIII, line 1h)	431,271.	614,284.
	9	Program service revenue (Part VIII, line 2g)	0.	0.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	-30,204.	6,490.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	102,834.	87,966.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	503,901.	708,740.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	162,438.	229,988.
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0.	0.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 169,292.		
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	289,482.	282,169.
	18	Total expenses Add lines 13-17 (must equal Part IX, column (A), line 25)	451,920.	512,157.
	19	Revenue less expenses Subtract line 18 from line 12	51,981.	196,583.
			Beginning of Current Year	**End of Year**
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	4,861,189.	5,010,286.
	21	Total liabilities (Part X, line 26)	1,511,403.	1,462,368.
	22	Net assets or fund balances Subtract line 21 from line 20	3,349,786.	3,547,918.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here
▶ Kay Gebhart — Signature of officer — Date 10/10/13
▶ KAY GEBHART, PRESIDENT — Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check [ ] if self employed	PTIN
YEE LEE LO		10/8/13		P01294356

Firm's name ▶ GARY MCGEE & CO. LLP — Firm's EIN ▶
Firm's address ▶ 808 S.W. THIRD AVENUE, SUITE 700
PORTLAND, OR 97204 — Phone no. (503) 222-2515

May the IRS discuss this return with the preparer shown above? (see instructions) [ ] Yes [ ] No

917-21 17

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response to any question in this Part III [X]

1 Briefly describe the organization's mission.
ASSISTANCE LEAGUE OF THE GREATER PORTLAND AREA IS A CHAPTER OF A NATIONAL NONPROFIT ORGANIZATION THAT PUTS CARING AND COMMITMENT INTO ACTION THROUGH COMMUNITY-BASED PHILANTHROPIC PROGRAMS.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [ ] Yes [X] No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [ ] Yes [X] No
If "Yes," describe these changes on Schedule O

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported

4a (Code) (Expenses $ 183,306. including grants of $ 169,969.) (Revenue $)
OPERATION SCHOOL BELL - OPERATION SCHOOL BELL, ASSISTANCE LEAGUE'S LARGEST PHILANTHROPIC PROGRAM, HELPS LOW-INCOME CHILDREN AND TEENS FEEL GOOD ABOUT THEMSELVES. THE STRESS AND EMBARRASSMENT OF NOT HAVING THE "RIGHT CLOTHES" CAN NEGATIVELY AFFECT THAT CHILD'S SELF-ESTEEM AND IMPACT THEIR ABILITY TO LEARN. THIS PROGRAM PROVIDES NEW CLOTHING FOR STUDENTS IN NEED, INCLUDING: A WARM WINTER COAT, TWO PAIRS OF PANTS, TWO TOPS, FIVE SETS OF UNDERWEAR, SIX PAIRS OF SOCKS, A PURCHASED SHOE VOUCHER, A DENTAL KIT, AND AN AGE-APPROPRIATE BOOK. ONE CHILD'S WARDROBE IS PURCHASED FOR $75.00 AND HAS AN ESTIMATED RETAIL VALUE OF AT LEAST $187.50.

IN GRADES K-6 IN THE HILLSBORO SCHOOL DISTRICT, OVER 6,300 STUDENTS

4b (Code) (Expenses $ 71,009. including grants of $ 60,019.) (Revenue $)
THE LEAGUE ALSO SUPPORTS THE FOLLOWING PROGRAMS:

ASSAULT SURVIVOR KIT - THE ASSAULT SURVIVOR KIT HELPS RESTORE DIGNITY TO VICTIMS OF ASSAULT WHEN THEY ARE REQUIRED TO LEAVE THEIR CLOTHING AT THE HOSPITAL AS EVIDENCE FOR THE POLICE. EACH KIT CONTAINS: CASUAL OUTERWEAR, SANDALS, UNDERWEAR AND PERSONAL HYGIENE PRODUCTS. THE LEAGUE HAS CONTRACTS TO PROVIDE KITS TO SEVEN LOCAL HOSPITALS.

LIFE STORY BOOKS - LIFE STORY BOOK BINDERS ARE FOR IMPORTANT PAPERS AND DOCUMENTS, SUCH AS BIRTH CERTIFICATES, IMMUNIZATION RECORDS, SCHOOL REPORT CARDS, AND AWARDS, FOR FOSTER CHILDREN IN MULTNOMAH, WASHINGTON, AND CLACKAMAS COUNTIES WHO ARE LEAVING FOSTER CARE AND ADOPTED INTO

4c (Code) (Expenses $ including grants of $) (Revenue $)

4d Other program services (Describe in Schedule O)
(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses ▶ 254,315.

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SEE SCHEDULE O FOR CONTINUATION(S)

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors*?	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
b	Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e		X
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or assistance to any organization or entity located outside the United States? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or assistance to individuals located outside the United States? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I*	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18	X	
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
21	Did the organization report more than $5,000 of grants and other assistance to any government or organization in the United States on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X
22	Did the organization report more than $5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22	X	
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K If "No", go to line 25*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3) and 501(c)(4) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Was a loan to or by a current or former officer, director, trustee, key employee, highest compensated employee, or disqualified person outstanding as of the end of the organization's tax year? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, or key employee? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of a current or former officer, director, trustee, or key employee? *If "Yes," complete Schedule L, Part IV*	28b		X
c	An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29	X	
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301 7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? **Note.** All Form 990 filers are required to complete Schedule O	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response to any question in this Part V ☐

					Yes	No
1a	Enter the number reported in Box 3 of Form 1096 Enter -0- if not applicable	1a	9			
b	Enter the number of Forms W-2G included in line 1a Enter -0- if not applicable	1b	0			
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?			1c		
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	0			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?			2b		
	Note. If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file* (see instructions)					
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?			3a		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No," provide an explanation in Schedule O*			3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?			4a		X
b	If "Yes," enter the name of the foreign country ▶					
	See instructions for filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.					
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?			5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?			5b		X
c	If "Yes," to line 5a or 5b, did the organization file Form 8886-T?			5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?			6a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?			6b		
7	**Organizations that may receive deductible contributions under section 170(c).**					
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?			7a	X	
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?			7b	X	
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?			7c		X
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d				
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?			7e		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?			7f		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?			7g	N/A	
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?			7h	X	
8	**Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations.** Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year? N/A			8		
9	**Sponsoring organizations maintaining donor advised funds.**					
a	Did the organization make any taxable distributions under section 4966? N/A			9a		
b	Did the organization make a distribution to a donor, donor advisor, or related person? N/A			9b		
10	**Section 501(c)(7) organizations.** Enter					
a	Initiation fees and capital contributions included on Part VIII, line 12 N/A	10a				
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b				
11	**Section 501(c)(12) organizations.** Enter:					
a	Gross income from members or shareholders N/A	11a				
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them)	11b				
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?			12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year N/A	12b				
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**					
a	Is the organization licensed to issue qualified health plans in more than one state? N/A			13a		
	Note. See the instructions for additional information the organization must report on Schedule O.					
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b				
c	Enter the amount of reserves on hand	13c				
14a	Did the organization receive any payments for indoor tanning services during the tax year?			14a		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation in Schedule O*			14b		

Part VI Governance, Management, and Disclosure *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O See instructions*

Check if Schedule O contains a response to any question in this Part VI [X]

Section A. Governing Body and Management

			Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a 12		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.			
b	Enter the number of voting members included in line 1a, above, who are independent	1b 12		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?	3		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4	X	
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5		X
6	Did the organization have members or stockholders?	6	X	
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a	X	
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b	X	
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:			
a	The governing body?	8a	X	
b	Each committee with authority to act on behalf of the governing body?	8b	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses in Schedule O*	9		X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe in Schedule O how this was done*	12c	X	
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a		X
b	Other officers or key employees of the organization	15b		X
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶ OR

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

[ ] Own website [ ] Another's website [X] Upon request [ ] Other *(explain in Schedule O)*

19 Describe in Schedule O whether (and if so, how), the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year

20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization ▶

DIANA ROHLFING, TREASURER - (503) 526-9300
4000 SW 117TH AVENUE, BEAVERTON, OR 97005

Part VII **Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response to any question in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any See instructions for definition of "key employee "
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations

List persons in the following order: individual trustees or directors, institutional trustees; officers, key employees, highest compensated employees, and former such persons.

[X] Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position: Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
(1) MADELINE SHOTWELL PRESIDENT	25.00	X		X				0.	0.	0.
(2) KAY GEBHART PRESIDENT-ELECT	10.00	X		X				0.	0.	0.
(3) NANCY DOUGHERTY SECRETARY	7.00	X		X				0.	0.	0.
(4) DIANA ROHLFING TREASURER	25.00	X		X				0.	0.	0.
(5) CAROL BERGSENG VP OF RETAIL SALES	27.00	X		X				0.	0.	0.
(6) SUE CALVERT VP BUILDING MANAGEMENT	11.00	X		X				0.	0.	0.
(7) PATTY FUNES VP MEMBERSHIP	11.00	X		X				0.	0.	0.
(8) FAYE HALL VP STRATEGIC PLANNING	10.00	X		X				0.	0.	0.
(9) JAN MORRIS VP BUDGET & FINANCE	22.00	X		X				0.	0.	0.
(10) MARY STAGER VP BUDGET & FINANCE	15.00	X		X				0.	0.	0.
(11) ROBBIE O'BRIEN VP RESOURCE DEVELOPMENT	10.00	X		X				0.	0.	0.
(12) LAUREL REGAN VP PUBLIC RELATIONS	30.00	X		X				0.	0.	0.
(13) BONNIE SNOW VP PHILANTHROPIC PROGRAM	18.00	X		X				0.	0.	0.

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
1b Sub-total ▶								0.	0.	0.
c Total from continuation sheets to Part VII, Section A ▶								0.	0.	0.
d Total (add lines 1b and 1c) ▶								0.	0.	0.

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ▶ 0

			Yes	No
3	Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	3		X
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	4		X
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address NONE	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ▶ 0

Part VIII **Statement of Revenue**

Check if Schedule O contains a response to any question in this Part VIII ☐

					(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns	1a					
	b	Membership dues	1b	12,305.				
	c	Fundraising events	1c	137,357.				
	d	Related organizations	1d					
	e	Government grants (contributions)	1e					
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	464,622.				
	g	Noncash contributions included in lines 1a-1f $		409,301.				
	h	**Total.** Add lines 1a-1f ▶			614,284.			
Program Service Revenue				Business Code				
	2 a							
	b							
	c							
	d							
	e							
	f	All other program service revenue						
	g	**Total.** Add lines 2a-2f ▶						
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts) ▶			6,490.			6,490.
	4	Income from investment of tax-exempt bond proceeds ▶						
	5	Royalties ▶						
			(i) Real	(ii) Personal				
	6 a	Gross rents						
	b	Less: rental expenses						
	c	Rental income or (loss)						
	d	Net rental income or (loss) ▶						
			(i) Securities	(ii) Other				
	7 a	Gross amount from sales of assets other than inventory						
	b	Less: cost or other basis and sales expenses						
	c	Gain or (loss)						
	d	Net gain or (loss) ▶						
	8 a	Gross income from fundraising events (not including $ 137,357. of contributions reported on line 1c). See Part IV, line 18	a	20,520.				
	b	Less: direct expenses	b	47,579.				
	c	Net income or (loss) from fundraising events ▶			-27,059.			-27,059.
	9 a	Gross income from gaming activities See Part IV, line 19	a					
	b	Less: direct expenses	b					
	c	Net income or (loss) from gaming activities ▶						
	10 a	Gross sales of inventory, less returns and allowances	a	279,792.				
	b	Less cost of goods sold	b	279,792.				
	c	Net income or (loss) from sales of inventory ▶			0.			
		Miscellaneous Revenue		Business Code				
	11 a	CONSIGNMENT SALES		453310	110,799.			110,799.
	b	OTHER INCOME		900099	4,226.			4,226.
	c							
	d	All other revenue						
	e	**Total.** Add lines 11a-11d ▶			115,025.			
	12	**Total revenue.** See instructions. ▶			708,740.	0.	0.	94,456.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns All other organizations must complete column (A).

Check if Schedule O contains a response to any question in this Part IX ☐

	Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to governments and organizations in the United States. See Part IV, line 21	1,200.	1,200.		
2	Grants and other assistance to individuals in the United States. See Part IV, line 22	228,788.	228,788.		
3	Grants and other assistance to governments, organizations, and individuals outside the United States See Part IV, lines 15 and 16				
4	Benefits paid to or for members				
5	Compensation of current officers, directors, trustees, and key employees				
6	Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7	Other salaries and wages				
8	Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9	Other employee benefits				
10	Payroll taxes				
11	Fees for services (non-employees):				
a	Management				
b	Legal				
c	Accounting	10,718.		10,718.	
d	Lobbying				
e	Professional fundraising services. See Part IV, line 17				
f	Investment management fees				
g	Other (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	1,435.	175.	1,200.	60.
12	Advertising and promotion	4,487.		1,100.	3,387.
13	Office expenses	22,757.	864.	11,408.	10,485.
14	Information technology	1,127.		1,072.	55.
15	Royalties				
16	Occupancy	48,804.	1,682.	45,821.	1,301.
17	Travel				
18	Payments of travel or entertainment expenses for any federal, state, or local public officials				
19	Conferences, conventions, and meetings				
20	Interest	60,234.		60,234.	
21	Payments to affiliates	6,125.		6,125.	
22	Depreciation, depletion, and amortization	83,065.		83,065.	
23	Insurance	19,828.		19,828.	
24	Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a	MISCELLANEOUS	23,589.		7,352.	16,237.
b	ALLOCATION OF INDIRECT	0.	21,606.	-159,373.	137,767.
c					
d					
e	All other expenses				
25	**Total functional expenses.** Add lines 1 through 24e	512,157.	254,315.	88,550.	169,292.
26	**Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response to any question in this Part X ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash - non-interest-bearing	252,724.	1	188,449.
	2	Savings and temporary cash investments	467,894.	2	664,499.
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net	38.	4	3,000.
	5	Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees Complete Part II of Schedule L		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use	89,381.	8	163,801.
	9	Prepaid expenses and deferred charges	7,592.	9	20,148.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a: 4,417,137.			
	b	Less accumulated depreciation — 10b: 452,491.	4,037,099.	10c	3,964,646.
	11	Investments - publicly traded securities		11	
	12	Investments - other securities. See Part IV, line 11		12	
	13	Investments - program-related. See Part IV, line 11		13	
	14	Intangible assets	6,461.	14	5,743.
	15	Other assets. See Part IV, line 11		15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 34)	4,861,189.	16	5,010,286.
Liabilities	17	Accounts payable and accrued expenses	17,730.	17	21,706.
	18	Grants payable		18	
	19	Deferred revenue	10,010.	19	9,535.
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability Complete Part IV of Schedule D		21	
	22	Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons Complete Part II of Schedule L		22	
	23	Secured mortgages and notes payable to unrelated third parties	1,483,663.	23	1,431,127.
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24) Complete Part X of Schedule D		25	
	26	**Total liabilities.** Add lines 17 through 25	1,511,403.	26	1,462,368.
Net Assets or Fund Balances		**Organizations that follow SFAS 117 (ASC 958), check here ▶ [X] and complete lines 27 through 29, and lines 33 and 34.**			
	27	Unrestricted net assets	3,349,486.	27	3,484,407.
	28	Temporarily restricted net assets	300.	28	63,511.
	29	Permanently restricted net assets		29	
		Organizations that do not follow SFAS 117 (ASC 958), check here ▶ ☐ and complete lines 30 through 34.			
	30	Capital stock or trust principal, or current funds		30	
	31	Paid-in or capital surplus, or land, building, or equipment fund		31	
	32	Retained earnings, endowment, accumulated income, or other funds		32	
	33	Total net assets or fund balances	3,349,786.	33	3,547,918.
	34	Total liabilities and net assets/fund balances	4,861,189.	34	5,010,286.

Form **990** (2012)

232011 12-10-12

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response to any question in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	708,740.
2	Total expenses (must equal Part IX, column (A), line 25)	2	512,157.
3	Revenue less expenses Subtract line 2 from line 1	3	196,583.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	3,349,786.
5	Net unrealized gains (losses) on investments	5	1,549.
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0.
10	Net assets or fund balances at end of year Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	3,547,918.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response to any question in this Part XII ☐

			Yes	No
1	Accounting method used to prepare the Form 990 ☐ Cash ☒ Accrual ☐ Other ______ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a	X	
	If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?	2b		X
	If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c	X	
	If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits	3b		

Form 990 (2012)

232012
12-10-12

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No 1545-0047
2012
Open to Public Inspection

Name of the organization
ASSISTANCE LEAGUE OF GREATER PORTLAND

Employer identification number
93-6032769

Part I **Reason for Public Charity Status** (All organizations must complete this part) See instructions

The organization is not a private foundation because it is (For lines 1 through 11, check only one box)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E)
3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: ______
5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II)
8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II)
9 ☒ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975 See **section 509(a)(2).** (Complete Part III)
10 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2) See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h

a ☐ Type I b ☐ Type II c ☐ Type III - Functionally integrated d ☐ Type III - Non-functionally integrated

e ☐ By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2)

f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box ☐

g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

		Yes	No
(i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?	11g(i)		
(ii) A family member of a person described in (i) above?	11g(ii)		
(iii) A 35% controlled entity of a person described in (i) or (ii) above?	11g(iii)		

h Provide the following information about the supported organization(s)

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-9 above or IRC section (see instructions))	(iv) Is the organization in col. (i) listed in your governing document? Yes	(iv) No	(v) Did you notify the organization in col. (i) of your support? Yes	(v) No	(vi) Is the organization in col. (i) organized in the U.S.? Yes	(vi) No	(vii) Amount of monetary support
Total									

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income Do not include gain or loss from the sale of capital assets (Explain in Part IV)						
11 **Total support.** Add lines 7 through 10						

12 Gross receipts from related activities, etc (see instructions) | 12 |

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2012 (line 6, column (f) divided by line 11, column (f)) | 14 | %

15 Public support percentage from 2011 Schedule A, Part II, line 14 | 15 | %

16a **33 1/3% support test - 2012.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

b **33 1/3% support test - 2011.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

17a **10% -facts-and-circumstances test - 2012.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ ☐

b **10% -facts-and-circumstances test - 2011.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part IV how the organization meets the "facts-and-circumstances" test The organization qualifies as a publicly supported organization ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	343,591.	281,951.	332,819.	431,271.	614,284.	2,003,916.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	215,082.	239,824.	255,143.	322,524.	300,312.	1,332,885.
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5	558,673.	521,775.	587,962.	753,795.	914,596.	3,336,801.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons	50,000.					50,000.
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						0.
c Add lines 7a and 7b	50,000.					50,000.
8 **Public support** (Subtract line 7c from line 6.)						3,286,801.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(f) Total
9 Amounts from line 6	558,673.	521,775.	587,962.	753,795.	914,596.	3,336,801.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	14,485.	19,120.	7,394.	6,553.	6,490.	54,042.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	14,485.	19,120.	7,394.	6,553.	6,490.	54,042.
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)	45,132.	77,543.	114,048.	102,834.	115,025.	454,582.
13 **Total support.** (Add lines 9, 10c, 11, and 12.)	618,290.	618,438.	709,404.	863,182.	1,036,111.	3,845,425.

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2012 (line 8, column (f) divided by line 13, column (f))	15	85.47	%
16 Public support percentage from 2011 Schedule A, Part III, line 15	16	84.49	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2012** (line 10c, column (f) divided by line 13, column (f))	17	1.41	%
18 Investment income percentage from **2011** Schedule A, Part III, line 17	18	2.38	%

19a **33 1/3% support tests - 2012.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☒

b **33 1/3% support tests - 2011.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

Part IV **Supplemental Information.** Complete this part to provide the explanations required by Part II, line 10, Part II, line 17a or 17b, and Part III, line 12. Also complete this part for any additional information. (See instructions).

SCHEDULE A, PART III, LINE 12, EXPLANATION FOR OTHER INCOME:

OTHER INCOME

2008 AMOUNT: $ 45,132.

2009 AMOUNT: $ 77,543.

2010 AMOUNT: $ 114,048.

2011 AMOUNT: $ 102,834.

2012 AMOUNT: $ 115,025.

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes," to Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990. ▶ See separate instructions.

OMB No 1545-0047
2012
Open to Public Inspection

Name of the organization: ASSISTANCE LEAGUE OF GREATER PORTLAND

Employer identification number: 93-6032769

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" to Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate contributions to (during year)		
3 Aggregate grants from (during year)		
4 Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements. Complete if the organization answered "Yes" to Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (e g , recreation or education)
☐ Protection of natural habitat
☐ Preservation of open space
☐ Preservation of an historically important land area
☐ Preservation of a certified historic structure

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

		Held at the End of the Tax Year
a Total number of conservation easements	2a	
b Total acreage restricted by conservation easements	2b	
c Number of conservation easements on a certified historic structure included in (a)	2c	
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ ____

4 Number of states where property subject to conservation easement is located ▶ ____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year ▶ ____

7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year ▶ $ ____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.
Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items

(i) Revenues included in Form 990, Part VIII, line 1 ▶ $ ____

(ii) Assets included in Form 990, Part X ▶ $ ____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenues included in Form 990, Part VIII, line 1 ▶ $ ____

b Assets included in Form 990, Part X ▶ $ ____

Part III **Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply)

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange programs
e ☐ Other ______

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV **Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table·

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII Check here if the explanation has been provided in Part XIII ☐

Part V **Endowment Funds.** Complete if the organization answered "Yes" to Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ▶ ______%

b Permanent endowment ▶ ______%

c Temporarily restricted endowment ▶ ______%

The percentages in lines 2a, 2b, and 2c should equal 100%

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by·

		Yes	No
(i) unrelated organizations	3a(i)		
(ii) related organizations	3a(ii)		
b If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds

Part VI **Land, Buildings, and Equipment.** See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		1,580,133.		1,580,133.
b Buildings		1,580,133.	243,097.	1,337,036.
c Leasehold improvements		1,224,993.	188,289.	1,036,704.
d Equipment		31,878.	21,105.	10,773.
e Other				
Total. Add lines 1a through 1e *(Column (d) must equal Form 990, Part X, column (B), line 10(c))* ▶				3,964,646.

Part VII Investments - Other Securities. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
(I)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related. See Form 990, Part X, line 13.

(a) Description of investment type	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
Total (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
Total. *(Column (b) must equal Form 990, Part X, col (B) line 15.)* ▶	

Part X Other Liabilities. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
(11)	
Total. *(Column (b) must equal Form 990, Part X, col (B) line 25.)* ▶	

2. FIN 48 (ASC 740) Footnote. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740) Check here if the text of the footnote has been provided in Part XIII ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

1	Total revenue, gains, and other support per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12				
a	Net unrealized gains on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line **1**:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total revenue Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12)*			5	

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

1	Total expenses and losses per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	
4	Amounts included on Form 990, Part IX, line 25, but not on line **1**				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total expenses Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18)*			5	

Part XIII Supplemental Information

Complete this part to provide the descriptions required for Part II, lines 3, 5, and 9, Part III, lines 1a and 4, Part IV, lines 1b and 2b, Part V, line 4, Part X, line 2, Part XI, lines 2d and 4b, and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

SCHEDULE G
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information Regarding Fundraising or Gaming Activities

Complete if the organization answered "Yes" to Form 990, Part IV, lines 17, 18, or 19, or if the organization entered more than $15,000 on Form 990-EZ, line 6a.
▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No 1545-0047
2012
Open To Public Inspection

Name of the organization: ASSISTANCE LEAGUE OF GREATER PORTLAND
Employer identification number: 93-6032769

Part I **Fundraising Activities.** Complete if the organization answered "Yes" to Form 990, Part IV, line 17 Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply
- a ☐ Mail solicitations
- b ☐ Internet and email solicitations
- c ☐ Phone solicitations
- d ☐ In-person solicitations
- e ☐ Solicitation of non-government grants
- f ☐ Solicitation of government grants
- g ☐ Special fundraising events

2 a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ Yes ☐ No

b If "Yes," list the ten highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least $5,000 by the organization

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions? Yes	No	(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col (i)	(vi) Amount paid to (or retained by) organization
Total ▶						

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing

Part II Fundraising Events. Complete if the organization answered "Yes" to Form 990, Part IV, line 18, or reported more than $15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than $5,000

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events (add col (a) through col. (c))
		GALA		NONE	
		(event type)	(event type)	(total number)	
Revenue	1 Gross receipts	156,102.			156,102.
	2 Less: Contributions	135,582.			135,582.
	3 Gross income (line 1 minus line 2)	20,520.			20,520.
Direct Expenses	4 Cash prizes				
	5 Noncash prizes				
	6 Rent/facility costs				
	7 Food and beverages	22,813.			22,813.
	8 Entertainment	2,931.			2,931.
	9 Other direct expenses	21,835.			21,835.
	10 Direct expense summary. Add lines 4 through 9 in column (d) ▶				(47,579.)
	11 Net income summary Combine line 3, column (d), and line 10 ▶				-27,059.

Part III Gaming. Complete if the organization answered "Yes" to Form 990, Part IV, line 19, or reported more than $15,000 on Form 990-EZ, line 6a

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col (a) through col (c))
Revenue	1 Gross revenue				
Direct Expenses	2 Cash prizes				
	3 Noncash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
	6 Volunteer labor	☐ Yes ____ % ☐ No	☐ Yes ____ % ☐ No	☐ Yes ____ % ☐ No	
	7 Direct expense summary. Add lines 2 through 5 in column (d) ▶				( )
	8 Net gaming income summary Combine line 1, column d, and line 7 ▶				

9 Enter the state(s) in which the organization operates gaming activities: ____

a Is the organization licensed to operate gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain ____

10a Were any of the organization's gaming licenses revoked, suspended or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain: ____

11 Does the organization operate gaming activities with nonmembers? ☐ Yes ☐ No

12 Is the organization a grantor, beneficiary or trustee of a trust or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No

13 Indicate the percentage of gaming activity operated in:

a The organization's facility 13a %

b An outside facility 13b %

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records.

Name ▶

Address ▶

15a Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No

b If "Yes," enter the amount of gaming revenue received by the organization ▶ $ ______ and the amount of gaming revenue retained by the third party ▶ $ ______ .

c If "Yes," enter name and address of the third party:

Name ▶

Address ▶

16 Gaming manager information:

Name ▶

Gaming manager compensation ▶ $

Description of services provided ▶

☐ Director/officer ☐ Employee ☐ Independent contractor

17 Mandatory distributions:

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No

b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ $

Part IV **Supplemental Information.** Complete this part to provide the explanations required by Part I, line 2b, columns (iii) and (v), and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable Also complete this part to provide any additional information (see instructions)

SCHEDULE I
(Form 990)

Department of the Treasury
Internal Revenue Service

Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

Complete if the organization answered "Yes" to Form 990, Part IV, line 21 or 22.
▶ Attach to Form 990.

OMB No 1545-0047
2012
Open to Public Inspection

Name of the organization: ASSISTANCE LEAGUE OF GREATER PORTLAND

Employer identification number 93-6032769

Part I — General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? [X] Yes [ ] No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II — Grants and Other Assistance to Governments and Organizations in the United States. Complete if the organization answered "Yes" to Form 990, Part IV, line 21, for any recipient that received more than $5,000 Part II can be duplicated if additional space is needed

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section if applicable	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of non-cash assistance	(h) Purpose of grant or assistance

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table ▶

3 Enter total number of other organizations listed in the line 1 table ▶

LHA **For Paperwork Reduction Act Notice, see the Instructions for Form 990.** **Schedule I (Form 990) (2012)**

232101
12-18-12

Part III **Grants and Other Assistance to Individuals in the United States.** Complete if the organization answered "Yes" to Form 990, Part IV, line 22. Part III can be duplicated if additional space is needed

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of non-cash assistance
SUPPLIES	2605	0.	228,788.	FMV	CLOTHING AND VARIOUS PERSONAL ITEMS.

Part IV **Supplemental Information.** Complete this part to provide the information required in Part I, line 2, Part III, column (b), and any other additional information

ASSISTANCE IS PROVIDED FOR ELIGIBLE PARTICIPANTS IN VARIOUS PROGRAMS. SELECTION IS BASED UPON PROGRAM ELIGIBILITY. SCHOOL CHILDREN ARE QUALIFIED BY THE SCHOOL DISTRICTS BY TEACHERS, COUNSELORS, AND THE FAMILY RESOURCE CENTERS. OVERSIGHT OF THE USE OF THE ASSISTANCE IS ACCOMPLISHED THROUGH ONGOING PROGRAM AND PARTICIPANT EVALUATION AND REPORTING.

SCHEDULE M (Form 990)

Department of the Treasury Internal Revenue Service

Noncash Contributions

▶ Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
▶ Attach to Form 990.

OMB No 1545-0047

2012

Open to Public Inspection

Name of the organization: ASSISTANCE LEAGUE OF GREATER PORTLAND

Employer identification number: 93-6032769

Part I Types of Property

	(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1 Art - Works of art				
2 Art - Historical treasures				
3 Art - Fractional interests				
4 Books and publications				
5 Clothing and household goods	X		402,799.	SALES PRICE
6 Cars and other vehicles	X	5	1,490.	SALES PRICE
7 Boats and planes				
8 Intellectual property				
9 Securities - Publicly traded				
10 Securities - Closely held stock				
11 Securities - Partnership, LLC, or trust interests				
12 Securities - Miscellaneous				
13 Qualified conservation contribution - Historic structures				
14 Qualified conservation contribution - Other				
15 Real estate - Residential				
16 Real estate - Commercial				
17 Real estate - Other				
18 Collectibles				
19 Food inventory				
20 Drugs and medical supplies				
21 Taxidermy				
22 Historical artifacts				
23 Scientific specimens				
24 Archeological artifacts				
25 Other ▶ (MISCELLANEOUS)	X	15	5,012.	SALES PRICE
26 Other ▶ ( )				
27 Other ▶ ( )				
28 Other ▶ ( )				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part IV, Donee Acknowledgement | 29 |

		Yes	No
30a During the year, did the organization receive by contribution any property reported in Part I, lines 1-28 that it must hold for at least three years from the date of the initial contribution, and which is not required to be used for exempt purposes for the entire holding period?	30a		X
b If "Yes," describe the arrangement in Part II.			
31 Does the organization have a gift acceptance policy that requires the review of any non-standard contributions?	31		X
32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?	32a	X	
b If "Yes," describe in Part II.			
33 If the organization did not report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II			

Part II **Supplemental Information.** Complete this part to provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both Also complete this part for any additional information

SCHEDULE M, PART I, COLUMN (B): THE NUMBER REPRESENTS THE NUMBER OF CONTRIBUTORS.

SCHEDULE M, LINE 32B: THE LEAGUE CONTRACTS WITH NORTHWEST CHARITY DONATION SERVICE, WHO ACTS AS AN ADMINISTRATIVE AGENT FOR NON-PROFIT ORGANIZATIONS SEEKING VEHICULAR DONATION.

SCHEDULE O (Form 990 or 990-EZ) Department of the Treasury Internal Revenue Service	**Supplemental Information to Form 990 or 990-EZ** Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information. ▶ Attach to Form 990 or 990-EZ.	OMB No 1545-0047 **2012** Open to Public Inspection

Name of the organization	Employer identification number
ASSISTANCE LEAGUE OF GREATER PORTLAND	93-6032769

FORM 990, PART I, LINE 6, VOLUNTEER HOURS:

THE LEAGUE'S PROGRAM SERVICE, FUNDRAISING, AND ADMINISTRATIVE FUNCTIONS ARE CONDUCTED BY UNPAID MEMBER VOLUNTEERS. DURING THE YEAR ENDED MAY 31, 2013, THESE MEMBER VOLUNTEERS DONATED APPROXIMATELY 37,471 HOURS OF SERVICE TO THE COMMUNITY, WITH AN ESTIMATED IRS VALUE OF $835,603.

FORM 990, PART III, LINE 4A, PROGRAM SERVICE ACCOMPLISHMENTS:

IDENTIFIED BY THE DISTRICT AS LIVING BELOW THE NATIONAL POVERTY LEVEL HAVE BEEN SERVED SINCE 1997. THE HILLSBORO PROGRAM OPERATES FROM A SPACE PROVIDED BY THE DISTRICT. IN THE FALL OF 2010, THE LEAGUE OPENED A SECOND OPERATION SCHOOL BELL SERVING THE BEAVERTON SCHOOL DISTRICT, OPERATED IN THE CHAPTER HOUSE. SINCE THEN, OVER 1,700 STUDENTS HAVE BEEN CLOTHED IN GRADES K-4. OPERATION SCHOOL BELL ALSO EXPANDED SERVICES TO AT-RISK HIGH SCHOOL STUDENTS IN FEBRUARY OF 2012. THE LEAGUE HAS PROVIDED SHOPPING EXPERIENCES FOR OVER 600 BEAVERTON SCHOOL DISTRICT HIGH SCHOOL STUDENTS AT THE BEAVERTON FRED MEYER. EACH STUDENT HAS THE OPPORTUNITY TO SPEND UP TO $150 FOR CLOTHING.

FORM 990, PART III, LINE 4B, PROGRAM SERVICE ACCOMPLISHMENTS:

PERMANENT FAMILIES. FOR CHILDREN OLD ENOUGH TO REMEMBER THEIR BIRTH FAMILIES, IT PROVIDES THEM WITH A SENSE OF CONNECTION TO THEIR PAST, AS WELL AS TO WHOM THEY WILL BECOME AS THEY AND THEIR NEW FAMILIES ADD TO THEIR STORY. LAST YEAR, 103 OF THESE BOOKS WERE DISTRIBUTED.

CORDERO RESIDENTIAL

Name of the organization: ASSISTANCE LEAGUE OF GREATER PORTLAND

Employer identification number: 93-6032769

CORDERO IS A RESIDENTIAL TREATMENT HOME FOR TEENAGE BOYS, OPERATED BY JANUS YOUTH PROGRAMS. OUR MEMBER VOLUNTEERS PROVIDE ENGAGING ACTIVITIES, SUCH AS CRAFTS, PROJECTS, AND OUTINGS, FOR ENRICHMENT TWICE EACH MONTH FOR BOYS IN THE CORDERO RESIDENTIAL PROGRAM. ADDITIONALLY, MILESTONES - SUCH AS BIRTHDAYS, SPECIAL OCCASIONS, PERSONAL ACHIEVEMENTS, AND GRADUATIONS - ARE RECOGNIZED AND CELEBRATED WHEN THEY OCCUR.

DISCOVER OHSU (OREGON HEALTH SCIENCE UNIVERSITY) - ASSISTANCE LEAGUE MEMBERS ACT AS TOUR GUIDES AT THE OHSU CAMPUS FOR JUNIOR AND SENIOR HIGH SCHOOL STUDENTS WHO SEEK INFORMATION ABOUT CAREER OPPORTUNITIES IN MEDICINE, RESEARCH, AND THE SCIENCES. TOUR GUIDES ARE CERTIFIED IN EMERGENCY MANAGEMENT ON THE OHSU CAMPUS AND HAVE MET OHSU VOLUNTEER REQUIREMENTS.

FORM 990, PART VI, SECTION A, LINE 4: BYLAW CHANGES APPROVED BY MEMBERSHIP DURING FISCAL YEAR 2013 INCLUDED THE FOLLOWING: NAME CHANGED TO ASSISTANCE LEAGUE OF GREATER PORTLAND, CHANGED TERM OF OFFICE FOR TREASURER TO ALLOW FOR MORE THAN TWO CONSECUTIVE ONE YEAR TERMS, CHANGED REGULAR MEETING MONTHS TO INCLUDE AUGUST.

FORM 990, PART VI, SECTION A, LINE 6: THE ORGANIZATION HAS VOTING MEMBERS. MEMBERSHIP IS OPEN WITHOUT DISCRIMINATION TO ALL INDIVIDUALS AS LONG AS THEY COMPLY WITH THE RESPONSIBILITIES OF MEMBERSHIP.

FORM 990, PART VI, SECTION A, LINE 7A: THE BOARD IS ELECTED BY MEMBERS AT THE ELECTION MEETING HELD IN APRIL.

Name of the organization: ASSISTANCE LEAGUE OF GREATER PORTLAND

Employer identification number: 93-6032769

FORM 990, PART VI, SECTION A, LINE 7B: MEMBERSHIP APPROVES THE FOLLOWING: AMENDMENTS TO THE BYLAWS AND STANDING RULES OF THE ORGANIZATION; THE CREATION, EXPANSION AND TERMINATION OF PHILANTHROPIC PROGRAMS; FUNDRAISING EVENTS; ANNUAL CORPORATE BUDGETS AND ANY UNBUDGETED EXPENDITURES IN EXCESS OF $500.

FORM 990, PART VI, SECTION B, LINE 11: THE 990 IS REVIEWED IN DETAIL BY THE FINANCE COMMITTEE. AFTER APPROVAL BY THE FINANCE COMMITTEE, IT GOES TO THE BOARD FOR REVIEW. AFTER BOARD APPROVAL, THE 990 IS FILED.

FORM 990, PART VI, SECTION B, LINE 12C: THE BOARD PERIODICALLY REVIEWS POTENTIAL CONFLICTS.

FORM 990, PART VI, SECTION C, LINE 19: THE ORGANIZATION MAKES ITS GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY, AND FINANCIAL STATEMENTS AVAILABLE TO THE PUBLIC UPON REQUEST.

2012 FORM 990
ASSISTANCE LEAGUE OF GREATER PORTLAND

ATTACHMENT 1
93-6032769

I HEREBY CERTIFY THAT THE ATTACHED COPY OF THE BY-LAWS OF ASSISTANCE LEAGUE OF GREATER PORTLAND IS A COMPLETE AND ACCURATE COPY OF THE ORIGINAL DOCUMENT

Kay Gebhart

October 10, 2013

Revised: February, 2003
Amended April 15, 2013

BYLAWS
of
ASSISTANCE LEAGUE® OF GREATER PORTLAND

a nonprofit public benefit corporation

Article 1 Name and Headquarters

1.01 Name. The name of this corporation is Assistance League of Greater Portland, a chartered chapter of National Assistance League®.

1.02 Principal Office. The principal office for the transaction of business of this organization is hereby fixed and located at 4000 SW 117th, Beaverton, Oregon 97005.

Article 2 Purpose and Policies

2.01 Purpose. The purpose of this organization shall be as stated in its Articles of Incorporation: to administer, carry on and control at least one (1) program of philanthropic work in the community.

2.02 Policies.

(a) This organization is a tax-exempt, charitable corporation, exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), and shall be nonprofit, nonsectarian and nonpolitical in all its policies and activities and not organized for the private gain of any individual or entity.

(b) This organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or by corporation contributions which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

(c) This organization shall provide in its Articles of Incorporation that its income, assets and property are irrevocably dedicated to charitable purposes and no part of the net income, assets or property of the chapter shall ever inure to the benefit of any member thereof, or to the benefit of any private persons.

(d) Upon the dissolution and winding up of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code and which has established its tax-exempt status under that section.

(e) No substantial part of the activities of this organization shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, nor shall the organization participate or intervene in any political campaign including publishing or distribution of statements on behalf of or in opposition to any candidate for public office.

(f) This organization shall be subject to the following limitations and restrictions:

(1) This organization shall distribute its income for each taxable year at a time and in a manner that will not subject the corporation to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986.

(2) This organization shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1986.

(3) This organization shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1986.

(4) This organization shall not make any investments that will subject it to tax under Section 4944 of the Internal Revenue Code of 1986.

(5) This organization shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1986.

(g) This organization shall support the purpose of National Assistance League and comply with its bylaws, policies, procedures and standards.

(h) The activities of this organization shall be conducted without financial benefit to any member.

Article 3 Membership

3.01 Composition. This organization shall have members that shall be called voting members and may also have nonvoting members. Membership as a voting or nonvoting member is open without discrimination to all individuals as long as they comply with the responsibilities of membership.

3.02 Responsibilities.

(a) Members shall comply with the responsibilities and standards of membership, including: maintaining conduct that enhances the image and reputation of the organization and does not cause it embarrassment; behaving in a civil manner; supporting the harmony, mission and welfare of the organization; and complying with the organization's conflict of interest and disclosure policy. The Board of Directors, hereinafter referred to as the Board, has the right in its sole and absolute discretion to revoke the membership of any member who, after allowing the member to be heard, the Board determines has not complied with the responsibilities and standards of membership.

(b) Other responsibilities and obligations of membership shall be defined in the Standing Rules.

3.03 Age Limit. This organization shall have no age requirements; however, it may be so organized that the membership may be divided into various groups of age compatibility in accordance with applicable law.

3.04 Leave of Absence. The Board may grant or deny requests for temporary leaves of absence to voting members for travel, illness or to meet emergency needs. While on leave of absence, a voting member shall continue to pay dues and may attend chapter meetings and vote. Other financial obligations shall be optional with the chapter.

3.05 Dues and Penalties. Any member who is more than sixty (60) days delinquent in any chapter obligation, without reasons deemed sufficient by the Board, shall, by action of the Board, forthwith be suspended from all privileges of the chapter. The Secretary shall notify such member, in writing, of the suspension. Upon satisfactory discharge of the delinquent chapter obligations within thirty (30) days after notice of suspension, all privileges of chapter membership shall be restored. If delinquent chapter obligations are not met within thirty (30) days after notice of suspension, the membership of such member shall be revoked.

3.06 Dual Membership. Chapter members may hold membership in more than one (1) chapter and/or auxiliary.

Article 4 Board

4.01 Governing Body. The Board shall be the governing body of this organization. It shall be composed of the officers and the Elective Standing Committee chairmen. Only elected members of the Board shall have a vote. The Parliamentarian shall attend Board meetings in a nonvoting capacity.

4.02 Powers. The Board shall be subject to the powers and functions as prescribed by the bylaws.

4.03 Policies and Standards. The Board shall have the power to establish and maintain policies and standards.

4.04 Management. The Board shall have the responsibility for the general management of the corporation and the power to act for the corporation between meetings of the membership.

4.05 Terms of Office. Members of the Board shall hold office for a term of one (1) year or until their successors are elected and assume office. They shall assume office at the close of the annual meeting. No member shall be eligible to serve more than two (2) consecutive terms in the same office except for the Treasurer.

4.06 Meetings. Unless otherwise directed by the Board, regular meetings of the Board shall be held on first Monday of each month.

4.07 Conduct of Meetings. Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, including but not limited to electronic meetings, so long as all members participating in such meeting can communicate with one another. Such participation shall constitute personal presence at the meeting.

4.08 Special Meetings. Special meetings of the Board may be called by the President and shall be called upon the written request of two (2) members of the Board, provided notice of such special meetings shall have been given to each Board member at least two (2) days prior thereto.

4.09 Quorum. A majority of the Board shall constitute a quorum.

4.10 Vacancies. Vacancies on the Board, except in the office of President, shall be filled by majority vote of the Board. The office of President shall be filled by the President-Elect, and the Board shall fill the vacancy thus created.

4.11 Executive Committee. The Executive Committee shall be composed of the officers of the Board. This committee shall have the power of the Board between meetings of the Board. Six (6) members shall constitute a quorum. The Parliamentarian shall attend Executive Committee meetings in a nonvoting capacity.

Article 5 Nominations and Elections

5.01 Nominating Committee. In November, the Nominating Committee shall be elected. Two (2) members and one (1) alternate shall be elected by and from the Board and three (3) members and one (1) alternate elected by and from the voting membership. The chairman and vice chairman shall be elected by and from the Nominating Committee. No member shall be eligible to serve two (2) consecutive years. The Parliamentarian shall call the first meeting of the Nominating Committee.

5.02 Slate. In March the Nominating Committee shall submit its slate of nominees for offices on the Board. These offices are: President-Elect, Secretary, Treasurer, Vice President Membership, Vice President Philanthropic Programs, Vice President Retail Sales Group, Vice President Fundraising, Vice President Building Management, Vice President Public Relations, Vice President Finance and Budget, and Vice President Strategic Planning. They shall also submit recommendations to the Board for the appointed chairmen.

5.03 Notice. The committee chairman shall submit a copy of the slate of nominees to the Secretary and to each voting member at least one (1) month prior to the election meeting or at the previous regular meeting.

5.04 Petition Process. Ten percent (10%) or more of chapter members eligible to vote may nominate, by signed petition, an additional nominee for an office on the Board, by mailing such petition together with the written consent of the nominee to the Secretary at least ten (10) days prior to the election meeting. No member shall sign more than one (1) nominating petition in a year.

5.05 Election Meeting. The Board shall be elected at the election meeting in April.

5.06 Voting. Elections shall be by voice vote, except when a nominating petition shall have been received, in which event the vote for the contested office shall be by ballot.

Article 6 Officers and Their Duties

6.01 President. The President shall:

(a) Be chief executive officer of the corporation;

(b) Preside at meetings of the Board and membership;

(c) Unless otherwise provided in these bylaws, appoint, with Board approval, the chairmen of Appointive Standing Committees;

(d) Appoint special committees by direction of the Board or membership;

(e) Appoint a Parliamentarian;

(f) Appoint an Assistant Treasurer;

(g) Sign legal documents with the Secretary;

(h) Be authorized to sign checks with the Treasurer, Secretary, and President-Elect;

(i) Be, ex officio, a member of all committees except the Nominating Committee;

(j) Present an annual report of corporate activities to the membership;

(k) Submit to the national office the annual report of corporate activities within thirty (30) days following the corporation's annual meeting, and

(l) Serve as delegate to represent the chapter at annual and special meetings of National Assistance League.

6.02 President-Elect. The President-Elect shall:

(a) Serve as President the year following the term of office as President-Elect and shall not be a member of the Nominating Committee;

(b) Assume the office of President if a vacancy occurs;

(c) Perform the duties of the President if the President is absent;

(d) Be a member of the Building Management Committee, Membership Committee, Bylaws Committee, and be, ex officio, a member of all other committees;

(e) Be responsible for educational events in accordance with the policies established by the Board and membership;

(f) Be authorized to sign checks with the President, Treasurer, and Secretary; and

(g) Serve as delegate to represent the chapter at annual and special meetings of National Assistance League.

6.03 Vice President Membership. The Vice President Membership shall:

(a) Be chairman of the Membership Committee;

(b) Appoint a roster chairman with the approval of the President and be responsible for the publication of the roster;

(c) Appoint the Orientation Chairman and oversee orientation of new members; and

(d) Serve as an alternate delegate to represent the chapter at the annual and special meetings National Assistance League.

6.04 Vice President Philanthropic Programs. The Vice President Philanthropic Programs shall:

(a) Be chairman of the Philanthropic Programs Committee; and

(b) Serve as an alternate delegate to represent the chapter at the annual and special meetings of National Assistance League.

6.05 Vice President Retail Sales Group. The Vice President Retail Sales Group shall:

(a) Be chairman of the Retail Sales Group committee;
(b) Be a member of the Public Relations Committee.

6.06 Vice President Fundraising. The Vice President Fundraising shall:
(a) Be chairman of the Fundraising committee;
(b) Be a member of the Public Relations committee.

6.07 Vice President Building Management. The Vice President Building Management shall:

(a) Be chairman of the Building Management Committee;

(b) Hire employees to maintain the building and grounds;

(c) Be responsible for contract negotiations for improvements or renovations; and

(d) Be responsible for the lease property and tenant issues.

6.08 Vice President Public Relations. The Vice President Public Relations shall:

(a) Be chairman of the Public Relations Committee;

(b) Be a member of the Fundraising Committee; and

(c) Approve all media and printed information.

6.09 Vice President Finance and Budget. The Vice President Finance and Budget shall:

(a) Be chairman of the Finance and Budget Committee; and

(b) Assist the Treasurer in preparing for the annual audit or review.

6.10 Vice President Strategic Planning. The Vice President Strategic Planning shall:

(a) Be chairman of the Strategic Planning Committee;

(b) Present the updated Strategic Plan to the Board in April of each year.

(c) Be a member of the Finance & Budget committee.

6.11 Presiding Officer of Meetings. In the absence of the President, (and President-Elect) the Vice Presidents shall serve in the order of their office.

6.12 Secretary. The Secretary shall:

(a) Record the minutes of the Board and regular meetings and permanently maintain the original minutes;

(b) Be custodian of the records of the corporation including the minutes of committee meetings, but excluding financial records;

(c) Sign legal documents with the President;

(d) Certify, immediately following receipt of the call to the annual or special meeting of National Assistance League, the names of the chapter delegate and alternate to the National Secretary;

(e) Be authorized to sign checks with the President, President-Elect, and Treasurer, and

(f) Forward Board minutes to Board members and regular meeting minutes to the membership by e-mail.

6.13 Treasurer. The Treasurer shall:

(a) Be chief financial officer of the corporation;

(b) Be responsible for the collection and disbursement of funds;

(c) Be responsible for the financial records of the corporation;

(d) Be authorized to sign checks with the President, President-Elect, and Secretary;

(e) Be responsible for the filing of required tax forms;

(f) Be a member of the Finance and Budget Committee;

(g) Submit to the national office per capita dues to arrive at the national office on or before June 1;

(h) Submit to the national office within four and one-half (4½) months following the end of the fiscal year, the required documents, in compliance with National Policies for Chapters;

(i) Present a financial report at Board meetings and regular meetings of the membership;

(j) Manage restricted funds; and

(k) Review and approve requests for expense reimbursements.

Article 7 Indemnification

7.01 Indemnification of Officers, Directors, Employees and Agents. To the extent allowed by state law, the Board of the chapter shall have the authority to indemnify any officer, director or agent duly authorized by the Board who was or is made a party to any proceeding in any action, other than an action brought by or on behalf of the national organization or the chapter, by reason of the fact that such person was such an officer, director or agent, at the time of the occurrence constituting the cause of action, against all expenses, judgments, settlements and/or liability reasonably incurred in connection with the proceeding. The authority to indemnify shall be exercised by the Board on the basis of each such occurrence. Indemnification shall not include reasonable attorneys' fees paid or incurred by such persons if the Board agrees to and does provide an attorney to defend such action at the expense of the chapter.

7.02 Indemnification of National Assistance League. The chapter agrees to defend and indemnify and hold National Assistance League, and its officers, directors, members, employees and agents (collectively, "National Assistance League Indemnified Parties") harmless against any charges, damages, costs and expenses (including reasonable attorney's fees and court costs), liability or loss which any National Assistance League Indemnified Party may suffer, sustain or become subject to as a result of or arising out of any action or inaction of such chapter. In any action or proceeding relating to the foregoing indemnity, and brought against any National Assistance League Indemnified Party, the National Assistance League Indemnified Party shall have the right to (a) participate in the defense of such action or proceeding with attorneys of its own choosing or (b) defend itself in any action or proceeding with attorneys of its own choosing.

Article 8 Standing and Special Committees

8.01 Committee Appointments. Unless otherwise provided in these bylaws, committees are open to any interested member.

8.02 Elective Standing Committees.

(a) **Membership Committee.** The Vice President Membership shall be chairman of this committee. This committee shall be composed of the chairman, President-Elect and members deemed necessary to carry out the work of the committee. The chairman shall appoint a liaison to the Professional Members. The committee shall be responsible for recording service hours, maintaining members contact information, contacting potential members, member retention and membership procedures in accordance with the policies established by the Board.

(b) **Philanthropic Programs Committee.** The Vice President Philanthropic Programs shall be chairman of this committee. This committee shall be composed of the chairman and chairmen of the following committees: Operation School Bell, Cordero, OHSU Discovery Tours, Life Story Book, Assault Survivor Kit, Unaccompanied Youth and a vice chairman and secretary. This committee shall be responsible for program termination, as well as development, expansion, and evaluation of all programs in accordance with the policies of the Board.

(c) **Retail Sales Group Committee.** This committee shall be composed of the chairman and chairmen of the following committees: Thrift Shop, Consignment Shop, Annex, and a vice chairman and secretary. This committee shall be responsible for all retail sales fundraising in accordance with the policies established by the Board.

(d) **Fundraising Committee.** The Vice President Fundraising shall be chairman of this committee. This committee shall be composed of the chairman and chairmen of the following committees: Fundraising, Grants, Vice President Public Relations, and the vice chairman and secretary. This committee shall be responsible for all new and ongoing fundraising in accordance with the policies established by the Borad.

(e) **Building Management Committee.** The Vice President Building Management shall be chairman of this committee. This committee shall be composed of the chairman, President-Elect and members deemed necessary to carry out the work of the committee. This committee shall be responsible for building operations, office supplies and equipment, insurance and risk assessment. It shall be the responsibility of this committee to maintain the property in accordance with the policies of the Board.

(f) **Public Relations Committee.** The Vice President Public Relations shall be chairman of this committee. The chairman shall serve on the Retail Sales Group and Fundraising Committee. This committee shall be composed of the chairman, Vice President Retail Sales Group, Vice President Fundraising and members deemed necessary to carry out the work of the committee. This committee shall be responsible for the membership and community newsletters, chapter history, speakers' bureau, the chapter website, and coordinating the release of media and printed information in accordance with the policies established by the Board.

(g) **Finance and Budget Committee.** The Vice President Finance and Budget shall be chairman of this committee. The committee shall be composed of the chairman, Treasurer, Vice President Strategic Planning and four (4) members appointed by the chairman with financial, investment or business knowledge. This committee shall prepare the annual budget with input from committee chairmen, approve all operating and capital expenses, manage and monitor the chapter's investments and prepare a long term financial plan. Annual corporate budgets (operating and capital expenditures} shall be approved by the Board and membership prior to the beginning of the fiscal year.

(h) Strategic Planning Committee. The Vice President Strategic Planning shall be chairman of this committee. This committee shall be a rotating committee composed of the chairman and six (6) voting members, each of whom shall have completed a minimum of three (3) years of active membership. Each year the committee shall recommend to the Board two (2) members from the membership at large. Each member shall serve a three (3) year term. The immediate past President shall be the third new member of the committee each year and shall serve for a term of one (1) year. Three (3) members shall retire each year; two (2) who have completed three (3) years of service and the past President who has served a term of one (1) year. If a vacancy occurs on the committee, the Board shall appoint a replacement to fill out the remaining term. Members are eligible for a new term after two (2) years of retirement from the committee.

This committee shall recommend to the Nominating Committee a nominee from the committee for Vice President Strategic Planning for the following year. The member's name will be submitted to the Nominating Committee in February.

It shall be the responsibility of this committee to develop and maintain a long range plan, take this plan to the committees and membership, evaluate progress in meeting goals, and make budget recommendations when necessary to achieve the chapter's vision and mission.

8.03 Appointive Standing Committees.

(a) Thrift Shop Committee. This committee shall be composed of the chairman and interested members. The chairman shall serve on the Retail Sales Group Committee and Unaccompanied Youth Committee. It shall be the responsibility of this committee to manage and control the business affairs of the Thrift Shop in accordance with the policies established by the Board.

(b) Consignment Shop Committee. This committee shall be composed of the chairman and interested members. The chairman shall serve on the Retail Sales Group Committee. It shall be the responsibility of this committee to manage and control the business affairs of the Consignment Shop in accordance with the policies established by the Board.

(c) Annex Committee. This committee shall be composed of the chairman and interested members. The chairman shall serve on the Retail Sales Group Committee. It shall be the responsibility of this committee to manage and control the business affairs of the Annex in accordance with the policies established by the Board.

(d) Fundraiser Committee. This committee shall be composed of the chairman, chairman for the following year, Public Relations chairman and interested members. The chairman shall serve on the Fundraising Committee. It shall be the responsibility of this committee to organize, promote and present events as approved by the Board.

(e) Grants Committee. This committee shall be composed of the chairman and interested members. The chairman shall serve on the Fundraising Committee. This committee shall discuss specific needs with the program chairmen. It shall be the responsibility of this committee to apply for grants, awards, approach sponsors, and look for supplemental funds to support the programs.

(f) Operation School Bell Committee. This committee shall be composed of the chairman and interested members. The chairman shall serve on the Philanthropic Programs Committee. It shall be the responsibility of this committee to administer the program giving school clothing to referred students, and supervise chapter volunteer activities in accordance with the policies established by the Board.

(g) **Cordero Committee**. This committee shall be composed of the chairman and interested members. The chairman shall serve on the Philanthropic Programs Committee. It shall be the responsibility of this committee to supervise chapter volunteer activities of Janus Youth/Cordero House.

(h) **OHSU Discovery Tours Committee**. This committee shall be composed of the chairman and interested members. The chairman shall serve on the Philanthropic Programs Committee. It is the responsibility of this committee to act as tour guides at Oregon Health Science University.

(i) **Life Story Book Committee**. This committee is composed of the chairman and interested members. The chairman shall serve on the Philanthropic Programs Committee. It is the responsibility of this committee to create memory books for Services to Children and Families.

(j) **Assault Survivor Kit Committee**. This committee is composed of the chairman and interested members. The chairman shall serve on the Philanthropic Programs Committee. It is the responsibility of this committee to provide appropriate clothing for assault victims to wear home after the hospital exam.

(k) **Unaccompanied Youth Committee.** This committee is composed of the chairman, Thrift Shop chairman and interested members. The chairman shall serve on the Philanthropic Programs Committee. It is the responsibility of this committee to provide a set of appropriate clothing for a job interview to referred Beaverton students.

(l) **Bylaws Committee.** This committee shall be composed of the chairman, Parliamentarian, President-Elect and members appointed by the chairman. It shall be the responsibility of this committee to recommend proposed amendments to the Board and membership.

(m) **Assistant Treasurer.** The Assistant Treasurer is appointed by the President and shall assist the Treasurer in performance of duties.

8.04 **Special Committees**. By direction of the Board or membership, the President shall appoint special committees.

Article 9 Meetings

9.01 **Regular Meetings.** Unless otherwise directed by the Board, with membership approval, regular meetings shall be held on the third Monday of each month, except for June and July.

9.02 **Election and Annual Meetings.** The regular meeting in April shall be known as the election meeting, and the regular meeting in May shall be known as the annual meeting.

9.03 **Conduct of Meetings.** Members of the Board, governing bodies and committees may participate in a meeting through use of conference telephone or similar communications equipment, including but not limited to electronic meetings, so long as all members participating in such meeting can communicate with one another. Such participation shall constitute personal presence at the meeting.

9.04 Special Meetings. Special meetings may be called by the President and shall be called upon the written request of a majority voting members. The purpose of the meeting shall be stated in the call. Except in emergencies, at least three (3) days' notice shall be given.

9.05 Voting Rights. There shall be no vote by proxy.

9.06 Quorum. Thirty-five (35) percent of the voting members shall constitute a quorum.

Article 10 Finance

10.01 Fiscal Year. The fiscal year of this organization shall be from June 1 through May 31.

10.02 Dues and Fees. Annual dues shall be payable on or before April 15 and delinquent on May 31. Chapter dues shall be seventy dollars ($70) per year for voting members. There shall be no non-voting members. An orientation fee of ten dollars ($10) shall be paid by each new member. Existing life membership shall be honored.

10.03 National Assistance League Dues. Annually, the corporation shall pay to National Assistance League per capita dues of thirty-five dollars ($35).

10.04 Requirements. The corporation shall maintain a sound financial position and shall have a Certified Public Accountant audit or review its financial statements annually.

10.05 Delegates and Alternates. The chapter, at its own expense, shall send its delegates and may send its alternates to the annual meeting and special meetings of National Assistance League.

10.06 Proposed Expenditures. Proposed expenditures of unbudgeted funds in excess of five hundred dollars ($500) shall be presented to the Board and membership for approval.

10.07 Fundraising. The corporation shall plan fundraising events and activities in compliance with National Policies for Chapters.

10.08 Fundraising Agent. The corporation shall not act as a fundraising agent for individuals or other organizations.

Article 11 Advisory Council

11.01 Advisory Council. An Advisory Council, composed of representative members of the community, including an attorney and a Certified Public Accountant, shall serve the corporation in an advisory capacity. Members shall serve for a three (3) year term on a rotation basis. Advisory Council Members may be asked to serve a second or third term when deemed necessary by the Board. Members shall be elected by the Board. Vacancies on this council shall be filled by a vote of the Board.

Article 12 National Assistance League

12.01 Determining Delegates. The chapter shall elect at its election meeting, to serve for one (1) year, a voting delegate, and an alternate thereto, for up to one hundred (100) of the chapter's membership (but not less than one (1) voting delegate and with the membership rounded off to the next highest hundred for such determination), to represent the chapter at annual and special meetings of National Assistance League. Additional delegates/alternates shall be elected for each one hundred (100) additional members, and if there are additional members in excess of those divisible by one hundred (100), one additional delegate/alternate shall be elected if there are fifty-one (51) or more additional members.

12.02 Delegate Vacancies. Should neither the delegate nor the alternate be available to serve, the Board may elect another delegate who shall be certified to the National Secretary at least twenty-four (24) hours prior to the annual meeting and special meetings of National Assistance League.

12.03 Votes Per Member-Delegates. The chapter shall be entitled to that number of votes equal to its number of delegates.

Article 13 Bylaws and Amendments

13.01 Bylaws for Chapters. The chapter shall be governed by these bylaws. The bylaws shall not be in conflict with the Bylaws of National Assistance League, any federal laws or with the laws of the state in which the corporation is incorporated. Conflicts unresolved by a standing committee to be determined by the National Board shall be referred to the National Board for resolution, and the decision of this body shall be final. In the event of any conflict, the laws of the state shall prevail.

13.02 Amendments and Revisions. These bylaws may be amended or new bylaws adopted at any regular meeting, or at any special meeting called for that purpose, provided that written notice of each proposed amendment or the proposed new bylaws shall have been given to each voting member at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting.

13.03 Conforming. When amendment of these bylaws shall become necessary by action of National Assistance League, the Bylaws Committee of the chapter is authorized to conform these bylaws in accordance therewith, and such amendment shall have the same force and effect as if adopted by the members of the chapter in accordance with the provisions of 13.02 of this Article.

13.04 Filing. Current bylaws and standing rules shall be on file at the national office.

Article 14 Parliamentary Authority

14.01 Rules of Order. The current edition of *Robert's Rules of Order Newly Revised*, as amended from time to time, shall govern the meetings of the chapter insofar as those rules are not inconsistent with or in conflict with these bylaws, the Articles of Incorporation, the Bylaws of National Assistance League, the law, the laws of the State of Oregon or rules governing agenda, motions and related matters.

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