2010 Important Information & Dates

Campaign Regulations

The State Employee Combined Campaign Regulations are under review; therefore the 2010 Campaign Application represents a streamlined approach from previous years. Please follow these instructions carefully since there are multiple changes in the requirements and process.

NEW FOR 2010 - Deadline for Submission

Application deadline is March 2, 2010. All mailed applications must bear the March 2 postmark. Hand delivered applications must be received in the SECC office by 5:00 pm Eastern Standard Time.

In previous years, the campaign allowed charities to submit applications that did not have all required documentation at the time of submission. The campaign will no longer be able to accept applications that are not complete by the due date of March 2. Applications that are not deemed totally complete applications will be declined. No information will be accepted after March 2. Before submitting your application, please check to make sure all information is accurate and all attachments are included. No exceptions will be allowed.

Communications

- SECC Mailing Address

  State Employees Combined Campaign
  Two Hannover Square, Suite 1230
  Raleigh, North Carolina 27601

- Telephone: [919] 821-2886
- FAX: [919] 836-9070

- Website: www.ncsecc.org

Application Submission

- Faxed or electronic applications will not be accepted...

- The application package is available for download at www.ncsecc.org.

- The burden of demonstrating eligibility rests with the applicant.

State Employees Combined Campaign
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Notification

The Statewide Campaign Office will assess applications for compliance and completeness before making recommendations for approval or decline to the SECC Advisory Board. The Campaign Office will notify all applicants by May 1st of their campaign status.

NEW FOR 2010 - COMPLETION OF PART A – FOR ALL APPLICANTS

An Excel spreadsheet is included as part of this application. This spreadsheet should be used to include information from Part A of the application. Once you type the information into the spreadsheet, please download the spreadsheet onto a cd and include it with your application. The template is in the format that is required for merging the charity's data into the SECC database. The information provided in the spreadsheet will be used to generate information in the 2010 Resource Guide. Federations must include data for each charity participating within their federation. **Please Do Not Modify** the format of this spreadsheet. Any application submitted without a CD will be considered **incomplete and will be declined**.

INSTRUCTIONS FOR COMPLETION

- Charities may apply for admission as an Independent Charity, a Federation or a Member Organization of a Federation. Charities may not apply as both a Federation and as an Independent Charity, or as a Member of a Federation and as an Independent Charity.
- All charities must complete Part A of the 2010 application to be considered for admission.
- Independent charities are required to submit a completed application (hard copy), all attachments and a CD with the SECC spreadsheet regardless of whether a new or re-applicant charity. All information from Part A of the application must be included on the CD. If information is omitted, the application will be considered incomplete and declined for inclusion in the campaign.
- Re-applicants are those applying for admission to the 2010 campaign that were approved to participate in the 2009 campaign. All charities that did not participate in the 2009 campaign are considered a new applicant and must submit a complete application. This also applies to charities that may have participated in a year prior to 2009.

INSTRUCTIONS FOR FEDERATIONS ONLY

All federations applying for admission to the 2010 campaign must submit appropriate application information and documentation on behalf of member charities that are included within the federation. Remember: a completed and signed *Certification of Compliance [Part C and Part D]* is required for each member charity even if the charity participated previously as a federation member.

Federations must submit a completed application (hard copy) and all attachments for new charities. Applications, including all attachments, for re-applicants must be kept in the federation office and open for review. All information from Part A of the applications must be included on the SECC spreadsheet template for all charities listed within the federation. If information is omitted from the CD, the application will be considered incomplete and declined for inclusion in the campaign.

It shall be the responsibility of each federation to certify that all member charities applying for admission are in compliance with the campaign's regulations. The SECC Advisory Committee reserves the right to request information at any time from a federation that documents a member charities compliance with campaign regulations. Such information shall be provided within 10 days of the notification postmark date. The SECC Advisory Committee may deny eligibility of a member charity if the parent federation fails to provide the requested information within the stated 10-day period.

PART A APPLICANT INFORMATION

Legal Name of Organization
The name of the applicant charity as it is listed with the North Carolina Department of the Secretary of State.

Other Name [DBA or Program Name]
Some organizations are considered DBA [Doing Business As], which typically means that the organization is operating under a name other than the legal name**.** If applying as a program within an organization, please give us the program name. *Please note that we will use the DBA name in the 2010 Resource Guide. If there is no DBA name, then the organization's Legal Name will be used*.

Mailing Address
List the mailing address where communications from the SECC will be sent.

Name/Title of Organization CEO
Provide the name of the organization's Chief Executive Officer or Chief Professional Officer.

Name/Title of Organization Contact
Provide a name and telephone number for the Primary Contact Person for communication about the SECC. All official campaign correspondence will be sent to the identified Primary Contact...

Website
List the complete Internet address to be used in the 2010 Resource Guide. If your organization does not have a website, please put N/A in this space.

Tax ID Number
Please provide the Employer Identification Number [EIN] from the Internal Revenue Service.

FRA
The FRA is the total support and revenue that an organization allocates to fundraising and administrative expenses. Please complete this portion of the application using the formula provided.

Description of Services
Please provide a brief 25-word description of the organization's programs and services. This description cannot exceed 25 words to assure placement in our 2010 Resource Guide *(please use spell-check)*

Category of Services
Please mark "X" in the appropriate cell that identifies services provided This information will be used to help guide state employees and retirees who may be seeking program information in the "*Help Pages*" site.

Area of Services
Please mark "X" in the appropriate cell that identifies services provided. If the organization is neither statewide, national nor international, please select the specific NC counties in which services are offered.

PART B Attachments

Attachment A CPA Audit or Review

Campaign regulations require the submission of the most recent audited financial statement for all organizations with total support and revenue of $300,000 or greater. A CPA review is permissible for organizations with revenue less than $300,000. "Most recent" means the most recent fiscal year for which an audit or review of financial information was prepared. The most recent fiscal year must occur in a 3-year period from 2007-2009. The SECC Advisory Committee may grant an exception to the requirement for an audit or review if your organization filed Articles of Incorporation with the NC Department of the Secretary of State since March 1, 2009.

Attachment B Explanation of Excessive FRA

The SECC Advisory Committee may decline organizations reporting an FRA in excess of 25% unless the organization demonstrates that its actual expenses are reasonable and outlines steps to reduce the FRA in the next fiscal year. If your organization's FRA exceeds 25%, please provide information that explains this condition and why you believe it is reasonable. You must also provide information to explain how your organization plans to reduce the FRA in the next fiscal year.

Attachment C IRS Form 990

Your application must include IRS Form 990 signed by an authorized agent or officer from your organization. A CPA or accountant's signature will not satisfy this requirement. If your organization is not required by the IRS to submit Form 990, you must still complete pages 1 and 2 of the form with the notation "*For SECC Purposes Only*" at the top of the first page. **The Form 990 and the CPA Audit/Review must cover the same fiscal years.**

Attachment D NC Solicitation License

A copy of your current NC solicitation license (submitted as a 501 c3) issued by the NC Department of the Secretary of State is required. Solicitation licenses must be valid on or after February 15, 2010. An application for a solicitation license in lieu of the actual license will not be accepted. Some non-profit organizations are exempt from licensure under General Statute 131F-3(3). If your organization is exempt, please provide a letter from the NC Department of the Secretary of State that documents your exemption.

If you do not have a current license or need information regarding the status of your license, contact the NC Department of the Secretary of State at the number shown on the Contact List or visit http://www.secstate.state.nc.us. If your organization has been approved for licensure but you have not yet received the license, please send a copy of your approval as shown on the website for the NC Department of the Secretary of State as proof of licensure.

Attachment E CD Containing Part A

Please send the information requested in Part A as an Excel spreadsheet. We will provide you a template in the format that we require for entering your organization's data into our database. Once all Part A information has been entered in the Excel spreadsheet template, please copy the spreadsheet to a CD. The information you provide will generate information that we will use in listing your federation or agency in our 2010 Resource Guide. **Please do not modify the spreadsheet template.**

Attachment F For Federations Only - List of Member Organizations

Please submit a list of your member organizations applying for admission to the 2010 campaign.

PART C CERTIFICATION OF COMPLIANCE

The State Employees Combined Campaign requires that all organizations applying for admission certify compliance with the requirements as outlined within the 2010 SECC application.

PART D SIGNATURE

Please date and sign your application. The signatory must be an authorized agent of the organization.

Please submit your completed application package including all required attachments and certifications to:

State Employees Combined Campaign
Two Hannover Square, Suite 1230
434 Fayetteville Street
Raleigh, North Carolina 27601

You may also choose to hand deliver the completed application package to the address noted above during our business hours which are 8:30 am to 5:00 pm Monday through Friday.

The deadline for receipt of applications is Monday, March 2, 2010.
Applications received by mail must be postmarked by Monday, March 2, 2010.

We are glad to answer any questions you have regarding the application procedures. Please refer questions to:

Meredith Barrett Cuomo, SECC Director
Laura Baker, Resource Development Director
Alan Taylor, University Campaign Manager

[919] 821-2886

Thank you for your interest in the State Employees Combined Campaign. We look forward to receiving your application for admission to the 2010 campaign, and we are pleased to offer our support and resources as a "Partner in Giving."

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