CFC MEMORANDUM 2015-04   **July 17, 2015**

TO: **LOCAL FEDERAL COORDINATING COMMITTEES AND PRINCIPAL COMBINED FUND ORGANIZATIONS**

FROM: **KEITH WILLINGHAM**
                    DIRECTOR, COMBINED FEDERAL CAMPAIGN

SUBJECT: **2015 CFC CHARITY LIST, NATIONAL/INTERNATIONAL PART**

We are pleased to issue the National/International part of the 2015 Combined Federal Campaign (CFC) Charity List. Campaigns are required to reproduce this list, without modifications, in local campaign Charity Lists and on any applicable electronic information system.

The information is provided in two formats -- Microsoft Word and Excel. In addition, we have attached the Preface and Introduction, a Table of Contents, alphabetical and numerical indexes and a version of the National/International list without the 25 word description for use by smaller campaigns (see 5 CFR §950.401(k)). Campaigns with pledges of $100,000 or more in the 2014 CFC are required to include the 25-word statements in all versions of their Charity Lists. Please note that, while campaigns with pledges under $100,000 have the option to not print 25-word statements in paper charity lists, these campaigns must still enter 25-word statements in the CFC Charity Registry and include these statements in electronic giving charity databases.

There are 2,660 national/international organizations approved for participation in the 2015 CFC. This includes one new international federation – Haiti Aid

List Order

The CFC regulations at 5 C.F.R. Part 950 require that the order of the parts of the Charity List be rotated annually. This year the order is: 1) International Organizations; 2) Local Organizations, and; 3) National/International Organizations. The order of these parts and order of federations in each part cannot be altered by campaigns.

As a reminder, the Local Federal Coordinating Committee (LFCC) must determine by a random drawing the order in which local federations and the alphabetical group of independent organizations appear in the Charity List (5 CFR §950.401(g)(2)).

Index and Table of Contents

- **Index:** To assist donors in their search for an organization, we recommend you add an alphabetical index of the participating organizations in the Charity List either at the beginning or end of the Charity List.

- **Table of Contents:** The use of a Table of Contents is strongly encouraged. The attached Table of Contents reflects the official order of the parts of the Charity List, and must not be altered, except to insert the order of federations and alphabetical group of independent organizations in the local part.

- **Small Campaigns:** We have included a version of the National/International list without 25-word statements. This format may be used only by campaigns that received less than $100,000 in contributions in 2014. All other campaigns are required to include all Charity List information in both print and electronic versions made available to donors. Again, small campaigns must still include enter 25-word statements in the CFC Charity Registry and include these statements in electronic giving charity databases.

Special Features

- **Charities being listed under a name other than their legal name** (i.e. other than the name that appears on the IRS Business Master File) must include their legal name in parenthesis. Charities that wish to use a name other than the legal name must have submitted documentation from the IRS or a state government to use the assumed name with their application.

- **Each participating organization may appear only once in the Charity List** (i.e. organizations on the National/International part may not also appear on the Local part). However, a listing of a national organization, as well as its local affiliate organization, is permitted. Each national or local organization must individually meet all of the eligibility criteria and submit independent documentation as required in §950.202, §950.203 or §950.204 to be included in the Charity List, except as noted in §950.401(i).

- **Organizations on the National/International part cannot convert to the Local part,** even if the national organization would otherwise qualify as a local organization. However, a national/international organization may waive its listing in the National/International or International parts of the Charity List in favor of its local affiliate by following the procedures set forth in §950.201(c).

- **Administrative and fundraising rates must be listed and rounded to the tenth of a percent.** For example, a 10 percent rate would appear as 10.0 percent and a 10.55 percent rate would appear as 10.6 percent. Donors should be instructed to contact an organization directly if they wish to receive more information about a rate. Some organizations appear with a negative percentage rate and others may be in excess of 100%. While there are other reasons this may happen, these are often the results of organizations reporting negative revenues caused by investment losses or spending more funds than were received, respectively. Donors should check with the organization and/or review its publicly available IRS Form 990 for a complete explanation.

- **All parts must be compiled into a single Charity List.**

- **Organizations that did not submit taxonomy code information must be listed with a "Z" ("Other").**

The complete content of the CFC Charity List must be made available to all Federal employees in either paper or electronic formats. Electronic formats must also be consistent with Guidelines for the Use of E-Technology in the CFC, Section 2.2, (http://www.opm.gov/cfc/E-Technology/index.asp).

If you have questions about the attached National/International part of the Charity List, Preface and Introduction, Table of Contents, or alphabetical and numerical indexes, please contact your OPM regional representative.

Best wishes for a successful campaign!

Attachments
- 2015 CFC Charity List, National/International Part
- 2015 CFC Charity List, National/International Part without 25-word statements

- Preface and Introduction
- Table of Contents
- Alphabetical Index
- Numerical Index