



CFC MEMORANDUM 2016-04

August 2, 2016

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

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SUBJECT: NTEE CODES IN PRINTED MATERIALS

Based on a pilot program recently completed by the Gateway CFC, we will no longer require the printing of National Taxonomy of Exempt Organizations (NTEE) Codes (also referred to as Service Categories and Taxonomy Codes) in Charity Lists. The pilot program demonstrated that removal of these codes resulted in a cost saving for printing and resulted in no donor complaints.

Please observe the following guidance:

- The decision to print or not print NTEE Codes is the LFCC's to make. Campaigns choosing not to print NTEE Codes must document their decision in the LFCC's minutes.
- The decision to print or not print NTEE Codes must be applied uniformly across all charities in the printed charity lists—national, international, and local. If one charity's NTEE Codes are removed, they are all to be removed.
- Campaigns choosing not to print NTEE Codes must remove the references to Service Categories/Taxonomy Codes from the introductory information that is required to be printed. A revised version of this preface is attached.
- The NTEE Codes must still be included in all online Charity Lists.

Based on this guidance, this memorandum supersedes CFC Memorandum 2006-18 sections regarding "Brochure Format Changes" and "Taxonomy Codes" only insofar as the printing of NTEE codes are now optional at the discretion of the LFCC and CFC codes are now comprised of five digits. Those sections are replaced with the following guidance:

Charity List Format

Example with NTEE Codes:

00000 Name of Organization (legal name of organization, if applicable)
(202)555-1234 www.yourcharity.org EIN#12-3456789 The description will
contain no more than 25 words. It should be worded so the donor understands the
program services provided. 4.2% B,V,O

Example without NTEE Codes:

00000 Name of Organization (legal name of organization, if applicable)
(202)555-1234 www.yourcharity.org EIN#12-3456789 The description will
contain no more than 25 words. It should be worded so the donor understands the
program services provided. 4.2%

Taxonomy Codes

Starting with the 2006 CFC campaign, applicants were asked to provide up to three NTEE Codes as part of the 2006 CFC charity application. Starting with the 2016 CFC campaign, the printing of the codes for local, national, and international charities in 2016 Charity Lists is now optional at the discretion of the LFCC in keeping with the guidance provided above; however, inclusion of NTEE Codes is still required on all online charity lists, search tools, and electronic giving platforms is still mandatory for all campaigns providing these options.

While submission of this information was not a condition of participation, campaigns should take steps to insure that each approved charity has provided at least one code. Failure to provide a code will put the organizations at a disadvantage in web-based searchable brochures. Those that do not provide the codes are to be listed with a "Z" for "Other". Campaign personnel are not authorized to select codes (other than "Z") for non-responsive charities.

If you have any questions regarding this change, please contact your regional representative.