



CFC MEMORANDUM 2017-04

October 16, 2017

**TO: LOCAL FEDERAL COORDINATING COMMITTEES AND
OUTREACH COORDINATORS**

FROM: KEITH WILLINGHAM *Keith Willingham*
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**SUBJECT: 2017 CFC CHARITY LIST, NATIONAL/INTERNATIONAL
PART**

We are pleased to issue the National/International part of the 2017 Combined Federal Campaign (CFC) Charity List. If CFC Zones choose to reproduce this list (either in print, posted on a CFC Zone website, or distributed electronically), they are required to do so without modifications. The searchable charity list is available on the CFC Online Donation System (<https://www.opm.gov/ShowSomeLoveCFC>).

In addition, we are providing the Preface and a Table of Contents. Each zone will receive these documents, in addition to the local charity list, via email, in order to prepare its printed 2017 CFC Charity List.

There are 2,057 national/international organizations approved for participation in the 2017 CFC. This includes one new National/International federation – America's Best Charities.

List Order

The CFC regulations at 5 CFR Part 950 require that the order of the parts of the Charity List be rotated annually. This year the order is: 1) Local Organizations; 2) National/International Organizations; and 3) International Organizations. The order of these parts and order of federations in each part cannot be altered by campaigns. It's worth noting that local organizations in other CFC Zones are not listed in a Zone's printed list, but do show in online search results following these three parts.

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.

Charity Listing Format

- **Each charity listing must use the following format:**

00000 Listing Name of Organization (with legal name in parentheses, if applicable) (202)555-1234 www.yourcharity.org EIN#12-3456789 The charity description will contain no more than 256 characters, to include spaces. 4.2%
A,B,C

Special Features

- **The charity lists provided give the “Listing Name” of each organization.** The Listing Name is the combination of the legal name and, if applicable, the DBA name. Each charity using a DBA name (i.e. a name other than the name that appears on the IRS Business Master File) will have its legal name set in parentheses. These charities must have submitted supporting documentation of the DBA name issued by the IRS or a state or municipal government in order to use the assumed business name.
- **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, international, and local organization must individually meet all of the eligibility criteria and submit independent documentation as required in 5 CFR Subpart B to be included in the Charity List, except as noted in §950.401(h) & (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.
- **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.**
- **IAW CFC Memorandum 2016-04**, NTEE codes can be eliminated from printed lists, if the LFCC so directs. If printed (and in the online charity lists), organizations that did not submit taxonomy code information are listed with a “Z” (“Other”).

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