



Instructions for Completing Michigan SECC Application Worksheet 2013-2014

- Column A** Each Umbrella is issued a deduction code by the State of Michigan upon inclusion in the State Employees Charitable Campaign.
- Column B** Each Member Charity is issued a designation code by the State of Michigan upon inclusion in the State Employees Charitable Campaign. This column is for SECC use only. Please DO NOT modify.
- Column C** This column contains the name of your organization and your Member Charities. This list includes both current and end dated Charities. All names and codes should remain on the application worksheet until they are removed by SECC.
- Column D** This column represents the date when the Umbrella or Member Charity joined the SECC. This column is for SECC use only. Please DO NOT modify.
- Column E** The end date in this column represents Charities that are no longer actively participating in the campaign.
- a)** If a Member Charity has been end dated but WILL be participating in the 2013-2014 SECC, place an 'x' in column F. They will be reinstated.
- b)** If there is a charity that participated last year but will NOT be participating this year, place an 'x' in column H.
- Column F** If a Member Charity has been end dated but wishes to participate in this year's campaign, place an 'x' in column F.
- Column G** If a new Member Charity is applying for acceptance into the 2013-2014 SECC add the Charity name to column C, place an 'x' in column G and complete columns I through Q. Do this for each new applicant Charity. Before adding a new Charity to your list, please check to see that they are not already on the spreadsheet. If they have participated in SECC in the past, they have already been assigned a designation code.

NOTE: All **new** or **reinstated** applicant Charities are required to send hard copies or electronic scans of the following to the SECC: The most recent 501 (c)(3) determination letter, current Charitable Solicitation Registration or exemption letter from the State of Michigan Attorney General, current IRS 990 or Pro forma financials or exemption letter and the Michigan SECC Affirmation of Non-Discrimination.

- Column H** If a Member Charity will not be participating in the 2013-2014 SECC, place an 'x' in column H.
- Column I** If a Member Charity has a name change, place an 'x' in column I and type the designation code from column B and the new name in column C at the bottom of the page.
- Column J** 501(c)(3) determination letter effective date. This should reflect the date of the most recent IRS determination.
- Column K** Charitable Solicitation Registration Number (License to Solicit)
- Column L** Michigan Charitable Solicitation Registration (License) Expiration Date.
Registrations/Licenses are considered expired if the expiration date is prior to April 1, 2013. (If Member Charity does not require Registration/Licensure, type 'exempt' in column K and attach copy of exemption letter from Michigan Attorney General.
- Column M** Indicate the year that the first signed copy of the Affirmation of Non-Discrimination was submitted. (A new signed form is required only for a new or reinstated Charity OR if there has been a change in a previously participating Charity's policy that would impact their SECC inclusion.)
- Column N** Each Umbrella is required to have the most recent available IRS 990 on file for themselves and each of their Member Charities. The date on the 990 cannot precede 2010 and the fiscal year end date cannot be more than 18 months prior to January 2013 (on or after 6/30/11). If 'exempt', enter the fiscal year end date.
- Column O** Enter the agency's administrative and fundraising percentage (AFR%). **NO ORGANIZATION WILL BE EXCLUDED BECAUSE OF THEIR AFR%.** This can be submitted by the Member Charity, by the Umbrella, using the [990 calculation](#) or by using the Michigan Attorney General searchable database.
- To access the Michigan Attorney General searchable database go to:
<http://www.ag.state.mi.us/CharitableTrust/frmDisclaimer.aspx>. Click '**I have read the disclaimer**' at the bottom of the page. Type in the charity name and click '**Search**'. At the lower right of this page you will see '**Total Supporting Services**'. Enter this percentage in column O.
- Column P** Charity phone number
- Column Q** Charity website, if applicable
- Column R** 25 word Charity statement. It is the responsibility of the Umbrella organization to edit this description so that it does not exceed the 25 word (150 characters) limit.