

## Instructions for Completing 2011/2012 Michigan SECC Application Worksheet

- Column A If there is no end date in this column, it means the agency was current as of last year's campaign.
- Column B Check here if an agency is being reinstated (must be treated as a new agency and all information is required to be submitted by hard copy). An agency is considered a reinstated agency if an end date is entered on the worksheet in column A.
- Column C Check here to indicate a name change. Enter the new name, along with current Deduction Code (Ded Code) and Designation Code (Des Code), **at the bottom of the worksheet.**
- Column D 501(c)(3) determination letter effective date. This should reflect the date of the most recent IRS determination. If no change in status has ever been made this will be the original date that the status was granted.
- Column E Michigan Charitable Solicitation License #. (MICS)
- Column F Michigan Charitable Solicitation License Expiration Date (mm/dd/yy). **Licenses are considered expired if the expiration date is prior to April 1, 2011.** (If exempt, type 'exempt' in column D and attach copy of letter from Attorney General's Office indicating that organization is exempt from the need to have a license.)
- Column G Indicate the year that the first signed copy of the Affirmation of Non-Discrimination was submitted. **(An organization's form can be used from year to year. A new signed form is required only for a new or reinstated umbrella or member agency OR if there has been a change in a previously participating umbrella or member agency's policy from that most recently submitted to the SECC.)**
- Column H Check here to indicate a 25 word agency description is being sent via e-mail. (Description must be sent via email on the template provided.)
- Column I 990 Fiscal Year End Date (**the most recent available 990 is required**, and the fiscal year end date on the 990 cannot precede 2008. The period ended cannot be more than 18 months prior to January 2011 (on or after 6/30/09).
- Column J Enter number from IRS 990 – Part IX, Line 25, Column C
- Column K Enter number from IRS 990 – Part IX, Line 25, Column D
- Column L Enter number from IRS 990 – Part VIII, Line 12, Column A
- Column M This column will automatically calculate your percentage of fundraising and administrative cost. (Column J + Column K divided by Column L)
- If the 990 EZ is used please refer to <http://misecc.org/990%20Calculation%20-%20Overhead%20Ratio.pdf> for instructions on the calculations. Add the % to column M and type "990 EZ" in Column O.
- Column N Check here if agency's fundraising and administrative cost exceeds 30.0% and a completed *Michigan SECC Administrative/Fundraising % Statement* has been provided.
- Column O Column is available for additional comments.  
**Add names of new participating agencies at bottom of spreadsheet and complete columns B through M for each new agency.**