



November 28, 2011

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State and Consumer Services Agency
Chairperson

JOHN CHIANG
State Controller
Board Member

MICHAEL A. RAMOS
San Bernardino County District Attorney
Board Member

JULIE NAUMAN
Executive Officer

Dear CSECC Non-Affiliate Applicant,

Your non-profit charitable organization is receiving this packet based on your previous participation in the California State Employees' Charitable Campaign (CSECC). To apply for participation in the 2012 CSECC, please read the following information, the enclosed Non-Affiliate instructions and complete the Non-Affiliate application.

Once complete, send the Non-Affiliate application along with your organization's current IRS 501(c) (3) tax exemption letter and any other required supporting documents to the VCGCB no later than **March 01, 2012.**

The Victim Compensation and Government Claims Board (VCGCB) is authorized by State law to approve requests for charitable organizations to participate in the annual California State Employees' Charitable Campaign (CSECC). CSECC is the only statutorily authorized workplace giving campaign for State of California employees. It was established in 1957 to provide a single charitable fundraising drive. The regulations enabling the campaign are found in the California Administrative Code.

General Information

The CSECC is composed of two distinct phases:

Phase I: Application of Charitable Organizations for Participation in the CSECC

Pursuant to Government Code section 13923 and Title 2, California Code of Regulations, section 663, the VCGCB is authorized to consider applications and issues relating to the annual CSECC. Specifically, the VCGCB determines which charitable organizations may participate.

Charitable organizations may apply to the VCGCB as one of the following designations:

1. A "Principal Combined Fund Drive" (PCFD) agency representing a particular geographic area;
2. An "affiliated member" (Affiliate) agency of a PCFD;
3. A "non-affiliated organization" (Non-Affiliate) independent, represented by a Federation or applying as a Federation.

The VCGCB's determination of an organization's eligibility is not an endorsement.

Although the CSECC is referred to as if it were a single entity, there is no single "state" campaign. Rather, there are approximately 40 local campaigns under the general oversight of the VCGCB. Using criteria set forth in the California Code and Regulation section 633.9, the VCGCB selects Principal Combined Fund Drive (PCFD) agencies to manage each local campaign which may produce their own separate CSECC brochures, publicity materials and campaign plan or collaborate to produce those requirements.

Phase II: California State Employees Receive Pledge Forms

The second part of CSECC begins during a six to eight-week period in the fall. The PCFDs distribute a payroll deduction pledge form and a brochure listing the VCGCB-approved charitable agencies to each state employee in their VCGCB-approved region.

The completed forms are returned to the State Controller’s Office and PCFD respectively. Payroll deduction start dates may vary, depending upon when the State Controller’s Office receives notification. Any questions regarding specific donations or donor information should be directed to your PCFD.

Principal Combined Fund Drive Agencies (PCFD) DEFINED:

The PCFD agencies are those organizations approved by the VCGCB to be responsible for conducting CSECC in designated geographic areas (typically cities and counties). This responsibility involves:

1. Publishing and distributing CSECC literature, which includes a listing of all approved participants (Affiliate and Non-Affiliate) in each PCFDs region;
2. Distributing designation/pledge forms and the aforementioned literature to State employees during the fall workplace solicitation process;
3. Transmitting contributions to the designated organizations (less fundraising and administrative expenses as approved by the VCGCB).

All CSECC participants must certify their tax exempt status under California Revenue and Taxation Code section 23701d and United States Internal Revenue Code, section 501(c)(3) as well as their compliance with the provisions of the California Fair Employment and Housing Act, Part 2.8 (commencing with section 12900).

NON-AFFILIATED ORGANIZATIONS (NON-AFFILIATE) DEFINED:

Charitable organizations that are not member of a PCFD agency may apply to the VCGCB to be included in CSECC material and to receive CSECC-related contributions as “Non-Affiliates”.

Unlike PCFDs, Non-Affiliate CSECC fundraising activities are not restricted to designated geographic areas. Therefore, Non-Affiliates may receive contributions from donors in all 58 counties if so indicated on the application.

All Non-Affiliate applicants must also certify their exempt status under California Revenue and Taxation Code section 23701d and United States Internal Revenue Code, section 501(c)(3) as well as their compliance with the provisions of the California Fair Employment and Housing Act, Part 2.8 (commencing with section 12900).

Tentative schedule of events for the 2012 CSECC year

Distribution of 2012 CSECC applications-----	11/2011
Last day to submit 2012 Non-Affiliate applications to the VCGCB -----	03/01/2012
Board meets to consider 2012 CSECC applications -----	05/2012
Confirmation letters mailed out to approved applicants -----	06/2012

Contact information:

Rose Domingo, CSECC Coordinator

CSECC@vcgcb.ca.gov

916.491.3726

www.vcgcb.ca.gov/csecc
 Visit us for more details to frequently asked questions.



CSECC

CALIFORNIA STATE EMPLOYEES CHARITABLE CAMPAIGN

Administered by the Victim Compensation and Government Claims Board



NA	2012 Non-Affiliate Application	Filing Deadline March 1, 2012
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STOP. READ INSTRUCTIONS CAREFULLY TO PREVENT DENIAL OF YOUR APPLICATION!
For instructions, click or visit: www.vcgcb.ca.gov/csecc/applications

A. General Information

Federal Tax ID Number:	CSECC Application Number (Previous Applicants Only):
<input type="checkbox"/> Check if IRS Group Exempt Central Org's IRS #:	Organization Status: <input type="checkbox"/> New Applicant <input type="checkbox"/> Previous Applicant

B. IRS 501 (c) (3) Requirements

<input type="checkbox"/> A copy of IRS 501(c)(3) <u>must</u> be submitted.	<input checked="" type="checkbox"/> A copy of IRS 501(c)(3) is not required. All New Applicants are required to submit.
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C. Organization Information

LEGAL NAME (Must match name on IRS 501(c)(3) exemption letter)	Chapter/Region (See instructions)
PUBLICATION NAME For CSECC publications <input type="checkbox"/> Legal as listed above or indicate below <input type="checkbox"/> D.B.A <input type="checkbox"/> A.K.A <input type="checkbox"/> Program :	

D. General Information

Organization Type – Check Appropriate Box

<input type="checkbox"/> Independent Organization is NOT a member agency of a federation.	<input type="checkbox"/> Federation Represents itself and 2 more agencies.	<input checked="" type="checkbox"/> Federation Member Federation member communication preference: <input type="checkbox"/> Direct mail– Send to my email OR <input checked="" type="checkbox"/> Send email to my federation in Section F
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PHYSICAL ADDRESS

Address – **No P.O. Box:**

City:	State:	Zip Code:
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MAILING ADDRESS (For CSECC publications)

Address: Check box if same as physical address

City:	State:	Zip Code:
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For Administrative Use Only

Certified: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Explain:		
Certified by (Initials):	Date:	Quality Control By:

E. Contact Information



STOP! READ INSTRUCTIONS CAREFULLY TO PREVENT A DENIAL!

Provide the contact information for the organization member who will be the primary contact for the campaign year (for posting on campaign materials except the email address).

Name:	Website:
Title:	Telephone #:
E-mail (Required) :	Fax Number:

F. Federation Information (For Federation Members Only)

Federation Name (federation members must list their Federation below):

Metropolitan Arts Partnership

G. Description of Activities

Provide a 25 word statement or less describing your organization's activities. Do not include the name of your organization, phone number, website or e-mail address in your statement, as they will be published. **Statements exceeding the 25 maximum word length will be edited.**

H. Areas of Solicitation

Indicate which county(ies) the organization solicits contributions by checking the adjacent box. If the organization solicits contributions from all counties in California, place "X" in the "STATEWIDE" box only.

<input type="checkbox"/> Alameda	<input type="checkbox"/> Glenn	<input type="checkbox"/> Marin	<input checked="" type="checkbox"/> Placer	<input type="checkbox"/> San Mateo	<input checked="" type="checkbox"/> Sutter
<input type="checkbox"/> Alpine	<input type="checkbox"/> Humboldt	<input type="checkbox"/> Mariposa	<input checked="" type="checkbox"/> Plumas	<input type="checkbox"/> Santa Barbara	<input type="checkbox"/> Tehama
<input checked="" type="checkbox"/> Amador	<input type="checkbox"/> Imperial	<input type="checkbox"/> Mendocino	<input type="checkbox"/> Riverside	<input type="checkbox"/> Santa Clara	<input type="checkbox"/> Trinity
<input type="checkbox"/> Butte	<input type="checkbox"/> Inyo	<input type="checkbox"/> Merced	<input checked="" type="checkbox"/> Sacramento	<input type="checkbox"/> Santa Cruz	<input type="checkbox"/> Tulare
<input type="checkbox"/> Calaveras	<input type="checkbox"/> Kern	<input type="checkbox"/> Modoc	<input type="checkbox"/> San Benito	<input type="checkbox"/> Shasta	<input type="checkbox"/> Tuolumne
<input type="checkbox"/> Colusa	<input type="checkbox"/> Kings	<input type="checkbox"/> Mono	<input type="checkbox"/> San Bernardino	<input checked="" type="checkbox"/> Sierra	<input type="checkbox"/> Ventura
<input type="checkbox"/> Contra Costa	<input type="checkbox"/> Lake	<input type="checkbox"/> Monterey	<input type="checkbox"/> San Diego	<input type="checkbox"/> Siskiyou	<input checked="" type="checkbox"/> Yolo
<input type="checkbox"/> Del Norte	<input type="checkbox"/> Lassen	<input type="checkbox"/> Napa	<input type="checkbox"/> San Francisco	<input type="checkbox"/> Solano	<input checked="" type="checkbox"/> Yuba
<input checked="" type="checkbox"/> El Dorado	<input type="checkbox"/> Los Angeles	<input checked="" type="checkbox"/> Nevada	<input type="checkbox"/> San Joaquin	<input type="checkbox"/> Sonoma	
<input type="checkbox"/> Fresno	<input type="checkbox"/> Madera	<input type="checkbox"/> Orange	<input type="checkbox"/> San Luis Obispo	<input type="checkbox"/> Stanislaus	<input type="checkbox"/> STATEWIDE

I. Service Type

List the category (ies) that best describes the organization's activities. For a list of categories, visit: vcgcb.ca.gov/csecc/applications.aspx

Organization Name:

2012 NAFF APPLICATION Conditions For Approval

By signing this application, the organization applying to participate in the 2012 CSECC agrees to the following conditions:

We agree that:

- 1) Any Principal Combined Fund Drive (PCFD) agency approved by the Victim Compensation and Government Claims Board (VCGCB) for the 2012 CSECC may, prior to transmitting the contributions designated to our organization, deduct a percentage for reimbursement of PCFD fundraising and administrative expenses. The VCGCB-approved percentage rate for this deduction will be published in the CSECC literature distributed by the PCFD to State officers and employees.
- 2) We shall hold harmless the State of California, including but not limited to its officers and employees, from any liability that may result from making, canceling or changing any requested payroll deduction, in consideration for and as a condition of the State Controller withholding and transmitting payroll deductions, as authorized by California Government Code Section 1151 (f).

We acknowledge that:

- 1) This original application form must be **complete** and postmarked no later than the March 01, 2012 filing date specified by the VCGCB. A timely submission is necessary to ensure that our organization will, if approved by the VCGCB, be included by name, in the CSECC literature distributed by the respective PCFD to State officers and employees.
- 2) If the VCGCB requests information supporting a certification of eligibility, the information must be furnished promptly. The burden of demonstrating eligibility shall rest with the applicant.

We certify under penalty of perjury that:

- 1) We are currently a charitable organization qualified as "exempt" under Section 23701d of the California Revenue and Taxation Code and paragraph (3) of subsection (c) of Section 501 of the Internal Revenue Code of 1954; and
- 2) We are in compliance with the provisions of the California Fair Employment and Housing Act, Part 2.8 (commencing with Government Code section 12900).
- 3) Our organization, its Board Members and Executive Officers are not in violation of any State of California or federal laws and regulations.
- 4) **After careful review of the instructions**, we have completed the application, and to the best of our knowledge, all of the answers are true, correct and complete.
- 5) We further acknowledge that the VCGCB may elect to de-certify an organization that makes a false certification and/or engages in illegal activity after approval.
- 6) **We will immediately notify the Board by email to csecc@vcgcb.ca.gov, of any changes to the information provided in or in connection with the application. Any changes to an application will be reviewed by the Board Staff to determine if the applicant still complies with all applicable requirements.**
- 7) Our organization agrees to retain an originally signed application and produce it to the Board Staff within 2 businesses days of any request for the original application.

SIGNATURE

Original Ink Signature of the Authorized Officer (no photocopies):	Date:
Printed/typed name:	Title of Organization's Authorized Officer:
Organization Name:	

Retain a copy for your records. Send completed application and required documentation by U.S. Postal Service to:

Victim Compensation and Government Claims Board
Attn: CSECC
P.O. Box 48
Sacramento, CA 95812-0048

For more information about CSECC and answers to frequently asked questions, please visit: www.vcgcb.ca.gov/csecc

2012 Non-Affiliate Application & Mailing Instructions

Pursuant to the legal authority of Government Code section 13923 and Title 2, California Code of Regulations, section 633.9, the Victim Compensation and Government Claims Board (VCGCB) reviews applications from organizations to (1) be included by name, in the literature distributed during the 2012 CSECC and (2) receive contributions that State officers and employees may designate to the organization.

These instructions are to assist you in ensuring that your organization provides all the information necessary for the VCGCB's review and approval of your application.

FILING DEADLINE

Applications must be postmarked by **March 1, 2012**.

All applications must be **complete** and filed by the deadline in order to be considered. Applications received with a postmark after the deadline may be denied.

- Facsimile applications **will not be** accepted. Photocopies of the application are acceptable only with a new **original** signature.
- Any blank areas may result in the application being returned for incompleteness. If an item does not apply to the organization, write "n/a."

Section A – General Information

Federal Tax Id Number- Provide **your** organization's Federal Tax ID Number.

IRS Group Exemption – Organizations that fall under the IRS Group Exemption Status must provide all of the following documentations:

1. A group exemption determination letter from the Internal Revenue Service (IRS) approving the central organization
2. A group exemption letter from the central organization approving the subordinate organization
3. A list of the names, mailing addresses, actual addresses if different, and **EINs** of subordinates to be included in the group exemption letter.

A directory of subordinates may be furnished instead of the list if it includes the required information and if the subordinates not to be included in the group exemption letter are identified.

CSECC Application Number

The CSECC Application Number (formerly known as the CSECC Identification Number) is a "lifetime" unique identifier typically issued once to an organization by the VCGCB. Previous applicants must list their CSECC Application number in this section. New applicants may skip this section.

Organization Status

Place an "X" next in the appropriate box to indicate if your organization is a "New Applicant" or "Previous Participant."

Section B – IRS (501(c)(3) Requirements

Applicants are required to provide a copy of their organization's **IRS 501(c)(3) exemption letter** upon initially filing and then every two years or if there is a change to the exemption. If this document is required, it will be clearly indicated on the first page of the application. Public agencies that are not tax exemption organizations under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d are not eligible to participate in CSECC.

The following documentation is required from **all** applicants:

- 501(c)(3) exemption letter from the IRS **AND**
- If the organization name does not match the name stated on the 501(c)(3) exemption letter, the following documentation is also required:
 - Fictitious Business Name Statement
 - Copy of the Amendment to the Articles of Incorporation; Or
 - A copy of the amended IRS 501(c)(3) exemption letter; OR
 - Other legal documentation verifying the name change.

Section C – Organization Information

Legal Name

The legal name of the organization (as indicated on the 501(c)(3) exemption letter) must be provided in this section.

Chapter/Region

- Large organizations filing more than one application with multiple areas of solicitation must list the chapter or region (i.e. city or county). Example: Arthritis Foundation, Santa Barbara Branch or Arthritis Foundation, Northern California Chapter.

Publication Name

- The publication name is the desired organization name to be listed on all CSECC publications. This may be the legal name, D.B.A, A.K.A. or program name. Please write the name and check the appropriate box.
- For organizations doing business as ("D.B.A.") appropriate documentation must be included (for example a D.B.A. statement, amendment to the articles of incorporation, a fictitious business name statement). Please indicate "D.B.A." by placing an "X" next to the appropriate box.
- If the organization is also known as ("A.K.A") or another name, but has not legally changed the name, please indicate "A.K.A." by placing an "X" next to the appropriate box.
- If the organization name does not match the name on the 501(c)(3) exemption letter, is known by another name or would like contributions directed to a specific program within the organization, please complete this section by placing an "X" next to the appropriate box. **Supporting documentation must be submitted with the application for organization name changes.**

Section D – General Information

Organization Type

Place an "X" next to the appropriate box to indicate if your organization is a "Federation Member," "Independent" or a "Federation."

- **Independent:** An independent organization is a non-profit agency that is **not** under an umbrella organization, such as a federation. Independent organizations are usually listed in the CSECC Donor Resource Guide under "No Federation Listed" or "Independent".
- **Federation:** A federation is defined as any organization that represents **itself and 2 or more member agencies** in the CSECC. Typically, federations are listed in the CSECC Donor Resource Guide alphabetically. Federations should not complete Section F.
- **Federation Member:** A non-profit organization is considered a "Federation Member" if it is a member of an umbrella organization traditionally referred to as a "Federation." Member agencies are usually listed in the CSECC Donor Resource Guide under the federation organization with which they are affiliated. **An organization will be listed under one federation only.**

Physical Address

All applicants must provide a valid and current physical address. **Do not list a P.O. Box.**

Mailing Address

The mailing address provided may be posted on the VCGCB website and appear in the CSECC Donor Resource Guide.

If the organization is a **member of a federation**, the applicant may choose (refer to Section D, Organization Type under Federation Member to check appropriate box):

- to have mail/email sent directly to the applicant's email address in Section E by placing an "X" in the "**Direct Mail/email**" box.
OR
- to have all mail/email directed to the federation mailing address by placing an "X" in the "Send mail to my federation" box. Please make certain that the federation information in Section D is complete.

Section E – Contact Information

Provide the contact information for the staff member at the organization who will be the primary contact for the 2012 CSECC.

- Information provided in this section may be posted on the VCGCB website and appear in the CSECC Donor Resource Guide.
- Email –An email address is required. The email address may not be posted on CSECC publications. List ONE email address only. Organizations are responsible for notifying CSECC of any changes to the contact information.

Section F – Federation Information

Complete this section ONLY if your organization is a member of a federation.

If you are filing this application on behalf of an independent organization or federation, write "n/a" in this section.

Section G – Description of Activities

Provide a statement (**25-word maximum**) describing the organization's activities. Statements with more than 25 words will be edited by the VCGCB.

- Do not include the name of your organization, phone number, website or e-mail address, as they will already be listed.
- This statement may be posted on the VCGCB website and appear in the CSECC Donor Resource Guide.

Section H – Areas of Solicitation

Place an "X" in the box next to the county(ies) in which you wish to solicit donations.

If your organization solicits statewide, please place an "X" in the box next to "STATEWIDE" only.

Section I- Service Type

List the category(ies) that best describes the organization's activities. Before completing this section, view the list of categories, by visiting:

vcgcb.ca.gov/csecc/applications.

Organization Name

List the organization's legal name as listed on the first page.

Conditions For Approval

After carefully reading this section, **sign and date the application**. Print or type the name of the authorized officer and his or her title.

An "authorized officer" may be anyone in the organization with the delegated authority to sign on behalf of the organization. **A Federation representative may not sign on behalf of its affiliate members.**

Stamped, faxed or copies of signatures will not be accepted.

IMPORTANT APPLICATION & MAILING INSTRUCTIONS

Organizations may submit only one application. If a duplicate application is received, the organization will be notified that only one application will be accepted.

If a second application as an "affiliate" member of a Principal Combined Fund Drive Agency in addition to this application is received, neither application will be processed until it is determined which designation is correct.

Return completed applications by U.S. Postal Service to:

Victim Compensation and Government Claims Board

Attn: CSECC

P.O. Box 48

Sacramento, CA 95812-0048

For more information about CSECC and answers to frequently asked questions, please visit www.vcgcb.ca.gov/csecc
Questions? E-mail csecc@vcgcb.ca.gov or call 916.491.3726

Service Type List. Indicate choices on your 2012 Non-Affiliate Application

Below is a list that may best describe an organization's activities. Please list the appropriate service type(s) that best describes your organization in Section I of the 2012 Non-Affiliate Application.

Adoption	Art/Culture/Entertainment	Family/Children's Services	Neighborhood Community	Social Adjustment
Advocacy	Basic Human Needs	Health	Philanthropy	Special Groups
Animals	Conservation	Home Ownership/Mgmt.	Safety Services	Transportation
Armed Forces	Education	Info& Referral	Small Business Start-Up	Treatment Centers (drugs, etc.)