



MICHIGAN SECC POLICIES FOR CHARITY PARTICIPATION

Those charitable organizations authorized to receive donations from State of Michigan employees through payroll deductions shall be eligible to participate in the annual SECC provided they meet all application requirements and deadlines set forth by the SECC Steering Committee.

An organization is eligible for inclusion in the campaign as an Umbrella organization if they either (A) serve and campaign on behalf of a minimum of ten autonomous charitable organizations (Multiple programs/charities utilizing the same tax ID are allowed to apply but cannot be used to meet the minimum umbrella requirement of 10 member charities.) or (B) have been granted a "grandfathered status" by having served as an Umbrella organization in the Michigan SECC continuously since April 21, 1987. Organizations which attempt to qualify as an Umbrella organization under this policy by representing their affiliates or chapters as member agencies are not eligible. Any Umbrella organization that is unable to meet either of these requirements for the campaign year, may either apply as a member charity under an existing umbrella organization or may apply for special approval from the SECC Steering Committee to continue participating in the campaign as an umbrella organization.

To protect the integrity of the campaign, each umbrella organization must have the following documentation on file for itself and each member charity/agency it represents when submitting its application to the SECC Steering Committee/Fiscal Agent*:

- The most recent 501(c)(3) determination letter from the IRS
- Current Charitable Solicitation Registration (License to Solicit) or exemption letter from the State of Michigan Attorney General
- The most recent available IRS Form 990, 990-EZ or Pro forma financials for themselves and each of their member charities
- Must have been in business for at least one year
- SECC Affirmation of Non-Discrimination

Member charities/agencies that participate in the SECC through an Umbrella organization must provide the required materials directly to that umbrella organization. The Umbrella

organization is responsible for collecting, verifying and maintaining record of the required information on its application within the required timeframe. Charities in the campaign must have an explicit connection to Michigan or serve on a national or international basis, which is subject to approval by the SECC Steering Committee. The Steering Committee/Fiscal Agent may request proof of application documentation at any time. Failure to comply with a request, or false certification by the Umbrella or member charity, may result in exclusion from the SECC.

Umbrella organizations are responsible for forwarding designated monies to appropriate member charities/agencies under their Umbrella. Disbursement shall occur regardless of the avenue monies are received (e.g. payroll deduction, check/money order or credit card). Donations received by means other than payroll deduction shall be forwarded to the donor's selected charity within 30 days of receipt to ensure prompt check processing of the donation. The manner, timeline and associated costs and/or fees for processing member charity/agency donations may be reviewed by the SECC Steering Committee at any time. The Steering Committee will review this process on an annual basis to ensure processes are equitable to all parties and align with donor intent.

In the event an approved charitable organization fails to adhere to eligibility requirements or to policies and procedures of the SECC, solicitation and payroll deduction privileges may be withdrawn by the Steering Committee. All charitable organizations will be notified of a failure to adhere to eligibility requirements, policies, and procedures via written notice and will be given the opportunity to consult further with the SECC Steering Committee. A final determination of eligibility will be made following these steps.

NOTE: Organizations participating in the SECC will be responsible for campaign costs proportional to total campaign revenues received. These costs will be billed to each Umbrella organization, typically invoiced within 60 days of the SECC fiscal year end (June 30) and due 30 days from the billing date. Outstanding debts to the campaign will prohibit participation in future campaigns.

Email info@misecc.org or visit www.misecc.org for more information.

**The Michigan Association of United Ways serves as the fiduciary/fiscal agent for the State Employees Charitable Campaign.*