



## 2024 FEDERATION APPLICATION INSTRUCTIONS

**APPLICATION DEADLINE IS MONDAY, MARCH 5, 2024.** Applications will be accepted electronically or by mail with all supporting documents **FEBRUARY 5, 2024 - MARCH 5, 2024 (ONLY)**. Applications submitted prior to February 5, 2024 will not be reviewed or accepted. If mailed, must be postmarked by, or prior to March 5, 2024. There will be no extensions or exceptions.

### **Applications sent electronically:**

Please complete the "Federation" electronic form, which can be accessed at:

<https://njecc.net/charity-applications>.

### **Applications sent by mail – Please complete this application and mail to:**

- Mail address: NJECC, 2308 Schubert Lane, Middletown, DE 19709

**Before submitting your application, please check to make sure all information is accurate and all attachments and signatures are included. Incomplete applications will not be considered.**

The ECC Steering Committee will assess applications for compliance and completeness before making recommendations for approval or decline. The NJECC Campaign Manager will notify all applicants of their campaign status.

### **Instructions for Completion**

**It shall be the responsibility of each federation to certify that all member charities applying for admission are in compliance with Charities Registration. Applications will not be accepted or reviewed prior to 2/5/2024.** The NJECC Steering Committee reserves the right to request information at any time from a federation that documents a member charities compliance with campaign regulations. Such information shall be provided within 10 days of the notification postmark date. The NJECC Steering Committee may deny eligibility of a member charity if the parent federation fails to provide the requested information within the stated 10-day period.

## APPLICANT INFORMATION

### LEGAL NAME OF ORGANIZATION

The name of the applicant charity as it is listed with Charities Registration/Division of Consumer Affairs.

### MAILING ADDRESS

List the mailing address where communications from the NJECC will be sent.

### NAME/TITLE OF ORGANIZATION CONTACT

Provide the name, title, telephone, and email address for the Primary Contact Person for communication about the NJECC application.

### WEBSITE

List the complete Internet address to be used in all 2024 campaign materials. If your organization does not have a website, please put N/A in this space.

### CHARITIES REGISTRATION OR EXEMPTION #

Please provide the Charities Registration Number for the Federation and affiliated agencies unless it is a religious entity or educational institution exempt from registration with the NJ Charities Registration Section. Charities number begins with CH, 7 digits and ends with 00. If exempt, provide exemption number and basis for the exemption.

### FEIN #

Federal Employer Identification Number (9-digit number assigned by the IRS)

### NAME OF STEERING COMMITTEE REPRESENTATIVE

Provide the name, email, and telephone number for the NJECC Steering Committee Representative. As a Federation, you have an obligation to serve on the campaign steering committee. The individual assigned is expected to participate in campaign events including steering committee meetings, agency fairs, kick-offs and recognition activities.

## CERTIFICATION OF ELIGIBILITY

**“Yes” must be checked for all questions in this section. Charities Registration will confirm required (updated) documents are on file.**

The following data must be submitted for each of the **TWO** fiscal year's preceding this application. **Information prior to 2021 WILL NOT ACCEPTED.** The Federation shall have raised at least \$60,000 and distributed that sum among at least 15 charitable agencies.

Total Amount of funds raised for FYE 2022:	\$
Amount of those funds raised from individual citizens of NJ:	\$
Total Amount of funds raised for FYE 2023: (if 2023 is unavailable, submit 2021):	\$
Amount of those funds raised from individual citizens of NJ:	\$

## ATTACHMENTS

### Attachment A List of Board of Directors and Executive Personnel

A list of names and addresses of the governing board, officers of the governing board, AND the names and addresses of executive staff at the time of application submission. **List will not be accepted without addresses. . If you cannot release personal addresses, please include a statement explaining why you cannot include and provide the charity address as the main contact.**

### Attachment B List of Affiliated Agencies and Total Amount of Funds

Attach a detailed list of **ALL** affiliated agencies the Federation gave funds to in each of its two fiscal years prior to this application and the amount given to each. This list must demonstrate that the organization has distributed at least \$60,000 among at least 15 charitable agencies. **Please note: If the Federation has received designations from the NJECC for a charity, that charity must be on this list.**

### Attachment C List of 25-Word Descriptions (Excel Spreadsheet)

Using the spreadsheet template, which you can download at <https://njecc.net/charity-applications>, please submit a 25-word description of the health, welfare or human care services for the Federation and each of its agencies, along with the telephone number and website for each agency. This statement will be included in the published brochure/reference guide and must not exceed 25 words. The Amended Articles of Incorporation Name Change/Amendment Page must be submitted for any agency with a name change. Without this documentation, their eligibility cannot be verified and they will not be eligible to participate.

### Attachment D IRS Form 990

Most recent IRS Form 990 **signature page, revenue page, and expense page.** **(Do not send entire Form 990)** Attachment E & F must be for the same time period. **(TWO years if you are a NEW applicant.) Information prior to 2021 will not be accepted.** Federation officer or preparer must sign IRS Form 990. If the IRS 990 has been submitted electronically, please provide Form 8879EO – IRS eFile Signature Authorization

### Attachment E Annual Report (most recent 2 years if first time applicant)

Submit a copy of Annual Report for the most recent fiscal year (**Acceptable Substitutes**: year end summary, newsletter or flyer which describes the agency's activities and accomplishments and provides the names of chief administrative personnel.)

### Attachment F Charities Registration Screenshot Certification

Include a screen shot (with date) from the Charities Registration website showing your charity is in compliance (**capture date must be 2/5/2024 – 3/5/2024**). **You must submit screen shots for each affiliated agency in addition to the Federation.** Step by step instructions can be found at the end of this application or by visiting <https://njecc.net/charity-applications>. For assistance, email [charitiesportalsupport@dca.lps.state.nj.us](mailto:charitiesportalsupport@dca.lps.state.nj.us).

## **SIGNATURE**

The NJ Employees Charitable Campaign requires that all organizations applying for admission certify compliance with the requirements as outlined within the 2024 NJECC application.

Please sign and date your application. The signatory must be an authorized agent of the organization.

**Please submit your completed application package including all required attachments to:**

### **Electronically:**

Please complete the "Federation" electronic form, which can be accessed at:  
<https://njecc.net/charity-applications>.

### **Mail:**

**New Jersey Employees Charitable Campaign  
2308 Schubert Lane  
Middletown, DE 19709**

**The deadline for receipt of application is Monday, March 5, 2024.  
Applications must be postmarked no later than March 5, 2024**

**IF MAILING, DO NOT SUBMIT DOUBLE SIDED COPIES**

**It is the applicant's responsibility to follow-up with the campaign manager prior to this date if they do not receive an acknowledgment of receipt for an electronic application submission.**

We are glad to answer any questions regarding the application procedures.

Susan O'Brien/Campaign Manager (609) 477-8306 [sobrien@njecc.net](mailto:sobrien@njecc.net)

# NEW JERSEY EMPLOYEES CHARITABLE CAMPAIGN

## FEDERATION APPLICATION 2024 CAMPAIGN

### READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING

Each charitable organization accepted into the NJECC must be a registered charity in full compliance with the registration requirements of New Jersey law, unless it is a religious entity or an educational institution. To confirm the registration status of an agency or request the charitable registration number, call the Division of Consumer Affairs Charities Registration Section at 973-504-6215 or visit their website at <http://www.njconsumeraffairs.gov/charities/pages/default.aspx>. If the agency is not in full compliance with the registration requirements, it will not be accepted into the campaign.

### PART A APPLICANT INFORMATION

Application Status: NEW  RENEWAL

Legal Name of Federation:  
(As Registered in NJ) \_\_\_\_\_

Federation Address: \_\_\_\_\_

Contact Name/Title  
For Application \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

Charities Registration #: \_\_\_\_\_

FEIN (Federal Employer Identification Number) \_\_\_\_\_

Exemption # \_\_\_\_\_ Religious  Educational  Library

Steering Committee Representative Name \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**PART B CERTIFICATION OF ELIIGIBILITY**

**Must Check “Yes” to the following questions. Eligibility criteria not checked “Yes” will be presumed not certifiable (this includes certifying for each of your member charities.)**

**I hereby certify** the organization is directed by a governing body whose members have no material conflict of interest in their service on the governing body. **YES**

**I hereby certify** the organization is a non-profit, tax-exempt organization under the meaning of Section 501(c)(3) of the U.S. Internal Revenue Code. **YES**

**I hereby certify** that the organization has a policy and demonstrates the practice of non-discrimination on the basis of race, color, religion, sex, age, national origin, or physical or mental handicap in its staff employment, membership on its governing board, and services provided. **YES**

**I hereby certify** that the organization has documented the charitable registration status of its member charities at the time of the application deadline. **YES**

**I hereby certify** the IRS Determination Letter is on file with Charities Registration. **YES**

**I hereby certify** the organization has the authority to represent the agencies listed on this application in the NJ Employees Charitable Campaign. **YES**

**(To protect Federations and agencies participating in the campaign, the NJECC Steering Committee will randomly request copies of this documentation to confirm this certification.)**

**I hereby certify** the organizations financial records are audited or reviewed by a Independent auditor **for** each of the organizations 2 fiscal years preceding its application. **YES**

**I hereby certify (for new applicants only)**, Articles of Incorporation and By Laws are on file with Charities Registration? **YES**

**I hereby certify** the Federation submitted the most current Charities Registration Form (CRI) to NJ Division of Consumer Affairs/Charities Registration Division (most recent 2 years if first time applicant.) **YES**

**I hereby certify** that all statements made in this application are true and accurate to the best of my knowledge and belief, and understand that misrepresentation of any material fact may result in disqualification of this application **YES**

Submit the following data for each of the two fiscal years preceding this application. **Information prior to 2021 WILL NOT BE ACCEPTED.**

Total Amount of funds raised FYE 2022 \$ \_\_\_\_\_

Amount of those funds raised from individual citizens of NJ: \$ \_\_\_\_\_

Total Amount of funds raised FYE: 2023 (if 2023 is unavailable, submit 2021) \$ \_\_\_\_\_

Amount of those funds raised from individual citizens of NJ: \$ \_\_\_\_\_

**PART C ATTACHMENTS – (If mailing, DO NOT SUBMIT DOUBLE SIDED COPIES)**

- Attachment A** List of Board of Directors AND Executive Personnel (including addresses)
- Attachment B** List of Affiliated Agencies and Total Amount of Funds
- Attachment C** List of 25-Word Descriptions (Excel Spreadsheet)
- Attachment D** IRS Form 990 - signature page, revenue page and expense page (ONLY)  
(Most recent 2 years if first time applicant)
- Attachment E** Annual Report (most recent 2 years if first time applicant)
- Attachment F** NJ Charities Registration Screenshot Certification **(step by step instructions are provided at the end of the application.)**

**PART D SIGNATURE**

*I acknowledge that all member agencies of the Federation shall comply with all the New Jersey Employees Charitable Campaign regulations and rules. I also recognize that this campaign is the only vehicle by which State employees can be solicited for donations throughout the year and we will not reach out through the workplace for donations outside of this.*

*I certify that the information provided herein is true and correct to the best of my knowledge.*

**Print, sign, and mail or electronically submit your completed application and attachments.**

**Date:** \_\_\_\_\_

**Authorized Official Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_



**EMPLOYEES CHARITABLE CAMPAIGN**  
**ANTI-TERRORISM COMPLIANCE MEASURES**

IN compliance with the spirit and intent of the USA PATRIOT ACT and other Counter-terrorism laws, the New Jersey Employees Charitable Campaign requests that each funded agency (“Organization”) certify the following:

“I hereby certify on behalf of (*Agency Name*) \_\_\_\_\_

that all New Jersey Employees Charitable Campaign funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders.”

**Signature of Authorized Official (*required*)** \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



## INSTRUCTIONS FOR ATTACHMENT F

### 1. Go to the following URL (Charities Registration)

<https://njconsumeraffairs.state.nj.us/public-charity-search-results/>

## Search For A Charity

### File Standing Definitions

**Compliant** – the organization has met all of the registration requirements of the CRI Act.

**Non-Compliant** – the organization has not met all of the registration requirements of the CRI Act for one or more fiscal years.

**Exempt** – the organization meets one of the definitions of an organization which is exempt from the charity registration requirements of the CRI Act (N.J.S.A. 45:17A-26).

**Retired** – The organization was registered as a charity in NJ in the past, but requested file closure and is no longer registered as a charity in NJ. Reasons for file closure may include: the organization is exempt from the registration requirements of the CRI Act because its annual gross public contributions are less than \$10,000, the organization no longer solicits in New Jersey or the organization is no longer operating (has been dissolved).

**Revoked** – the organization's charity registration was taken by the State after an enforcement action and is no longer permitted to act as a charity in the State of New Jersey.

**Denied** – the organization's initial registration was denied by the Division of Consumer Affairs at the time the application was made.

 

NJ Reg. #	Federal EIN	Charity Name ↑	File Standing	Address	City	State	Zip	Phone
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### 2. Enter Charity Name in the box and hit 'Search'

## Search For A Charity

### File Standing Definitions

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**Denied** – the organization's initial registration was denied by the Division of Consumer Affairs at the time the application was made.

 

NJ Reg. #	Federal EIN	Charity Name ↑	File Standing	Address	City	State	Zip	Phone
CH1217300	223469143	10000 MENTORS	Retired	33 WASHINGTON ST	NEWARK	NJ	07102	973-242-1142

### 3. Go to FILE/PRINT on your computer and print the screen to a PDF on your desktop or print the charity record to paper and scan. On the print screen, make sure 'headers and footers' are checked, if it is not, the DATE will not print on the page.

**Make sure the date shows on the scanned page (example below).**

## Search For A Charity

### File Standing Definations

**Compliant** – the organization has met all of the registration requirements of the CRI Act.

**Non-Compliant** – the organization has not met all of the registration requirements of the CRI Act for one or more fiscal years.

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**Revoked** – the organization’s charity registration was taken by the State after an enforcement action and is no longer permitted to act as a charity in the State of New Jersey.

**Denied** – the organization’s initial registration was denied by the Division of Consumer Affairs at the time the application was made.

10000 MENTORS



NJ Reg. #	Federal EIN	Charity Name ↑	File Standing	Address	City	State	Zip	Phone	
CH1217300	223469143	10000 MENTORS	Retired	33 WASHINGTON ST	NEWARK	NJ	07102	973-242- 1142	

### Division

Division Home ([www.njconsumeraffairs.gov/Pages/default.aspx](http://www.njconsumeraffairs.gov/Pages/default.aspx))

Consumer Protection

Licensing Boards

File a Complaint

Adoptions & Rule

Proposals

### Department

OAG Home

Contact OAG

4. Print out 1 record for each of your affiliated charities.

5. Scan all the charity records into (1) PDF.

If you require assistance at Charities Registration, please email  
[charitiesportalsupport@dca.lps.state.nj.us](mailto:charitiesportalsupport@dca.lps.state.nj.us).