

## **2011 Combined Federal Campaign Application Reminders**

1. Employer Identification Number is correctly written
2. One certification check box per item is marked
3. Application is signed and dated by the certifying official
4. Attachment A: Statement of Services provided in 2010  
(Federations only: List of all member organizations on Excel Spreadsheet)
5. Attachment B: copy of the IRS Determination letter with matching organization's name and EIN
6. Attachment C: copy of the Audited Financial Statements, matching dates of the IRS 990
7. Attachment D: signed copy of the IRS 990 with all Schedules included, fiscal year ending 6/30/2009 or later
8. Administrative and Fundraising Percentage calculated using the guidance on instructions
9. Attachment E: 25 word statement formatted with guidance on instructions
10. Attachment F (Federations only) Annual Report

Applications are due at NOON, March 1, 2011 to CFC Norcal, 913 20th Street, Sacramento, CA 95811