

2008-2009 COMECC Instructions Human & Civil Rights Organizations of America

Most of the application is self-explanatory, but it does contain some ambiguity that could require assistance. Below is a list of “trouble spots” that may require specific attention to detail. This list is not comprehensive, so if you have any questions, please contact us at: 978-744-2608.

1. **Application-** The application must have original signatures. Do not send application directly to the COMECC Campaign Manager. Send the application and all supporting documentation to:

HCROA
Attn: COMECC
10 Chestnut St.
Salem, MA 01970
978-744-2608

2. **Certificate of Solicitation (Exhibit One)** – This is a certificate that your organization may receive from the Massachusetts Attorney General’s Office. It is required for all organizations wishing to solicit contributions from residents of Massachusetts. The end date on the Certificate must be May 31, 2007 or later.

3. **Overhead (Exhibit Four)** – If your organization’s overhead was below 25 percent last year, nothing is required for Exhibit four. If, however, your organization’s overhead was above 25 percent, COMECC would like to see a document that describes why this was the case, and a plan for the next fiscal year that would reduce the percent.

4. **Board List (Exhibit Six)** – Most organizations do not wish to publish the actual address of their board members. If this is the case, use the organization’s office address for all board members.

5. **Nondiscrimination Policy (Exhibit Seven).** Most organizations already have a nondiscrimination policy in their bylaws or elsewhere. If this is not the case we have provided a sample nondiscrimination policy for your organization to include:

The Corporation shall not discriminate regarding employment and programs services with regard to race, religious creed, color, ancestry, national origin, citizenship, age, sex, sexual orientation, marital status, parental status, physical or mental disability, medical orientation, membership in a labor organization, political affiliation, height, weight, or record of arrest without conviction

6. **Description of Programs and Services (Exhibit 8)** – Demonstration of Programs and service can come from a variety of different places. If your organization produces an annual report, this may be used. You may also include newsletters, brochures, and/or material printed from your website. COMECC would like to see who you are, and the scope of your programs in a general year.

7. Local Presence (Exhibit 9) –Organizations must provide a description of local presence in the campaign area showing how your organization’s programs benefit the people of Massachusetts. If you applied to the 2008 Combined Federal Campaign, you can use your organization’s Attachment A, which describes your programs and local services. If you did not apply with us to the 2008 CFC of Eastern Massachusetts, create a document that describes specific achievements of your organization over the last year or two. Include where your organization is located, amounts of people served, conferences attended etc. Highlight work done in Massachusetts. International organizations are not required to show local presence, but information about the organization’s overseas work should be substituted here.

8. Excel Spreadsheet – Please fill in the excel spreadsheet and email it to info@hcr.org with the headline RE: COMECC Excel Spreadsheet Information.