

handling such complaints in their respective Federal agencies.

(2) Organization Listing Section.

(i) The listing of organizations shall be in three major divisions. The first is referred to as introductory pages, the second shall be labelled national list and will consist of a faithful reproduction of the list of national and international organizations provided by OPM as described in § 950.201(b). The third division will consist of the Local List. In odd-numbered campaign years the Local List shall appear before the national list and after the introductory pages. In even-numbered campaign years the national list shall appear before the Local List and after the introductory pages. The order of the listing of the federated and unaffiliated organizations within the National and Local Lists will be determined by a random drawing. The order of organizations within each federation will be determined by the federation. The order of organizations within the unaffiliated lists will be alphabetical. Absent specific instructions from OPM to the contrary, each participating organization and federated group listing must include a description, not to exceed 25 words, of their services and programs, plus a telephone number for the Federal donor to request further information about the group's services, benefits, and administrative expenses. Each listing will include a statement of the percentage of the organization's total receipts and revenues that are used for administration and fundraising. Neither the percentage of administrative and fundraising expense, nor the telephone number count toward the 25-word statement.

(ii) Each national federation and charitable organization will be assigned a code number by OPM. Local federations and local charitable organizations will be assigned code numbers by the LFCC. At the beginning of each federated group's listing will be the federation's name, code number, 25-word statement, percentage of administrative and fundraising expenses, and telephone number. The sections of the brochure where the unaffiliated agencies are listed will begin with the titles National Unaffiliated Organizations, International Unaffiliated Organizations and Local Unaffiliated Organizations respectively.

(iii) Preceding any other listing of the eligible organizations, the Organization Listing Section will begin with the heading Definition of a Federation followed by this definition of a federation: A federation is a group of voluntary charitable human health and welfare organizations established for the

purpose of providing common fundraising, administrative, and management services to its members. Federations may be either national, representing national and/or international organizations, international, representing only international organizations; or local, representing local and/or regional organizations. If you wish to designate all or some portion of your contribution to a federation, record that federation's corresponding code number in one of the boxes on your pledge card. Contributions designated to a federation will be shared in accordance with the federation's policy.

(iv) In even-numbered campaign years, immediately following the definition of a federation will be the heading National Federations which will be followed by the list of all the national federations. Following the list of national federations will be the list of all the international federations. Immediately following the end of that list the heading, Local Federations will begin the list of local federations. In odd-numbered campaign years, the local federations will immediately follow the definition of a federation. After each federation will be the statement, Federation and federation member listings begin on page \_\_\_\_\_.

(v) Immediately following the list of federations will be the heading, Unaffiliated Organizations. This section will inform the donor on which pages the list of national, international and local unaffiliated organizations begins.

(vi) Immediately following the unaffiliated section will be the heading, International General Designation Option. This option will include the following explanation and the code for designating it: "III—All Organizations in the International Section of the national list. I request that my gift be shared among all the international organizations listed in the International Section of the Organization Listing in the same proportion that they received designations."

(vii) Immediately following the International General Designation Option will be the heading Undesignated Funds. Beneath this heading the following explanation of the distribution of undesignated funds will appear: "Even if you choose not to designate to a specific organization or federation, your contribution will still be accepted. These undesignated funds will be distributed to all organizations in the brochure in the same proportion that the organizations and federations received designations in the CFC."

(viii) The international general designation option on the introductory

pages will be printed in the same format and font as the organizations listed in the brochure. No special prominence or emphasis may be placed on the federations listed.

(h) Pledge Card. The pledge card as described in § 950.402 will be distributed with the campaign Brochure.

(i) Omission of an eligible charitable organization from the Brochure may require that all Brochures be reprinted and redistributed. The Director or LFCC may direct that the cost of such reprinting and redistribution be borne by the PCFO or charged to CFC administrative expenses.

(j) Dual listing. Listing of a national organization, as well as its local affiliate organization, is permitted. However, a national organization may only waive its listing in the national section of the brochure in favor of its eligible local affiliate. The local affiliate must include in its application the written waiver from its national organization.

(k) Multiple listing. Each national or local organization must individually meet all of the eligibility criteria and submit independent documentation as required in § 950.202, § 950.203 or § 950.204. Once an organization is deemed eligible, it is entitled to only one listing in the CFC Brochure, regardless of the number of federations to which that organization belongs.

(l) The LFCC may omit the 25-word program description from the CFC Brochure if, in the immediately preceding campaign year, contributions received in the local CFC totalled less than \$100,000.

**§ 950.402 Pledge card.**

(a) The Director will make available each campaign year at least one model pledge card which shall be faithfully reproduced at the local level. This will be the only authorized pledge card for use in that year's CFC.

(b) Campaigns may incorporate additional giving levels to the Director's authorized pledge card. Campaigns may also include their award recognition program. No further modifications to the pledge card are permitted unless approved in advance by the Director.

(c) An employee may not make a designation to an organization not listed in the Brochure. In addition, an employee may not make a CFC contribution to an organization listed in the Brochure of a campaign covering a geographic location different from the campaign where the employee works. Designations made to organizations not listed in the Brochure are not invalid, but will be treated as undesignated funds and distributed accordingly.