

25-WORD DESCRIPTION

For federations and organizations wishing to participate in the
2014 City of Austin Combined Charities Campaign:

Please refer to these required formatting instructions when submitting your 25-word description to the City and the City's fiscal agent. A hard copy must be submitted with your application. In addition, an electronic copy must be emailed to the fiscal agent at estx@earthshare-texas.org by the application deadline.

Please follow these instructions:

Please use Times New Roman font in 14-point type and single spacing.

1st Line: (In bold font) **code number of the organization**, double space, **name of the organization**.

2nd Line: (In regular font) phone number (including area code and using hyphens) double space, Web address. (Do not send hyper-linked Web addresses)

3rd Line: (In regular font), 25-word description, period, administrative percent (carried out to one or two places beyond the decimal), and percentage sign.

Double Space between organizations.

Example:

1800 Earth Share of Texas

512-472-5518 www.earthshare-texas.org

One gift supports the work of all participating charities, listed below, that work to protect natural resources and public health. 3.77%

Please assign code numbers within your sequence for any new organizations. The fiscal agent will not assign numbers for you. It is your responsibility to ensure there are no duplicate numbers.

Any submissions that do not follow the required formatting will be returned to you for correction. The fiscal agent will not reformat your work. You will receive a proof sheet to review, approve, and return—within two work days—to the fiscal agent.

If you have any questions or need a copy of the 2014 brochure for your federation code numbers, please contact Fleetwood Jacobs at 512-469-5989.