

Adding an Agency

All agency nominations must be made by an IBM employee or retiree. To meet nomination eligibility requirements, the organization **must have a U.S. mailing address and meet not-for-profit 501(c)(3) or equivalent criteria as set by the IRS.**

Employees/retirees have the option to nominate and contribute to the organizations of their choice, including environmental, cultural and educational, as well as health, human services, schools and humanitarian relief. Religious organizations such as churches and synagogues do not qualify as such unless they have a specific 501(c)(3) or equivalent to serve the community such as a homeless shelter, food bank, literacy programs, etc.

IBM employees/retirees should compile a nomination package which must include the following items in order to be considered for addition to the [Approved ECCC/RCCC List](#). Nomination documentation can be submitted throughout the year, however, nominations received after mid-September will be reviewed after the campaign. We will accept only one nomination per employee per year.

The package must include:

1. A **nomination letter** from the IBM employee/retiree (**this must include employee serial number, name, location, e-mail address and phone number**). The letter can be a one-line statement indicating the employee's desire to add the nominated organization to the ECCC List.
2. A current copy of the **IRS 501(c)(3) letter or equivalent**.
3. The organizations **Federal Identification Number (tax ID number)**.
4. The organization's **current letterhead**, which should include **full address and telephone numbers, e-mail and website information (if organization has e-mail and/or website)**. **Mailing addresses need to be included – they sometimes differ from their actual address.**

It is the responsibility of the employee/retiree to submit a complete package to the National Campaign Office.

Nomination packages should be sent softcopy to [E-mail: uscamp@us.ibm.com](mailto:uscamp@us.ibm.com). If sending the package softcopy is not possible, the complete package can be mailed to the National Campaign Office as follows:

Bill Macnamara
IBM National ECCC Office
M/D 140
1 North Castle Drive
Armonk, NY 10504