**GuideStar Enrollment – Revised 1/27/2022**

This is updated information previously provided in September, 2013. If your parish or school has not already done so, we strongly recommend registering with GuideStar.

Many of you have experienced the problem of having a matching gift or grant decline merely because your organization is not listed in an electronic database of exempt organizations. In the old days, a paper copy of the IRS determination letter and copies of the appropriate pages from the Official Catholic Directory were all that you needed. We have been trapped with paper in an electronic world.

This is also problematic if you try to utilize services designed for non-profit entities offered by on-line providers. To enroll in these programs you must complete an on-line application, but the application stalls when it can’t find the federal ID number in the database.

Here is the good news!

GuideStar provides the opportunity – free of charge – for those entities listed in the Kenedy Directory (Official Catholic Directory or “OCD”) to be listed in the necessary on-line database. GuideStar is a 501(c)(3) public charity that collects, organizes, and presents information on non-profits to a broad audience. This service is widely used by granting organizations and on-line providers and gives them the ability to verify your organization’s charitable 501(c)(3) status.

The process is quite easy and a number of parishes and schools have successfully entered into this database. If you wish to have your organization listed on this database, you will need to complete GuideStar’s short process.

You will need the following two (2) items to send to GuideStar:

* A copy of a federal IRS-issued document that shows your organization name and federal ID number. If you are not able to find one, contact the IRS at 800-829-4933 and request a verification letter.

**AND**

* A letter from the Archdiocese verifying your organization’s listing in the Kenedy Directory (OCD). This document must be a non-editable PDF file dated within 6 months from the date you are submitting it to Guidestar. Contact Kim Slusar in the Chancery for your letter ([slusark@archmil.org](mailto:slusark@archmil.org) or 414-769-3339).

Not Required, but recommended

* Include in your email request the year your organization was established. (Check your original articles of incorporation)

[This is the link to the GuideStar directions](https://help.guidestar.org/en/articles/4326654-documentation-to-get-listed-on-guidestar). Scroll down to the Required Documents section. The first item does not apply to Catholic entities as we are all listed under an IRS Group Ruling with the United States Conference of Catholic Bishops (USCCB).

Email these items directly to GuideStar at getlisted@candid.org. Be sure to include your contact information – phone and email – so they may contact you with any questions.

Sample email to GuideStar:

Good morning,

We would like to add St. Elsewhere Congregation in Milwaukee, Wisconsin to the GuideStar database.

Attached to this email are:

* EIN verification letter from the IRS
* Letter from the Archdiocese of Milwaukee verifying St. Elsewhere’s inclusion in the Kenedy Directory (Official Catholic Directory).

St. Elsewhere Congregation was established in 1923.

Should you require a copy of the most recent group ruling letter, it is found at this link: <http://www.usccb.org/about/general-counsel/tax-and-group-ruling.cfm>

Please let me know if you require any additional information. I may be reached by phone at 414-123-4567 or via email scooper@stelsewhere.org.

Thank you for your efforts!

Sheldon Cooper

Business Manager

St. Elsewhere Congregation

1234 Any Street

Milwaukee, WI 53333

414-123-4567

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