

### Guidestar Basics

#### Why use Guidestar?

- Research individual nonprofit organizations in the United States.
- Search by any characteristic of an organization.
- Seek out peer institutions by just about any criteria.
- Find IRS 990 annual reports for non profits, the most offered from any database offered at the University of Michigan.
- Find board members and officers at American nonprofits.

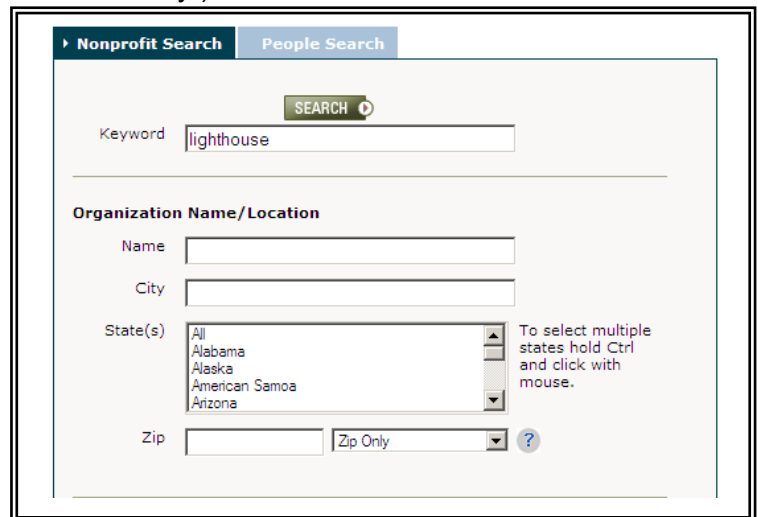
#### Contains data for over 1.7 million nonprofit organizations in the United States including:

- Revenue tables
- Expense tables
- Balance sheets
- Organization overview (mission, audience, etc.)
- Annual reports (IRS 990s), typically from 1997 to the present
- Lists of officers and other key personnel
- Search by: keyword, location, type of nonprofit, IRS Subsection (e.g., 501(c)(3)), NTEE (National Taxonomy of Exempt Entities) codes, and income.

### Searching in Guidestar (Nonprofit Search)

#### Keyword Searching Hints

- Field may be blank - to find nonprofits by chosen criteria such as location, income, etc.
- May include quotes for phrases (e.g., "historical society")
- May include wildcards:
  - Use a "?" to replace one character in a word (e.g. to search for either woman or women, use: "wom?n")
  - Use a "\*" to replace characters at the end of the word (e.g. to search for autism, autistic or autistics, use: "autis\*")
- Keyword searches use many fields, but do not include personnel (e.g., directors, board members, officers).
- Excluding words with Keyword searches allows you to narrow a search by removing entries. (e.g. to search for scouts, but not boy scouts, use: "scouts -boy")



## Organization Name/Location

- **Name** can either be keyword or the start of the name. Useful for larger organization (e.g., “American Red Cross”) or one with many chapters.
- **City** can either be keyword or the start of the name.
- **State** searches can include multiple names (use CTRL and click on the different states)
- **Zip Code** searching includes the ability to extend the search to 5, 10, 25, and 50 miles radius from that location. (NOTE: If there are more than 280 zip codes in the radius (urban areas), then the results will be derived from a sampling of all zip codes in that area.)

## Organization Details

### EIN (Employer Identification Number) or tax number

- Use if you already have the number.

### MSA (Metropolitan Statistical Area)

- Can be sorted by city name OR state
- Does not include Micropolitan Statistical Areas (for example, Adrian & Mt.Pleasant, MI...typically cities of less than 150,000 people.) For these searches, use zip codes with a selected mile radius.

### Categories (Guidestar Assigned)

- Can be too limiting
- Only one for each organization

## NTEE Code

- From National Taxonomy of Exempt Entities
- Classification System developed by The National Center for Charitable Statistics
- Can search one NTEE Codes at a time.
- Some organizations have multiple values, other, (especially smaller organizations) have no entry
- Searching sub-categories does not imply you are searching full categories – Searching for G80 (Specifically Named Diseases) will not include G84 (Autism)

### For more on NTEE codes, see:

Guidestar’s list of codes: <http://www.guidestar.org/npo/ntee.jsp>

Search NTEE codes:

<http://nccsdataweb.urban.org/PubApps/nteeSearch.php>

## IRS Subsection

- Section of IRS Tax Code for different types of Non-Profit Organizations
- Many are 501(c)(3)
- Search window lets you differentiate types of 501(c)(3) organizations:
  - All Subjection Codes
  - Public Charities
  - Private Operating Charities
  - Private Non-operating Charities (primarily foundations)

Internal Revenue Service Subsection Codes for Tax-Exempt Organizations				
The following chart lists the different kinds of tax-exempt organizations and whether or not contributions to them are tax deductible. It is based on <a href="#">IRS Publication 557</a> and <a href="#">T.D. 8818</a> . For more information, see IRS Publication 557 and T.D. 8818 or consult your tax advisor.				
Section of Code	Description of Categories	Annual Return Required to Be Filed	Disclosure Requirements	Contributions Allowable
170(c)(1)	Government Entity	None	None	Yes, if made for exclusively public purposes
501(c)(1)	Corporations Organized under Act of Congress (including Federal Credit Unions)	None	None	Yes, if made for exclusively public purposes
501(c)(2)	Title Holding Corporation for Exempt	Form 990 <sup>1</sup> or 990-EZ <sup>2</sup>	Form 990 or 990-EZ Form 1024	No <sup>2</sup>

### For more on IRS Subsections, see:

Chart listing IRS subsection (Guidestar): [http://www.guidestar.org/help/501c\\_orgs.jsp](http://www.guidestar.org/help/501c_orgs.jsp)

IRS Document on Nonprofits<sup>1</sup>: <http://www.irs.gov/pub/irs-pdf/p557.pdf>

IRS Information for Charitable Organizations: <http://www.irs.gov/charities/charitable/index.html>

### Most common IRS Subsections<sup>2</sup>:

- 501(c)(1) - Corporations Organized under Act of Congress (including Federal Credit Unions)
- 501(c)(2) - Title Holding Corporation for Exempt Organization
- 501(c)(3) - Religious, Educational, Charitable, Scientific, Literary, Testing for Public Safety, to Foster National or International Amateur Sports Competition, or Prevention of Cruelty to Children or Animals Organizations
- 501(c)(4) - Civic Leagues, Social Welfare Organizations, and Local Associations of Employees
- 501(c)(5) - Labor, Agricultural, and Horticultural Organizations
- 501(c)(6) - Business Leagues, Chambers of Commerce, Real Estate Boards, Etc.
- 501(c)(7) - Social and Recreational Clubs
- 501(c)(8) - Fraternal Beneficiary Societies and Associations
- 501(c)(9) - Voluntary Employees Beneficiary Associations
- 501(c)(10) - Domestic Fraternal Societies and Associations
- 501(c)(14) - State Chartered Credit Unions, Mutual Reserve Funds
- 501(c)(19) - Post or Organization of Past or Present Members of the Armed Forces
- 501(c)(23) - Veterans Organizations (created before 1880)

### Income Range

- All income values are searched by default
- Useful for narrowing down results to larger organizations
- Can select multiple values (CTRL+click)
- Double check search results to ensure that you have not removed entries that would have matched the criteria.

<sup>1</sup> Tax-Exempt Status for Your Organization (IRS Publication 557). HTML version of the same document is available at: <http://www.irs.gov/publications/p557/index.html>

<sup>2</sup> Taken from listing of IRS subsections on Guidestar: [http://www.guidestar.org/help/501c\\_orgs.jsp](http://www.guidestar.org/help/501c_orgs.jsp)

## Working with Search Results

**GuideStar Premium Results for Libraries**

[Refine Search](#) | [New Search](#)

1,967 organizations found (0.546 seconds)  
1 - 25 of 1,000 organizations are returned.

Page: 1 2 3 4 5 >>

**Sort By:**  
Relevancy

**What you're searching:**  
 Keywords - lighthouse

**REFINE BY CATEGORY**

- State
- City
- NTEE
  - X99 (Religion Related, Spiritual Development N.E.C.) (344)
  - X20 (Christian) (159)
  - X21 (Protestant) (123)
  - A80 (Historical Societies and Related Activities) (62)
  - P20 (Human Service Organizations) (30)
  - G41 (Eye Diseases, Blindness and Vision Impairments) (17)
  - B20 (Elementary, Secondary Ed) (16)
  - A50 (Museum & Museum Activities) (14)
  - P99 (Human Services - Multipurpose and Other N.E.C.) (14)
- MSA

[\[View more\]](#)

**Lighthouse International**  
111 E 59th St  
New York, NY 10022

Through its pioneering work in vision rehabilitation services, education, research, prevention and advocacy, Lighthouse International enables people of all ages who are blind or partially sighted to lead independent and productive lives. For more information, please see our website, [www.lighthouse.org](http://www.lighthouse.org).

**Documents:** [Form 990](#)

**EIN:** 13-1096620 **Income:** \$27,577,119 (from IRS Form 990)  
**IRS Subsection:** [501\(c\)\(3\) Public Charity](#)  
**NTEE Code:** [E99 \(Health - General and Rehabilitative N.E.C.\)](#)

**SAN ANTONIO LIGHTHOUSE**  
2305 Roosevelt Ave  
San Antonio, TX 78210

The San Antonio Lighthouse serves people who are blind or visually impaired by providing rehabilitation services and employment opportunities through its light manufacturing assembly plant and Base Service Centers.

**Documents:** [Form 990](#)

**EIN:** 74-1339051 **Income:** \$7,812,836 (from IRS Form 990)  
**IRS Subsection:** [501\(c\)\(3\) Public Charity](#)  
**NTEE Code:** [G41 \(Eye Diseases, Blindness and Vision Impairments\)](#)

**Sort By:**

- Relevancy
- Organization name, A-Z
- Organization name, Z-A
- City
- State
- Zip
- Fiscal year
- NTEE Code
- Income, high-low
- Income, low-high
- Form 990 available
- Other documents available
- IRS subsection

**GuideStar It!**  
**YOUR SEARCH**

**What you're searching:**

- Keywords - habitat
- State: Michigan
- Income: 500k - 1m

• Add other refinements from the links below.  
• Click "x" to remove.

**REFINE BY CATEGORY**

- City
  - Lansing (2)
  - Bath (1)
  - Battle Creek (1)
  - Bay City (1)
  - Dearborn (1)
  - Flint (1)
  - Fremont (1)
  - Jackson (1)
  - Monroe (1)
  - Muskegon (1)
- IRS Subsection
- NTEE
- MSA

[\[View more\]](#)

### Results Screen

- Search results (number of records found) are at top of the screen.
- Search criteria at top-right of the screen.
- Search results are listed in “relevancy ranking” as a default.
- Ability to sort results by criteria shown above. Two useful sorts are income (e.g. to bring larger organizations to the top of the list) and NTEE code (e.g. to bring like organizations together).

### Using the ‘Your Search’ and ‘Refine by Category’ Sidebars

#### ‘Your Search’

- This shows the terms that you typed or selected.
- To remove a search limit, just click on the “x” for that term.

#### ‘Refine by Category’

- This shows your result set broken down by these different variables.
- To refine by terms in these categories, click on the “+” next to the category (City, IRS Subsection, etc.)
- Then click on the term that you are interested in.
- If you want two or more entries, re-run the search

**Hint: If a new search yields no hits, make sure that some limits are not still checked.**

## Links from the browse display

- Title of the organization goes to the full record
- Documents entry goes to most recent 990 report available at Guidestar<sup>3</sup>
- IRS Subsection entry goes to the IRS help document (description of the nonprofit)
- NTEE Code entry goes to the list of codes, not to other records with the same mission.

► [Habitat for Humanity International, Inc.](#)  
 121 Habitat St  
 Americus, GA 31709

National Headquarters

Habitat for Humanity International is a nonprofit, ecumenical Christian ministry building simple, decent, affordable housing in partnership with people in need of adequate shelter.

**Documents:** [Form 990](#)

**EIN:** 91-1914868 **Income:** \$193,608,398 (from IRS Form 990)  
**IRS Subsection:** [501\(c\)\(3\) Public Charity](#)

**NTEE Code:** [L20 \(Housing Development, Construction, Management\)](#)

## More Hints

- Guidestar states the source for the income in the browse display or general information. The data is either from the IRS 990 or (if it is waiting for a current document) from the IRS Business Master File.
- Many chapters of full organizations are listed as well as the parent organization. You typically can find the parent organization by sorting on Income.

## Organizational Full Record entry

- Information available for these organizations varies depending on what they are required to submit to the IRS. Larger organizations will have more information available.
- Main categories are available from the top of the record

## General Information

- IRS Subsection Codes (such as 501(c)(3))
- NTEE Codes
- Tax Number (EIN)
- Basic Information (if available)

## People

- Lists of names, titles and salaries for the board of the directors, officers of the organization and other key staff.
- When available, you may follow links to older year's information.
- Names are hyperlinked to other organizations. Please remember that if the names are spelled or constructed differently by different organizations, the links will not find all entries.

Search Results | [New Search](#)

**Autism Society of America**

Also Known As: ASA  
 7910 Woodmont Ave  
 Ste 300  
 Bethesda, MD 20814

**GENERAL INFORMATION**

Contact: Ms Tiffany Gill, Development Manager  
 Telephone: (301) 657-0881  
 Fax: (301) 657-0869  
 E-mail: [afolsom@autism-society.org](mailto:afolsom@autism-society.org)  
 Web Site: [www.autism-society.org](http://www.autism-society.org)

**Who We Are**

The Autism Society of America endeavors to improve the lives of individuals with autism, their families, and the professionals who work with them by providing services, research, information, education, advocacy, and public awareness.

- This organization is a 501(c)(3) Public Charity.
- This organization is required to file an IRS Form 990 or 990-EZ.
- Financial information in this report is derived from the organization's December 31, 2005 Form 990.
- Additional narrative information in this report was last supplied by the organization on December 4, 2006.

**PEOPLE**

[View Officers For Fiscal Year:](#)

| [2005](#) | [2004](#) | [2003](#) | [2002](#) | [2001](#) | [2000](#) | [1999](#) |

**Officers, Directors, Trustees, and Key Employees: Fiscal Year Ending December 31, 2005**

Name	Title	Compensation
<a href="#">LEE GROSSMAN</a>	PRESIDENT/CEO	\$165,000
<a href="#">STEPHEN SHORE</a>	BOARD MEMBER	\$0
<a href="#">RUTH ELAINE HANE</a>	1ST VICE CHAIR	\$0
<a href="#">ARTIE KEMPNER</a>	BOARD MEMBER	\$0
<a href="#">BERNARD RIMLAND, PH.D.</a>	HONORARY BOARD MEMBER	\$0
<a href="#">RUTH CHRIST SULLIVAN, PH.D.</a>	HONORARY BOARD MEMBER	\$0

Name	Title	Organization	Responsibility
<a href="#">BERNARD RIMLAND, PH.D.</a>	HONORARY BOARD MEMBER	Autism Society of America Bethesda, MD 20814	Officer
<a href="#">Bernard Rimland, Ph.D.</a>	Vice President & Director	Wacker Foundation Dallas, TX 75225	Officer
<a href="#">Bernard Rimland, Ph.D.</a>	Honorary Member	Southwest Autism Research and Resource Center Phoenix, AZ 85006	Officer

<sup>3</sup> Guidestar takes a few months to process incoming 990 reports. Some organizations post older and more recent 990s on their website (e.g., <http://www.npr.org/about/privatesupport.html>)

## Goals and Results

- Brief statements about the mission of the organization and recent accomplishments
- Information should be verified and might be too narrowly phrased to describe the full activities of the organization

## Form 990 and eDocs

- Includes previous IRS 990s that are available on the site.
- Not all non-profits need to file 990s.
- Guidestar hosted 990s typically, they go back to 1997.
- Great document on how to read a 990 report (from the nonprofit coordinating committee of New York): [http://www.npccny.org/Form\\_990/990.htm](http://www.npccny.org/Form_990/990.htm)

## Financials

- Data is pulled from the IRS 990 reports or IRS Business Master File.
- Financial information is not available for all organizations.

## Searching in Guidestar (People Search)

### People Search Hints

- Provides the ability to search for board members and officers at American nonprofits
- People are listed for each nonprofit they are associated with.
- Individual names may not be consistent from organization to organization.
- Search by Organization Name/Location:
  - Organization Name
  - City
  - State
  - Zip (with ability to extend search select miles from Zip code)
- Organization Details
  - EIN
  - Categories (assigned by Guidestar)
  - Income Range

The screenshot shows the 'People Search' section of the Guidestar website. It includes a search bar with the keyword 'autism' and a 'SEARCH' button. Below are sections for 'Organization Name/Location' and 'Organization Details'. The 'Organization Name/Location' section has fields for Name, City, State(s) (with a dropdown menu showing Maryland, Massachusetts, Michigan, Minnesota, and Mississippi), and Zip. The 'Organization Details' section has fields for EIN, Categories (with a dropdown menu showing Arts, Culture and Humanities (All), Humanities and Historical Societies, Media, and Museums), and Income Range (with a dropdown menu showing Less than \$100k, \$100k - \$500k, \$500k - \$1m, and \$1m - \$2.5m).

### Search Results

- People search results include all entries listed individually.
- Results can be sorted by Relevancy (default) or organization name.
- Links to the record will show that person's role (and others) within the organization.

The screenshot shows the 'GuideStar Premium People Results' page. It includes a search bar with the keyword 'autism' and a 'SEARCH' button. Below are sections for 'YOUR SEARCH' and 'REFINE BY CATEGORY'. The 'YOUR SEARCH' section shows 'What you're searching: Keywords - autism, State - MI'. The 'REFINE BY CATEGORY' section shows 'City' and 'NTEE'. The 'Sort By' dropdown menu is set to 'Relevancy'. A callout box highlights the 'Sort By' dropdown menu options: Relevancy, Organization name, A-Z, and Organization name, Z-A.

Name	Title	Organization	Responsibility
MARGO WILLIAMS	DIRECTOR	Autism Society of Michigan Lansing, MI 48906	Officer
VIRGINIA KILLOUGH	DIRECTOR	Autism Society of Michigan Lansing, MI 48906	Officer
JANE E. WHITE	SECRETARY	Autism Society of Michigan Lansing, MI 48906	Officer
RICHARD MCNALLY	PAST PRESIDENT	Autism Society of Michigan Lansing, MI 48906	Officer
JUDY COUCOUVANIS	VICE-PRESIDENT	Autism Society of Michigan Lansing, MI 48906	Officer
JEANNE BRACHAGE	DIRECTOR	Autism Society of Michigan Lansing, MI 48906	Officer

GuideStar Premium People Results

41 people found (2.546 seconds)  
1 - 25 of 41 people are returned. [Need to refine?](#)

Page: 1 of 2

Name	Title	Organization	Responsibility
MARGO WILLIAMS	DIRECTOR	Autism Society of Michigan Lansing, MI 48906	Officer
VIRGINIA KILLOUGH	DIRECTOR	Autism Society of Michigan Lansing, MI 48906	Officer
JANE E. WHITE	SECRETARY	Autism Society of Michigan Lansing, MI 48906	Officer
RICHARD MCNALLY	PAST PRESIDENT	Autism Society of Michigan Lansing, MI 48906	Officer
JUDY COUCOUVANIS	VICE PRESIDENT	Autism Society of Michigan Lansing, MI 48906	Officer
JEANNE BRAKHAGE	DIRECTOR	Autism Society of Michigan Lansing, MI 48906	Officer

powered by **fast**

Search Results | [New Search](#)

**JEANNE BRAKHAGE, DIRECTOR**

**Responsibility: Officer**

Fiscal Year Ending	June 30, 2006
Salary	\$0
Benefits & Deferred Compensation	\$0
Expense Account & Allowances	\$0

**Autism Society of Michigan**

Also Known As: ASM  
1213 Center St., Ste. B  
Lansing, MI 48906

**EIN: 38-3034552**

[Organization Details](#)

**Other People in this Organization**

Name, Title	Salary	Responsibility
DR. SALLY BURTON-HOYLE EXEC DIRECTOR	\$76,370	Employee
MARGO WILLIAMS DIRECTOR	\$0	Officer

**Link to the organizational record**

### People Search Record

- Full record includes a link to the organizational record.
- Includes role for that organization (responsibility); salary and other financial information if applicable.
- Lists other people in the organization.
- To view other organizations for that person, you need to run an additional search.
- If a person has multiple roles in different organizations, they will each appear on its own line in the search results.

GuideStar Premium People Results

11 people found (2.625 seconds)  
1 - 11 of 11 people are returned. [Need to refine?](#)

Page: 1

Name	Title	Organization	Responsibility
<a href="#">JANE FORBES CLARK</a>	DIRECTOR	HANK AARON CHASING THE DREAM FOUNDATION INC Atlanta, GA 30315	Officer
<a href="#">JANE FORBES CLARK</a>	PRESIDENT	CLARK FOUNDATION New York, NY 10020	Officer
<a href="#">JANE FORBES CLARK</a>	DIRECTOR	CLARK FOUNDATION New York, NY 10020	Officer
<a href="#">JANE FORBES CLARK</a>	DIRECTOR	SCRIVEN FOUNDATION New York, NY 10020	Officer
<a href="#">JANE FORBES CLARK</a>	DIRECTOR	NATIONAL BASEBALL HALL OF FAME AND MUSEUM INC Cooperstown, NY 13326	Officer

## Other Resources for Nonprofits

### Additional Resources from Guidestar

- Links to the GuideStar home page are on the bottom right of each page.
- You can find:
  - **Articles** by GuideStar staff and others about nonprofit issues
  - **Guidestar Monthly Newsletter** covering the nonprofit environment and dating back to 2002

### Resources on Foundations and Grants (from University Libraries)

<http://www.lib.umich.edu/grad/guide/guide.php?id=84>

### Resources on Nonprofits (from Michigan's Nonprofit and Public Management Center)

<http://www.nonprofit.umich.edu/nonprofits/resources.php>

### OneSource (another good resource for Nonprofit Information and News)

<http://www.bus.umich.edu/KresgeLibrary/secure-all/one/>