

NTEE-CC Users Newsletter

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Table of Contents:

☞ Coding Affiliates

☞ Spotlight on the
Environment – Major
Group C

☞ Web Tools for Coding

Mystified about Coding?

Welcome to the first issue of the NTEE-CC Users Newsletter! Our goals are to:

- o introduce new and improved resources for coding;
- o provide updates on any changes in NTEE-CC; and
- o discuss NTEE-CC questions and concerns.

In a world as vast and varied as the nonprofit sector, sometimes organizations just do not fit naturally into an NTEE-CC category and other times they fit too easily into several.

We hope this Newsletter will help users make consistent decisions while navigating the system. Regular features will include highlights of new coding tools and concepts such as the section below on “Coding Affiliates”, Coding Alerts where changes in code application have been made, and more lengthy discussions on understanding the intent of groups of codes. In this issue, we review Environmental Organizations.

Coding Affiliates

National organizations that have multiple local affiliates should be classified with the same code. Habitat for Humanity, for example, accomplishes its work at the local level with over 1200 affiliates – independent, locally-run, nonprofit organizations. And while some affiliates might perform different activities (housing rehab instead of new construction), the mission of the national organization is often the overarching mission of the individual affiliates and it would be great if they were all coded alike.

This concept is not really new to the NTEE-CC. After all, Goodwill Industries, Girl Scouts of America, and the Salvation Army each have their own NTEE-CC code. The activities of individual affiliates may vary, but all Goodwill Industries member organizations get coded as **J32 Goodwill Industries**. Extending this concept means that coders will not have to second guess the codes of affiliate organizations -- all Ronald McDonald Houses, for instance, will all be coded alike (**E86 Patient and Family Support**). We are continuing to build the list of names of Affiliate Organizations for this automatic coding.

Click [Web Tools for Coding](#) for the current list of Affiliate Organizations and their codes and contact us at sromeo@ui.urban.org with suggestions for more.

Underlined **Blue Text**?
Double-click to link to
internet site.

Keep these things in mind when coding:

?? Don't code by name only.

?? Focus on organizational type.

?? Distinguish "Doers" from "Advocates" and "Supporters".

Spotlight on the Environment – Major Group C



At first glance, coding environmental organizations seems to be one of the more straightforward coding tasks using NTEE-CC. After all, The Sierra Club, environmental protection, how can you go wrong? But sometimes concepts overlap (why is "preserving open space" not "land conservation"?) and there are problems even across Major

Groups (why is "farmland preservation" not "land conservation"?). Here are some rules to help you code consistently.

? For starters, The Sierra Club should be coded as a **C01 Environmental Alliance & Advocacy** organization. The Environmental Major Group C breakout, maybe more than any other Major Group designation other than Major Group R, has a large concentration of advocacy organizations. The Center for a Sustainable Coast, the Coalition for a Livable Future, and Communities for a Better Environment are all organizations that work to protect the public interest in key issues in the environment and sustainable development through education, training and grassroots activism. They should all be coded C013. Words you should look for include "coalition", "promote", "alliance", "catalyst", and, of course, "advocacy". Think in terms of separating the "activists" from the "doers".

? If the organization only does recycling, then the correct code is **C27 Recycling**. However, if recycling is just one part of a larger cleanup endeavor, it becomes **C50 Environmental Beautification**.

? Why is preserving open space not always Land Conservation? Preserving open spaces as an activity of a general Land Trust would remain **C34 Land Resources Conservation**. Preserving urban open spaces, such as vest pocket parks in urban settings, should be coded **C50 Environmental Beautification**. To continue splitting hairs, Farmland Preservation (and this includes ranches) is coded as **K25 Farmland Preservation**. To recap, open space in the open, C34; open space in an urban environment, C50; open space in an agricultural setting, and here any mention of agricultural conservation easements or the USDA clinches the deal, K25.

? The key to understanding **C50 Environmental Beautification** is to see it as a contemporary interpretation of the City Beautiful Movement of the late 19th- early 20th centuries. City Beautiful advocates believed that by creating a beautiful city, its inhabitants would aspire to moral and civic virtue. Maybe a bit heady for NTEE-CC coding, but the emphasis here should be on enhancing the aesthetics of the built environment. City Beautiful reformers sought to improve their city through beautification. Urban beautification – **C50**; Urban renewal – **S20**. Additionally, open spaces in the forms of urban parks and greenways get coded as **C50**. Rails-to-trails, connecting neighborhoods to work places and congested areas to open spaces as well as providing excellent habitats for wildlife, get coded **C50** too.

? Many organizations list “environmental education” as the organization’s statement of purpose, many more in fact than what should be coded as **C60 Environmental Education** organizations. Other environmental organizations mention promoting public awareness on environmental issues as just one of their programmatic activities. How do you sort this all out? **C60 Environmental Education** should be used for organizations that have specific environmental education programs that can include hands-on learning projects in the field or in classrooms and/or develop curricula and teaching materials for students and educators. Outward Bound organizations get coded here as well. If the organization’s mission is to promote public awareness on an environmental issue then use **C01 Environmental Alliances & Advocacy**; public education as just one program of an environmental use codes **C20-C50**.

? And finally, where should you code Environmental Law organizations? **C01 Environmental Alliances & Advocacy**. Ecotourism? Eco or tourism? **S30 Economic Development**. Resource Conservation & Development Councils? Conservation or development? **C30 Natural Resources Conservation & Protection**. Audubon Societies? Birds or habitat? Again, **C30 Natural Resources Conservation & Protection**. Good luck!

Web Tools for Coding



The NCCS web site (<http://nccs.urban.org>) is a virtual one-stop shop for helping users successfully navigate the NTEE-CC. Interactive links to the most up-to-date definitions for NTEE-CC Codes as well as a keyword browser for real-time assistance are just two of the tools available. Resources that you shouldn’t miss include:

[Search NTEE-CC Definition](#)  **NEW** 

Our very own “google”. Type in a keyword and search results list all matching NTEE-CC codes. Sorry, no sponsored links. Includes definitions, keywords (see what other concepts fit in this category), scope notes (hints for coding), and examples. Affiliate organizations are listed under “examples”.

[NTEE-CC Manual](#)

Like to have a book to flip through? This [188-page manual](#) includes general descriptions of the major group areas of the NTEE-CC as well as definitions for each of the 400+ NTEE-CC codes. Available in Adobe Acrobat format (.pdf). Remember, consult “Search NTEE-CC Definition” for the most recent edits as ***the entire manual is only updated annually.***

Feedback, please!

Please send an email to sromeo@ui.urban.org and let us know if this is helpful and with ideas for what you would like covered in this newsletter. We are planning on issues every two months. Too often? Not often enough? Comments and suggestions are always welcome.

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