



Nonprofit Organization Checklist

Send all required materials to the Community Foundation by April 22 to the information at the bottom, which includes:

Required Registration Documents:

1. Registration Form
2. Digital copy of organization logo (to samantha@servingtheheart.org)
3. Contribution of \$250 to bonus fund – payable to “Day of Giving Match Fund”
4. If you are a **new** nonprofit participating please send a completed W-9 and your IRS determination letter

Suggestions:

- ✓ Inform the community about your participation in the Week of Giving
 - Discuss with Board Members
 - Educate them so they know all of the details to share with their friends, family and people in the community
 - Contact your previous donors
 - Send emails, letters, etc. to get the word out about the Week of Giving
- ✓ Create a Publicity Plan
 - Add the Week of Giving prominently on your website homepage
 - Make a schedule for sending your emails and posting to Facebook to keep the Week of Giving and your organization on the community radar but not so often that it is overwhelming for the recipients
 - Personalize emails and/or letters from your Board members so that they can send to their contacts. This will give your Board members a template so they can personalize your correspondence
 - Provide real life stories to promote your cause

Action Items – After the Event:

- ✓ Give thanks by sending emails, letters and on your social media pages
- ✓ Call and thank all companies and individuals who have given a large donation to your organization for the Week of Giving
- ✓ Send ALL donors a thank you letter, of note you only required to send for donations over \$250 but it is very important to thank ALL donors – The importance of a thank you cannot be overstated!