



Participating Organization Training

Powerpoint

In partnership with



2024 TIMELINE

- **Registration Deadline:** April 21
- **Check Donations:** May 5 – 9
- **Online Donations:** May 5 at 12:01 am – May 9 at 11:59 pm

Guidelines & Requirements

Qualifying nonprofit organizations are:

- 501(c)3 nonprofit organizations
- Schools, churches & municipalities (for a special community project), in or serving Armstrong County
- Other Foundations and religiously affiliated organizations are to participate ONLY if they are raising money for a particular community project that serves the larger community.

Organizations wishing to participate in the Week of Giving must submit the following to the Community Foundation

- Agreement/Registration Form
- Digital copy of logo emailed to: Samantha@servingtheheart.org – please state **WOG Logo** in the memo line
- Contribution of \$250 for the bonus fund (preferably by check to avoid credit card fees).
- New nonprofits participating should provide a completed W-9 form and copy of IRS determination letter.

The Community Foundation will determine if the organization is eligible. If approved, the profile will be published on www.servingtheheart.org

All required materials must be turned in by April 21, 2025.

Bonus Funds

- The Community Foundation will still carry the largest part of the responsibility of obtaining bonus partners.
- Organizations will be required to have a contribution of \$250+ made to the bonus fund on their behalf.
- Each of these \$250+ contributions will be recognized as bonus partners, right along with any bonus partners obtained by the Community Foundation.
- All checks designated to the bonus fund need to be made payable to **“Week of Giving Match Fund”** with **“your organization’s name”** written in **the memo line** and mailed to the Community Foundation office.
- Bonus fund contributions must be submitted to the Community Foundation by April 21. Be sure the donor notes to us that the contribution is being made on behalf of your organization, so that you receive the credit.

Donations

- Minimum Gift*: \$20.00
- Maximum Gift*: \$5,000.00 per donor – per organization

Example 1:

- 1 donor can donate \$5,000 each to 4 different organizations
\$20,000 would receive a percentage of the bonus fund

Example 2:

- If a donor donates \$10,000 to 1 organization, only \$5,000 of that donation will receive a percentage of the bonus fund
- Organizations are prohibited from donating to themselves except for the required \$250 to participate.
- No portion of a schools tuition, membership fee, etc. is allowed.
- Previous pledges, other regular gifts (like regular tithes or offerings), or proceeds from sales & fundraisers are ineligible for bonus dollars.

*All gifts under \$20 will be passed through

- All donations must be made payable to the participating organization the donor wishes to support to qualify for bonus funds.
- All qualifying contributions will receive a pro-rated portion of the bonus.
- The bonus dollars granted will depend upon the total amount of the bonus fund, and the total amount of donations received.

**PLEASE MAKE SURE THIS IS COMMUNICATED TO DONORS AS A
BONUS FUND NOT MATCHING FUND!!**

**All qualifying donations must be RECEIVED from
May 5, 2024 through May 9, 2025
and**

RECEIVED in the Foundation office either by mail or from the participating nonprofit by
Friday, May 9 at 5:00 pm.

**ANY DONATIONS RECEIVED AFTER 5:00 PM MAY 9
EITHER BY MAIL OR DROPPED OFF AFTER 5:00 PM MAY 9
WILL NOT COUNT TOWARDS THE BONUS FUND**

The options to receive contributions are:

1. Write a check payable to the participating organization you would like to support.
2. Mail it to the participating organization OR
3. Mail it to Week of Giving, PO Box 895, Kittanning, PA 16201
4. Also, you may drop off at the following locations:

All donations may be dropped off at the Armstrong County Community Foundation office.
(Please place in the mail slot if office is closed)

or any

NexTier Bank Locations listed below

(Downtown Kittanning, West Kittanning, Hilltop Plaza, Highland Office, 422 office or
Worthington office

Friday 9:00 am – 5pm (any donations in mail slot after 5pm WILL NOT receive bonus funds)
Armstrong County Community Foundation office

Make an Online Donation one of two ways.

Donations must be RECEIVED from

May 5 through May 9

- The Community Foundation has set-up an online option for all of the participating nonprofit organizations (only available during the Week of Giving) **OR**
 - You may set up your own form of online donation option on your website.
 - If you choose to provide your own online option:
 - Participating organizations are responsible to provide the Community Foundation a detailed receipt for all online donations received and
 - Receipts must be submitted to the Community Foundation, 220 S. Jefferson St., Kittanning, PA 16201 by **Monday, May 12, 2025 at 10am**. These online donations received from May 5 – May 9 will count towards the Bonus Fund.
 - Receipts must be from the online process you used showing the Date of the Donation, Time it was received and the Amount.
 - Donations must be a minimum of \$20 AFTER the processing fee is accessed.
- **Absolutely NO cash donations will be accepted.**

How we calculate the percentage of the bonus funds each nonprofit receives.

Example:

Bonus Fund total of \$30,000

Eligible community donations total \$300,000

Jane Doe's \$100 donation is calculated below.

$$30,000 / 300,000 = .10 \text{ (10\%)}$$

$$10\% \text{ bonus} = \$0.10/\text{dollar} = \$10 \text{ bonus}$$

Total donation to your organization = \$110!

Fundraisers vs. Special Events

What's the difference?

Fundraiser (**prohibited**)

- A fundraiser is....
 - Raffle, bake sale, auction, sponsorship of an event, golf outing...any event where **people pay to get something in return.**

Tuition (**prohibited**)

- No portion of a schools tuition, membership fee, etc.

Special Event (**allowed**)

- Examples would be an open house, where **NO money is required to attend**, although free-will gifts may be collected and turned in on the Week of Giving.

Review

Checks must be:

- Received by the Foundation between May 5 and May 9 by 5pm.
OR
 - Mailed and Received at
PO Box 895, Kittanning, PA 16201
between May 5 & May 9 – PO Box will be checked at 5:00 pm
 - On-line donations must be made between
May 5 and May 9, 2025

ALL CHECKS MUST BE RECEIVED IN THE FOUNDATION OFFICE
BY 5:00 PM FRIDAY, MAY 9.

Credit Card receipts must be in the Foundation office by 10:00 am Monday, May 12

It is the nonprofit's responsibility to ensure all checks
are received in the Foundation office by
Friday, May 9 at 5:00 pm to be eligible for the Bonus!

Promote, Promote, Promote!

- Start with your board of directors
- Then go to your donors/ mailing list
- Social Media (Facebook, Instagram, etc.)

Focus on your donors; you are giving *them* an opportunity
to make a difference!

Be sure to tell them how *they* can make a difference in your
organization by giving!

- We *hope* to have final calculations and checks ready within a month
- We will notify you via email when we have all of the donations processed. We will designate a special date that a representative from your organization can stop by our office to gather your checks, including your portion of the bonus fund.
- We will email you a spreadsheet of your donor contact information.

Please note and be sure to make it clear to all of your donors (especially bonus partners) that the Community Foundation will **NOT** participate in the Week of Giving and *we in no way benefit financially from the Week of Giving.*

We do *not* receive any funds from the Week of Giving, including any portion of the bonus funds.

Follow Up

- Say THANK YOU!
 - Send thank you letters to **ALL** of your donors within 2 weeks of receipt of your list. You are required by the IRS to send thank you letters to donors of \$250 or more.
 - Send thank you letters to **all** of the bonus partners (after all, they provided the bonus money!)
 - These thank you letters need to be brought to the Foundation office by Thursday, June 26, 2025 in order for the foundation to mail (Bonus partners will receive one envelope with all of the thank you letters. Please do not seal your envelopes).

•Dates to Remember:

✓ April 21

- ✓ All registration forms due to the Community Foundation

✓ May 5 – May 9

- ✓ Checks must be received at the nonprofit organization or the Foundation Office

✓ May 9 - Before 5:00 pm

- ✓ Last Day for nonprofit organizations to drop off your donations at the Foundation office (9:00 am – 5:00 pm). Any donations received after 5pm **will not** be eligible for the bonus.

✓ May 12 Before 10:00 am

- ✓ All credit card receipts must be in the Foundation office to count towards the bonus.

ATTENTION:

- All materials can be found on the website under Week of Giving (www.servingtheheart.org)
 - Any questions, please call or email:
 - Jodi@servingtheheart.org
 - Samantha@servingtheheart.org
 - 724-548-5897

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