



Armstrong Week of Giving

Participating Organization Training



In partnership with



Guidelines & Requirements

Qualifying nonprofit organizations are:

- ▶ 501(c)3, 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
- Current list of board of directors
- 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).

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 22nd, 2022.

Armstrong County Community Foundation
220 S. Jefferson St.
Kittanning, PA 16201

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. This money can be raised from:
 - a single donor
 - multiple donors
 - given by the organization itself
- 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: Week of Giving Match Fund, PO Box 895, Kittanning, PA 16201.
- A letter to potential bonus fund partners and contribution forms (not required to use) are available at servingtheheart.org.

Bonus fund contributions must be submitted to the Community Foundation by April 22nd. 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 donor can donate \$5,000 to 4 different organizations
\$20,000 would receive a percentage of the bonus fund
 - Example: 2: If a donor donates \$20,000 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.
- 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.

**All qualifying donations must be RECEIVED from
May 9th, 2022 through May 13th, 2022**

and

RECEIVED in the Foundation office either by mail or from the participating nonprofit by Friday, May 13th at 5:00 pm.

**ANY DONATIONS RECEIVED AFTER 5:00 PM MAY 13TH
EITHER BY MAIL OR DROPPED OFF AFTER 5:00 PM MAY 13TH
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:

Monday, Tuesday, Wednesday or Friday 8:00 am – 3pm

- Armstrong County Community Foundation office

Thursday, 9:00 am – 4:00 pm

- NextTier Bank, 222 Market Street, Kittanning, PA

Make an Online Donation one of two ways.

Donations must be RECEIVED anytime from

May 9th through May 13th at 5:00 pm.

1. The Community Foundation has set-up an online option for all of the participating nonprofit organizations (only available during the Week of Giving) **OR**
2. You may set up your own form of online donation option. For example, PayPal, Go Fund Me, or through your online donation portal 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 16th, 2022 at NOON. These online donations received from May 9th – May 13th at 5:00 pm 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:

- \$30,000 bonus fund
- \$300,000 *eligible* community donations
- Jane Doe's \$100 donation
 - $30,000 / 300,000 = .10$
 - 10% bonus = \$0.10/dollar = \$10 bonus
- **Total donation to your organization = \$110!**

Fundraisers vs. Special Events

What's the difference?

Fundraiser (**prohibited**)

- Raffle, bake sale, auction, golf outing...any event where **people pay to get something in return.**

Special Event (**allowed**)

- Such as 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 9th and May 13th by 5pm.

OR

- Mailed and Received, to PO Box 895, Kittanning, PA 16201 between May 9th & May 13th Box will be checked at 5:00 pm
 - On-line donations must be made between May 9th and May 13th, 2022

ALL CHECKS MUST BE RECEIVED IN THE FOUNDATION OFFICE
BY 5:00 PM FRIDAY, MAY 13TH.

It is the nonprofit's responsibility to ensure all checks
are received in the Foundation office by
Friday, May 13th 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:
 - Letters
 - Flyers
 - Postcards
 - Newsletters / Press Releases
 - Emails – try not to be a pest
 - Social Media (Facebook, Twitter, etc.)
 - Phone Calls – now and during the week of May 9th – May 13th

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 any 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!)

► Dates to Remember:

✓ April 22nd

- ✓ All registration forms due to the Community Foundation
- ✓ Deadline for Bonus Fund checks to be received at the Foundation

✓ May 12th – Day at Nextier Bank

- ✓ Donors can go to the downtown Kittanning branch of Nextier Bank and make their donations directly

✓ May 9th – May 13th

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

✓ May 13th - Before 5:00 pm

- ✓ Last Day for nonprofit organizations to drop off your donations at the Foundation office (8:00 am – 5:00 pm). Any donations received after 5pm **will not** be eligible for the bonus.



Armstrong
Week of Giving

Questions?

Armstrong County Community Foundation
220 S. Jefferson St.
Kittanning, PA 16201
724-548-5897

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