



**Spring 2ACTION**

**Alexandria's Giving Day**

*Presented by ACT for Alexandria*

# Getting Started Guide



# Welcome to Spring2ACTion!

Want to make sure your nonprofit is ready to participate in Spring2ACTion? This guide will lead you through the steps for registering and getting started. We've also outlined some key dates to make note of leading up to the event!

## Are You Eligible?

To participate, your organization must be:

- An IRS approved tax-deductible organization located in or serving Alexandria or surrounding areas.
- Registered with the appropriate states in which you solicit donors.
- Committed to promoting Spring2ACTion to your constituents.

## Are You Registered?

- Complete the registration at [www.Spring2ACTion.org](http://www.Spring2ACTion.org) by **March 15, 2018**.
- Enable donations on your account by adding your ACH transfer information (bank account information).

## Are You Connected?

- Follow Spring2ACTion on Facebook at [www.Facebook.com/Spring2ACTion](http://www.Facebook.com/Spring2ACTion)
- Follow Spring2ACTion on Twitter at [www.Twitter.com/Spring2ACT](http://www.Twitter.com/Spring2ACT)
- Use the hashtag: **#Spring2ACTion** in all of your social media posts

## Are You Ready?

- Check out the **Nonprofit Toolkit** for tips, templates, and resources.
- Register for **in-person training and webinar series**.
- Utilize the resources and tips emailed by the Spring2ACTion team.

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## Questions about Spring2ACTion?

For more information contact us at [brandi.yee@actforalexandria.org](mailto:brandi.yee@actforalexandria.org).

# Key Dates

**Jan 30** →

Registration opens for  
Spring2ACTion

**Feb 6** →

*Spring2ACTion Kick-Off Event*

**Feb 13** →

*Ask the Experts Event*

**Mar 13** →

*Free Agent Fundraisers and  
Board Engagement Workshop*

**Mar 15** →

Registrations Closes  
for Spring2ACTion

**Apr 9** →

*Final Steps to Success Webinar*

**Apr 10** →

*Last Chance Q&A and Materials  
Pick-up*

**April 11** →

IRS and state attestation must be  
completed to participate on April  
25. Donations turn on!

**Apr 25** →

Spring2ACTion starts at 12:00  
am and ends at 11:59 pm!

**BEYOND** →

Continue fundraising on GiveGab to  
reach your year-end fundraising goals!