



**Spring2ACTion**

**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 7, 2019**.
- 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 7** →

- Registration opens for Spring2ACTion

**Jan 15** →

- *Spring2ACTion Kick-Off Event*

**Feb 12** →

- *The Secrets to your Spring2ACTion Success: Free Agent Fundraising, Matching Grants, Goal Setting & Engaging Your Board Workshop + GiveGab Office Hours*

**Mar 5** →

- *Surprising & Delighting Your Donors Before, During & After Spring2ACTion Workshop*

**Mar 8** →

- Registrations Closes for Spring2ACTion

**Mar 15** →

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

**Mar 19** →

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

**Mar 27** →

- Early Giving begins

**April 10** →

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

**BEYOND** →

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



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