

A group of people are gathered around a table in what appears to be a community or office setting. On the left, a woman with blonde hair is smiling and wearing a dark t-shirt with 'GIVEBIG' printed on it. In the center, a man with a shaved head is leaning over the table, writing on a document with a pen. To his right, another man in a green t-shirt is also leaning over. In the foreground, the back of a young child's head is visible as they look towards the man writing. The table is covered with papers, a laptop, and some green circular items. The background shows wooden pillars and other people, suggesting a busy, collaborative environment.

Getting Started Guide

GIVEBIG

Welcome to Give Big Gallatin Valley!

Want to make sure your nonprofit is ready to participate in Give Big Gallatin Valley? 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 Gallatin County.
- Registered with the appropriate states in which you solicit donors.
- Committed to promoting Give Big Gallatin Valley to your constituents.

Are You Registered?

- Complete the registration at www.givebiggv.org by **March 31, 2018**.
- Enable donations on your account by adding your ACH transfer information (bank account information).

Are You Connected?

- Follow Give Big Gallatin Valley on Facebook at www.Facebook.com/BozemanAreaCommunityGoundation
- Follow Give Big Gallatin Valley on Twitter at www.Twitter.com/BozemanAreaCF
- Use the hashtag: **#GiveBigGV** in all of your social media posts.

Are You Ready?

- Check out the **Nonprofit Toolkit** for tips, templates, and resources.
- Register for the **webinar series**.
- Utilize the resources and tips emailed by the Give Big Gallatin Valley team.

Questions about Give Big Gallatin Valley?

For more information contact us at info@givebiggv.org

Key Dates

• **Feb 1** →

- Registration opens for Give Big Gallatin Valley

• **Feb 7** →

• *What's New Webinar*

• **Mar 31** →

- Registrations Closes for Give Big Kern

• **Apr 1** →

- IRS and state attestation must be completed to participate on May 3

• **April 12** →

- *10 Final Steps to Success Webinar*

• **May 3** →

- Give Big Gallatin Valley starts at 6:00 pm on May 3 and ends at 6:00 pm on May 4!

• **BEYOND**

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