



OFFLINE GIFT PROCESS FOR NONPROFITS

While we encourage everyone to give online during Give Big, we understand that some donors prefer to give offline. There are two ways which donors can give via check during Give Big 2019:

1. Directly to your organization - **NEW THIS YEAR!**
2. *Through the* Check Donation Station

DIRECTLY TO YOUR ORGANIZATION

If you have a donor who you know will prefer to give offline during Give Big...

- Reach out to the donor **ahead of Give Big** and encourage them to write a check directly to your nonprofit. The check needs to be:
 - Delivered to your organization before 6pm on May 3rd
 - Dated May 2nd, 2019 or May 3rd, 2019
 - With Give Big in the memo line

Your responsibilities with offline donations made directly to your organization:

- Upload all offline donations to your GiveGab profile before 6pm on May 3rd, 2019.
- **You are responsible for receipting donors who give directly to your organization via offline gifts! The Bozeman Area Community Foundation will NOT be receipting these donors as the gifts are made directly to your organization.**

CHECK DONATION STATION:

If you have a donor who would like to give gifts to multiple organizations through one offline donation:

- Tell the donor to go to the Check Donation Station at First Interstate Bank (202 W. Main St. Bozeman) on Friday, May 3rd between 9am – 4pm.
- Donors must fill out a [Check Donation Station form](#) (available at First Interstate Bank on May 3rd and online at GiveBigGV.org)
- Donations made **through the Check Donation Station must be made out to the Bozeman Area Community Foundation.**
 - Checks are written to the Bozeman Area Community Foundation because the funds from the Check Donation Station run through BACF. A donor is able to give to multiple nonprofits through one check written out to the Bozeman Area Community Foundation,

and we then distribute those funds to the nonprofits. We are not able to process a check donation made to any other organization other than BACF.

- Check Donation Station donors will be receipted by the Bozeman Area Community Foundation. **You should not receipt your Check Donation Station donors!** This would be duplicating their tax receipt and inaccurately reflect their donation.
- You will be given any Check Donation Station donor information after Give Big in order to thank them appropriately for their gift.

How will my organization receive Check Donation Station funds?

- The Bozeman Area Community Foundation will issue a check in the amount totaling your offline donations and any prizes won during Give Big.
- A representative of your organization will need to pick up your check at our Give Big Check hours during the first or second week in June.

Check Donation Station Details:

[First Interstate Bank](#) – 202 W. Main Street Bozeman, MT 59715

Friday, May 3rd 9am – 4pm

IMPORTANT THINGS TO KNOW ABOUT ALL OFFLINE GIFTS:

1. **Offline gifts do not count towards all prizes**, but will be accounted for in your organization's totals and the overall Give Big totals. Offline gifts do count for Milestone prizes such as 2019th donor and \$1.5 Million Donor.
2. **Offline gifts cannot be automatched** to your organization's matches, but can be matched manually. Follow the steps in [this article](#) to learn how.
3. Offline gifts do **not incur any fees**.
4. Offline gifts can be made completely **anonymously**.