



Getting Started Guide

# GIVEBIG

[www.GiveBigGV.org](http://www.GiveBigGV.org)

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# 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](http://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/BozemanAreaCommunityFoundation](http://www.Facebook.com/BozemanAreaCommunityFoundation)
- Follow Give Big Gallatin Valley on Twitter at [www.Twitter.com/BozemanAreaCF](http://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.

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## Questions about Give Big Gallatin Valley?

For more information contact us at [info@givebiggv.org](mailto:info@givebiggv.org)

# Key Dates

• **Feb 4** →

- Registration opens for Give Big Gallatin Valley

• **Feb 15** →

• *What's New Webinar*

• **Mar 31** →

- Registrations Closes for Give Big Gallatin Valley

• **Apr 1** →

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

• **April 3** →

• *Final Steps to Success Webinar*

• **May 2** →

- Give Big Gallatin Valley starts at 6:00 pm on May 2 and ends at 6:00 pm on May 3!

• **BEYOND**

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