



# Getting Started Guide

# Welcome to Give Big CHQ

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

## Are You Registered?

- Complete the registration at [www.givebigchq.org](http://www.givebigchq.org) by 05/16/18
- Enable donations on your account by adding your ACH transfer information (bank account information).



## Are You Connected?

- Follow Give Big CHQ on Facebook at [www.Facebook.com/CRCFOnline](http://www.Facebook.com/CRCFOnline)
- Follow Give Big CHQ on Instagram at [www.Instagram.com/crcfonline](http://www.Instagram.com/crcfonline)
- Use the hashtag: **#GiveBigCHQ** 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 Give Big CHQ team.

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## Questions about Give Big CHQ?

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



# Key Dates

## April 16

- Registration opens for Give Big CHQ

## April 18

- *Getting Ready* Webinar 2 PM - 3 PM

## May 10

- *10 Final Steps to Success* Webinar 2 PM - 3 PM

## May 16

- Registrations Closes for Give Big CHQ

## May 16

- IRS and state attestation must be completed to participate on June 14 - June 15

## June 14

- Give Big CHQ starts at 12 AM on June 14 and ends at 11:59 PM on June 15

## BEYOND

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

