



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 the Chautauqua region.
- 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 by **May 3rd 2019**
- 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
- Follow Give Big CHQ on Instagram at 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 [DoG Name] team.

Questions about Give Big CHQ?

For more information contact us at EJones@crcfonline.org



Key Dates

• **Mar 4** →

- Registration opens for Give Big CHQ

• **Mar 11** →

- *Getting Ready or What's New* Webinar

• **May 13** →

- *10 Final Steps to Success* Webinar

• **May 16** →

- Registrations Closes for Give Big CHQ

• **May 23** →

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

• **June 13** →

- Give Big CHQ starts at 12:00 am and ends at 11:59 pm!

• **BEYOND**

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

