



Getting Started Guide

Welcome to Flathead Gives!

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

Are You Registered?

- Complete the registration at www.FlatheadGives.org by **April 6th**.
- Enable donations on your account by adding your ACH transfer information (bank account information).

Are You Connected?

- Follow Flathead Gives on Facebook at www.Facebook.com/FlatheadCommunityFoundation
- Follow Flathead Gives on Instagram at www.Instagram.com/FlatheadCommunityFoundation
- Use the hashtag: #FlatheadGives 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 Flathead Gives team.
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Questions about Flathead Gives

For more information contact us at info@flatheadgiving.org

Key Dates

• **Feb 5**

- Registration opens for Flathead Gives

• **Feb 15**

- *Getting Ready or What's New* Webinar

• **April 10**

- *10 Final Steps to Success* Webinar

• **April 6**

- Registrations Closes for Flathead Gives

• **May 2**

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

• **May 3-4**

- Flathead Gives starts at 6pm and ends at 9:00 pm!

• **BEYOND**

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