



# Getting Started Guide

# Welcome To Greater Helena Gives!

Want to make sure your nonprofit is ready to participate in Greater Helena Gives? This guide will lead you through the steps for registering and getting started. We've also outlined some key dates to be aware of leading up to the event!

## Are You Eligible?

To be eligible to participate in Greater Helena Gives, your organization must be:

- Based in the Greater Helena area or have a basis of operations here.
- An IRS approved tax-deductible organization or qualified agency located in or serving Lewis & Clark, Jefferson & Broadwater Counties
- Committed to promoting Greater Helena Gives to your constituents.

## Are You Registered?

- Complete the registration at [www.greaterhelenagives.org](http://www.greaterhelenagives.org) by **April 1, 2018**
- Enable donations on your account by adding your ACH transfer information



## Are You Connected?

- Join the Helena Gives Facebook group
- Follow the **Helena Area Community Foundation** on Facebook
- Use the hashtag **#GreaterHelenaGives** on Social Media

## Are You Ready?

- Check out the **Nonprofit Toolkit** for tips, templates, and resources.
- Take advantage of our pre-recorded **Training Series**
- Utilize the resources and tips emailed by the Greater Helena Gives team.

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## Questions about Greater Helena Gives?

Greater Helena Gives is a 24-hour fundraiser to support the nonprofits around Helena. Any one can go on to the website or go to the onsite locations to make a donation to the nonprofit(s) of their choice. This is an opportunity to come together and give back to Greater Helena. For more information, please see our FAQ page or contact us at [info@greaterhelenagives.org](mailto:info@greaterhelenagives.org).



# Key Dates

## Jan 28

- Registration for Greater Helena Gives 2019 opens

## Jan 31

- Getting Ready Webinar to help you register for Greater Helena Gives!

## APRIL 1

- Registration closes for Greater Helena Gives 2019

## April 15

- Last day to attest to your organization's State Solicitation compliance

## MAY 2-3

- Greater Helena Gives Day begins at 6pm on May 3 and ends at 6pm on May 4

## MAY 9

- Last day to accept donations for Greater Helena Gives!

## BEYOND

- Build off of your Greater Helena Gives donor base and utilize GiveGab's year-round features!