



# Getting Started Guide for Horizons Giving Day

# Welcome to Horizons Giving Day!

Want to make sure your affiliate is ready to participate in Horizons Giving Day? 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.
- Registered with the appropriate states in which you solicit donors.
- Committed to promoting Horizons Giving Day to your constituents.

## Are You Registered?

- Complete your Horizons Giving Day profile by April 30th.
- Enable donations on your account by adding your ACH transfer information (bank account information).



## Are You Connected?

- Follow Horizons Giving Day on Facebook at [www.facebook.com/horizonsnational](http://www.facebook.com/horizonsnational)
- Follow Horizons Giving Day on Twitter at [www.Twitter.com/HorizonsNatl](http://www.Twitter.com/HorizonsNatl)
- Follow Horizons Giving Day on Instagram at [www.Instagram.com/horizonsnational](http://www.Instagram.com/horizonsnational)
- Use the hashtag: **#HorizonsGivingDay** in all of your social media posts

## Are You Ready?

- Check out the **Nonprofit Toolkit** for tips, templates, and resources.
- Utilize the resources and tips emailed by the Horizons Giving Day team.

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## Questions about Horizons Giving Day?

For more information contact us at [kmattox@horizonsnational.org](mailto:kmattox@horizonsnational.org)



# Key Dates

## Feb 1

- Registration opens for Horizons Giving Day

## Apr 1

- Registrations Closes for Horizons Giving Day

## Apr 30

- IRS and state attestation must be completed to participate on Horizons Giving Day

## May 1

- Donations open for Horizons Giving Day!

## May 15

- Horizons Giving Day starts at 12:00 am and ends at 11:59 pm!

## May 31

- Donations close

## BEYOND

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

