



HUDSON VALLEY  
— GIVES —

# Getting Started Guide

# Welcome to Hudson Valley Gives!

Want to make sure your nonprofit is ready to participate in HV Gives 2018? 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 - Orange, Sullivan, Rockland, Dutchess, Putnam, and Westchester Counties.
- Registered with the appropriate states in which you solicit donors.
- Committed to promoting Hudson Valley Gives to your constituents.

## Are You Registered?

- Complete the registration at [www.hvgives.org](http://www.hvgives.org) by May 4th.
- Enable donations on your account by adding your ACH transfer information (bank account information).

## Are You Connected?

- Follow HV Gives on Facebook at [www.Facebook.com/HVGives/](http://www.Facebook.com/HVGives/)
- Follow HV Gives on Twitter at [www.Twitter.com/HVGives](http://www.Twitter.com/HVGives)
- Follow HV Gives on Instagram at [www.Instagram.com/HVGives/](http://www.Instagram.com/HVGives/)
- Use the hashtag: **#HVGives** in all of your social media posts

## Are You Ready?

- Check out the **Nonprofit Toolkit** for tips, templates, and resources.
- Register for **webinar or on-demand training video**
- Utilize the resources and tips emailed by the Hudson Valley Gives team.

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## Questions about Hudson Valley Gives?

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

# Key Dates

**2/01/18**

- Registration opens for Hudson Valley Gives

**TBD**

- Getting Ready for HV Gives 2018 Live Webinar*

**TBD**

- 10 Final Steps to Success Live Webinar*

**5/04/19**

- Registrations Closes for Hudson Valley Gives

**5/04/19**

- IRS and state attestation must be completed to participate on Hudson Valley Gives

**5/15/19**

- Hudson Valley Gives starts at 12:00 am and ends at 11:59 pm!

**BEYOND**

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