

YS GIVINGTUESDAY PARTICIPATING ORGANIZATION CECKLIST

November 2017

Items 1 - 10

1. Website
 - a. Provide a Hi resolution Logo, in .ai, .png or .jpeg file format to the Committee
 - b. Provide Website URL to the Committee
 - c. Add Links to WWW.YSGivingTuesday.com to Organization's website,
 - d. Check YSGivingTuesday website Organization information
2. 501(c)(3) documentation status provided to the Committee
3. Sign MOU and provide to YSCF, PO Box 55, Yellow Springs, OH 45387
4. Set a quantifiable goal for Giving Tuesday of new donors
 - a. E.g. Number of current donors, number or percent of new donors
 - i. In example: YSKP's goal is 5 donations from alumni
5. Identify a purpose for the funds raised
 - a. E.g. for scholarships, specific event, a capital improvement, etc.
 - i. In example: YSKP's purpose is to cover the cost of costumes for the summer show (\$500)
6. Test the site prior to November 24 and provide confirmation
 - a. Recommended Participating Organization's Board and Staff participation to administer the test and provide test confirmation to the Committee.
 - i. Test donations will not be subject to administrative fees
7. Use at least one electronic communication to reach potential donors
 - a. Provide a screen shot illustrating: send emails, use social media, post to website, or etc.
8. Funding Steps confirmed with detail via email to the Committee
9. Provide Thank you notes to their donors within 30 days of receipt of the donor information
10. Complete survey after Giving Tuesday event as provided by the Committee
 - a. A survey link will be provided to all participating organizations