



Give Big Gallatin Valley 2023

WELCOME PACKET

6pm May 4th - 6pm May 5th | GiveBigGV.org



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Hello

Thank you for registering for Give Big 2023. We love getting to plan this initiative for our community and are so grateful that you are joining for this year's event. Every year, we have other communities and giving days ask us how we have grown Give Big to be such a large event and we always say it is because of **you**. It is our amazing local nonprofits who take this tool and run with it. The team at One Valley may be the Give Big hosts but **each of the participating nonprofits makes Give Big their own** and finds creative ways to leverage the tools, prizes and marketing that we provide.

Over the last eight years, Give Big Gallatin Valley has helped **over 230 nonprofits** raise **over \$11.4 million**. In 2015, the goal was to raise \$100,000 for 100 nonprofits and in 2022, Give Big raised \$2.87 million for 230 nonprofits. Whether this is your organization's first year or ninth, we look forward to partnering with you and are working to provide everything we can to help your organization succeed.

Throughout this welcome packet, the Give Big trainings, and the resources on the Give Big website, you will see that there are numerous tools available to make the most out of this event. From tips to creating a great profile, to information on acquiring and setting up matches, to templates for social media and email, the One Valley team is doing our best to provide you with what you need to succeed. We understand that each organization has a different capacity of both time and resources to invest in Give Big and we want you to know **there is no wrong way to participate**. Some organizations find a lot of success and community connection through in-person events, while others prefer peer-to-peer fundraising. Some of our newer small nonprofits opt to only create a Give Big profile and promote the campaign through social media. You are invited to participate in whichever way feels like a good fit for your organization. While it is true that organizations will get more out of Give Big the more they put into it, we truly hope this is a beneficial opportunity for organizations of all sizes.

The purpose of Give Big is to bring the Gallatin Valley together in a day of giving and remind our neighbors and supporters that no matter how much they can give, they can make a difference in this community. This initiative celebrates the impact we can make as a community when we come together. Each organization in the Gallatin Valley serves an important role and we are thrilled to coordinate this initiative for each one of you.

Thank you again for registering and we look forward to working with you. Feel free to reach out to our team with any questions.



Best Wishes,

Jill Ellwood

One Valley Community Foundation
Nonprofit Programing & Relations Manager

Frequently Asked Questions

What is One Valley Community Foundation?

One Valley Community Foundation is Gallatin Valley's community foundation. Our mission is to connect people who care to causes that matter to build a better community throughout Gallatin County. Through grantmaking, managing investments, and providing philanthropic counsel to organizations and individuals, community foundations are imperative for the stability of generations to come.

Why is One Valley Community Foundation hosting Give Big Gallatin Valley for local nonprofit organizations?

We are invested in bringing awareness to the local nonprofit organizations that make our community a vibrant place for us to live, work, and play. Nonprofit organizations play a critical role in all our lives and as a Community Foundation, we are deeply dedicated to supporting the good work that they do. The goal of the Give Big program is to:

- Raise the level of knowledge about nonprofit organizations in our county and highlight their positive impact on our well-being.
- Support the operating needs of nonprofit organizations that serve Gallatin County through funds raised and cash prizes made possible by our generous sponsors.
- Grow the base of engaged donors in Gallatin County – bringing new donors to our nonprofit organizations.
- Spotlight the charitable trends in our community. Where are we giving? What are our nonprofit organizations saying is vital and needed right now?

What is GiveGab?

GiveGab is the website manager for Give Big Gallatin Valley. The GiveGab team handles all online based aspects of the giving day. From verifying that nonprofits are eligible to receive funds to providing online donor support, GiveGab can answer all questions having to do with the Give Big website. To reach the GiveGab team, simply go to GiveBigGV.org and click the little blue chat bubble in the bottom right corner. Additionally, you can email customersuccess@givegab.com.

Is Give Big a competition?

No - it sure isn't. While Give Big may feel like a competition because you can see how much one organization raises compared to another, that is by no means the intention. The Give Big team deeply believes that giving days should be a win-win for every organization involved. We approach this event with an abundance mindset and hope you will too. There are so many resources and there is an abundance of generosity in this community. The goal is to connect people who care to your organizations and that in no way takes away from other organizations. The more nonprofits there are participating, the more the word gets out about the initiative, and the greater number of donors we can engage and bring to your organizations. Every year, hundreds of donors use this event to find new organizations to give to and that in no way takes away from the previous organizations they love and will continue to support. We truly hope that each nonprofit will approach this event with the mindset that thriving nonprofits support a thriving community and the more donors we invite to give and celebrate, the better off the community will be as a whole.

Will my organization raise money?

One Valley Community Foundation cannot guarantee that every organization will raise money. That being said, every participating organization has raised funds for the last three years. The degree of success will largely depend on the effort put in by the nonprofits and whether they leverage tools such as matches, social media outreach, and peer to peer fundraising. Registration fees are not refundable, regardless of an organization's performance.

How can I make sure my organization succeeds in Give Big?

Over the next three months, One Valley Community Foundation will be offering a variety of training opportunities to teach you and your team about tools designed to help you succeed in Give Big. Please review the [training page](#) on page 9 to learn more about upcoming training opportunities. We highly recommend utilizing tools such as matches, peer to peer fundraisers, and social media graphics to make the most of Give Big.

What do I do if I need help?

Both the One Valley team and the GiveGab team are here to help if needed. The One Valley team can answer questions about deadlines, local outreach, communications, in-person training opportunities, and in-person events. The GiveGab team can answer questions about approval to receive funds, creating your profile, setting up matches and challenges, and using the website. Please review the [Need Help? page](#) on page 20 to learn how to get in contact with these teams.



Important Dates

February 1		Give Big registration opens	
March 2	Training	Virtual Training // Getting Started: Giving Days 101	Optional
March 15	Deadline	Give Big registration closes	Mandatory
March 23	Training	Virtual Training // How to Use Peer-to-Peer Fundraising	Optional
March 30	Training	Training // Conversation Stations: Peer Education	Optional
March 31	Deadline	GiveGab verification deadline Donor lounge details due to be included in Bozeman Daily Chronicle	Mandatory
April 6	Training	Virtual Training // Final Training: Give Big Details	Mandatory for all 1st and 2nd year nonprofits. Highly recommended for everyone.
April 21	Deadline	Donor deadline to request stock, IRA and Donor Advised Fund transfers to One Valley (for any donors who wish to give in this way and need One Valley to process it)	Optional
April 26	Deadline	Website information due. Finalize profile & donor lounge details for website inclusion	Mandatory
May 3 @ 6pm		Give Big website soft open	
May 4 @ 6pm		Give Big begins	
May 5 @ 6pm		Give Big ends	
May 9 @ 11:59pm	Deadline	Give Big website closes for late donations	
May 12		Final Give Big numbers announced	
May 8-16	Payment	Online Give Big funds distributed by GiveGab to organizations via direct deposit	
June	Payment	Offline (check, stock, IRA, donor advised fund and prizes) gifts given through One Valley will be consolidated and sent via check to organizations	



What's New for 2023?

Are you a returning nonprofit and you just want to know what changes are being made this year? Check out this page to learn about the Community Fund and the new search page functionality.

Community Fund

This year, Give Big will feature a communal fund that will be split amongst participating nonprofits. This fund is an opportunity for donors to support all of the nonprofits at once. The Give Big team made the decision to add this option based on annual feedback and requests from donors.

The funds raised through this page will be combined with prizes and any offline gifts given through One Valley and will be distributed via check in June. To give to the community fund, donors can simply click "Give to Community Fund" on the search page and it will add that to their cart along with any other nonprofits they select.

Search Page Improvements

Our website partner, GiveGab, has redesigned the search page to improve user experience. When a donor goes to the search page, they will now see a random selection of nonprofits (as opposed to the nonprofits at the beginning of the alphabet). They will be able to search for a nonprofit by name, view all nonprofits, or use the filters to narrow their search by category, physical location, matching opportunities, volunteer opportunities, and nonprofits who have a non-discrimination policy.

Whether the donor clicks "View All" or narrows their search using the filters, they will now have the option to add nonprofits directly to their cart from the search page instead of being redirected to their cart. We are hoping these improvements will make it easier and more efficient to navigate the search page.

Search

Search by keyword, cause, or nonprofit name

[View All](#)

[Show Filters](#)

Here are some participating organizations!

 <p>Out Youth</p> <p>VIEW DONATE</p>	 <p>We Are Blood</p> <p>VIEW DONATE</p>	 <p>half Helen Foundation</p> <p>VIEW DONATE</p>
 <p>Merlin Tuttle's Bat Conservation</p> <p>VIEW DONATE</p>	 <p>Groundwork Music Project</p> <p>VIEW DONATE</p>	

Centering Equity & Inclusion

Since its inception nine years ago, One Valley Community Foundation has been working to make Give Big Gallatin Valley a more equitable and inclusive initiative. We recognize that while we have taken small steps, we have much further to go. For the last two years, the Give Big team has chosen to center equity in our efforts and improvements as we consider what changes to make to the event moving forward. Last year, we hired Level Equity Consultants to support and guide this work. Through this partnership, the One Valley team made many changes to Give Big and we are working this year to continue that momentum and learning. This process does not consist of a single set of changes that we will make and check off a to-do list. This is a commitment to continue to center equity and inclusion through our planning and decision-making processes moving forward.

One Valley recognizes that Give Big has unintentionally caused harm and has had negative repercussions for some community members and organizations. In order to not perpetuate that harm, we are committed to critically engaging with Give Big as an event, asking hard questions about necessary changes, and making informed decisions that make this event more intentional and inclusive year after year. We trust this commitment will give us the information we need to make sure Give Big is positive for our everyone in our community while raising awareness of and funds for the amazing work happening in Gallatin Valley's nonprofit sector.

The Give Big team is actively working to dismantle the known harms of giving days and will continue these efforts moving forward. This year, some of the changes you can expect to see are:

1. Registration fee waivers for less resourced organizations with priority given to organizations that focus on serving communities of Color, immigrants, the LGBTQIA+ communities, people with disabilities, and women
2. Efforts to highlight equity through registration, communications, and outreach
3. Prizes that elevate and center equity as well as a prize that celebrates nonprofit collaboration and community
4. Improved efforts to make the website and accompanying resources more accessible for multilingual community members

The team at One Valley plans to center equity in our own work, starting with an organizational JEDI audit and then deepening how we bring equity and inclusion into each program, including Give Big. As we continue this work, we look forward to continuing to learn, continuing to think critically about our work and continuing to improve our programs for the community at large. This is a learning process for us and while we strive to do better each year, we suspect our changes will never be perfect. We ask you to be open minded as we try to improve, provide feedback as we learn, and lean in with curiosity to learn alongside our team.

How to Get Approved

Approval is MANDATORY for Give Big participation

Congratulations! You have now registered to participate in Give Big. The next step is approval.

Your organization will need to be approved by the GiveGab team for **eligibility to accept donations** AND by the One Valley Community Foundation team for **Give Big eligibility**.

GiveGab Approval

Our website platform, GiveGab, will need to approve your organization to receive funds. This is a multi-step process that involves state charitable solicitation compliance, IRS verification and Stripe (payment processor) verification. You can learn more about all of this in the Give Gab Customer Support Center [here](#).

Due to recent changes in Know Your Customer guidelines, your organization may be required to provide additional information this year that you have not been required to provide in the past. To verify whether or not you need to update information, please go to GiveBigGV.org, select Log In from the drop-down menu, and go to your organization dashboard. Under "Manage Organization", select "Bank Account & Information". Please verify that all of your information is up to date. Add it if it isn't. If you see a large orange button that says, "Update Required Information", please click it and update the required information. For step-by-step instructions with photos, please see this help article [here](#).

If you have any problems with GiveGab verification, please reach out to the GiveGab team by chatting with them in the blue chat bubble in the bottom right hand corner of GiveBigGV.org.

Payment Processor Verification

Organization Information

Business Name:

EIN:

Organization Representative:

Need to update your organization representative? Please fill out this form [here](#).

Bank Information

Bank Name:

Checking Account:

Routing Number:

Once your organization's information has been submitted, only the organization representative can request a change be made. If you need to update any of this information, contact us!

Please note: Donation payouts will show up as "GiveGab.com" on your bank account statement.

Additional Information Required

Some additional information is required in order to verify your organization to accept payments.

[Update Required Information](#) 

One Valley Approval

In order to be eligible for Give Big Gallatin Valley, organizations must be:

1. A 501(c)3 organization OR a fiscally sponsored program of a 501(c)3 organization
2. Located in and/or serving Gallatin County
3. Approved by GiveGab to accept donations

If your organization is based in Gallatin County and registered with the IRS as a 501(c)3 organization, you will be approved without hearing from the One Valley team. If your organization is a fiscally sponsored program or based outside of Gallatin County and serving Gallatin County, someone from the One Valley team will reach out to request documentation to verify your eligibility.

In order to participate and have your organization listed in the Bozeman Daily Chronicle Giving Guide, all of the above steps **MUST BE COMPLETED BY MARCH 31ST**.

You are approved when your dashboard says "Approved" in the upper right corner and there is a green check box next to "Get Verified to Accept Donations"

The screenshot displays the GiveGab dashboard for the One Valley Community Foundation. The top navigation bar includes the GiveGab logo, Home, Support, and a user profile icon. The main header features the 'Give Big Gallatin Valley 2022' logo and dates (May 5 - 6, 2022). The 'Get Set Up' section is highlighted, with a sub-header: 'Complete the steps below to be sure that you are set up and ready to participate in Give Big Gallatin Valley 2022.' Below this, a list of tasks is shown, each with a green checkmark and a right-pointing arrow. The task 'Get Verified to Collect Donations' is highlighted with an orange box and an orange arrow pointing to it. In the top right corner, a 'Participation Approval Status' box is highlighted with an orange border and contains the word 'Approved'. The bottom of the dashboard shows 'Viewing Dashboard for One Valley Community Foun...' and a star icon.

Training Opportunities

The Final Training on April 6th at 12:00 pm is **MANDATORY** for all first- and second-year nonprofits. It is highly recommended for all organizations to send at least one representative. All other trainings are **OPTIONAL**.

Register for all trainings and learn more at GiveBigGV.org/info/trainings

The Give Big team at One Valley has planned and coordinated multiple training opportunities for participating nonprofits to learn skills that they can apply to Give Big preparations, and continue to utilize throughout the year. The training sessions will be hosted virtually via Zoom. All training, except Conversation Stations, will be recorded and posted on the website for later viewing.

Getting Started: Giving Days 101

- **WHEN:** Thursday, March 2nd, 12:00 pm – 1:00 pm
- **WHAT:** The teams at One Valley and GiveGab will co-host a training to introduce giving days in general, share best practices, show what is new on the website and answer questions.
- **WHO:** This training is highly suggested for all first-year nonprofits and any new nonprofit considering registration. Returning nonprofits are also encouraged to join if they are interested in what changes the website and event will have this year.

How to Use Peer-to-Peer Fundraising

- **WHEN:** Thursday, March 23rd, 12:00 pm – 1:00 pm
- **WHAT:** Did you know nonprofits who use peer-to-peer fundraising raise over 3 times more than nonprofits who don't use peer-to-peer fundraising on giving days? Emily Allison from Bridgercare and GiveGab staff will be co-facilitating a session on how to use and make the most of peer-to-peer fundraising. Peer-to-peer fundraising may not be the best tool for everyone as it does take time and effort to implement well, but these Give Big alumni and team members will share with you the keys to using it successfully.
- **WHO:** This training is for anyone interested in using the peer-to-peer fundraising tool during Give Big.

Conversation Stations: Peer Education

- **WHEN:** Thursday, March 30th, 12:00 pm – 1:00 pm
- **WHAT:** Learn from your peers! Join for the second annual, Conversation Stations: Peer Education training. This session will allow you to get ideas directly from nonprofit leaders who have found success in the past with Give Big. This training will bring together nonprofit leaders from 15 different nonprofits of all sizes. These nonprofit leaders will facilitate small conversations on everything from utilizing volunteers, to first year success, to leveraging Give Big as part of a capital campaign. You will have the opportunity to rotate through four different topics of your choice to learn about whichever interests you most.
- **WHO:** This training is highly suggested for all nonprofits as each participant will be able to choose which topics they would like to learn about.

Final Training: Give Big Details

- **WHEN:** Thursday, April 6th, 12:00 pm – 1:00 pm
- **WHAT:** This training will review rules, logistics, day-of plans, outreach opportunities, and payment and receipt information. Please mark your calendar now.
- **WHO:** This training is **MANDATORY** for at least one representative from each first and second-year organization. It is **HIGHLY RECOMMENDED** for all nonprofits.

How to register:

To register for any of the above trainings, please visit GiveBigGV.org/info/trainings and click “Register Here” under the training you are interested in.

Who can join:

Trainings are open to any staff member, board member, or volunteer supporting with your organization’s Give Big plans.

What if you miss a training:

If you cannot attend a training and would like to view it later, it will still be listed on the [training page](#) and you can click “View Recording” and “View Slides” to watch the recording at any time.

Other training opportunities:

In addition to the live training opportunities offered this year, there are also a number of pre-recorded webinars on all giving day related topics. These pre-recorded videos can be found at the bottom of the Give Big [training page](#).



Setting Up Your Profile

Setting up your profile is **MANDATORY**. Please complete by April 26th.

Your profile is your opportunity to share your mission with caring community members. Each year, thousands of donors visit GiveBigGV.org and many report giving to new organizations.

Tips and tricks for making a strong profile:

- [Add information to your profile](#)
- Include mission, photos, videos, etc.
- Consider adding donation levels
- Include a link to your website in case donors want to learn more
- If based outside Gallatin County, include info on local services in your profile!
- Try to complete by mid-April so it is ready for donors who look early but complete it no later than April 26th.

We Need Your Help

We're looking forward to the next chapter of our organization, and we want to launch a new full-service LGBTQ+ community hub in Lancaster County. With your help, we'll be able to create a truly safe and equitable space in Downtown Lancaster featuring multiple nonprofits working with other marginalized communities, a Queer coffee shop and hangout area, affirming access to culturally competent healthcare providers and information, and an event space for seminars, education, and parties!



Your gift will build the vision we've laid out here: to help LGBTQ+ people secure housing, medical services, therapy, and legal aid. Our work supports the whole individual—their needs for shelter, food, care and housing—while uplifting and representing their identity and advocating for their interests.

Social Media Graphics and Downloads

Using social media graphics and downloads is OPTIONAL.

To support nonprofits in promoting your participation in Give Big, the One Valley team has put together a variety of social media graphics and downloads for you to use. These can be found on the downloads page at givebiggv.org/info/downloads.

What kind of graphics are available?

- Social Media: Multiple social media graphics are available, including profile and event cover photos, Canva templates, donor graphics, and more!
- Signage: Graphics are available for printing signs for donor lounges and photo props.
- Zoom Backgrounds
- Postcard
- Email headers
- Brand Kit: We are excited to offer a brand kit including our logos, design elements, and brand colors. **Please do not distort or edit the Give Big logo when utilizing it in your assets.**

How do I download the graphics?

1. Visit givebiggv.org/info/downloads.
2. You can either download all at the top of the page or download them individually by clicking the download link below each graphic.
3. For Canva templates, click on the language you would like to use below the graphic, and you will be taken to the template.

How can the graphics be used?

Feel free to use the graphics in whatever way you like. We ask that you not edit any of the official Give Big logos provided (i.e. Changing colors or adding or removing elements).



Events & Donor Lounges

Attending and/or hosting events is **OPTIONAL**.

Virtual Kickoff and Finale:

Kickoff:

- Where: Virtual livestream at GiveBigGV.org
- When: Thursday, May 4th at 5:50pm
- Who: The One Valley team will be putting together a brief virtual kickoff. All donors, volunteers, staff members, board members, and supporters are invited to tune in. Please help spread the word.

Finale:

- Where: Virtual finale at GiveBigGV.org
- When: Friday, May 5th at 6:00 pm
- What: Tune in while we share highlights from the day, celebrate the nonprofits and donors and announce some final prize winners.
- Who: All nonprofit staff, board members, volunteers, donors, business partners, and supporters are invited to watch and celebrate.

Events Hosted by Your Organization:

If your organization would like to, you may plan an event to occur during Give Big. You can invite supporters, volunteers, board members, the community at large, other nonprofits, neighbors, etc. to celebrate Give Big and the work being done by the nonprofit sector.

Event ideas:

- An open house at your space
- Partnering with a local business, restaurant, or brewery to spread the word about your work and possibly receive part of the proceeds from the day
- A collaborative event with another nonprofit or a group of nonprofits
- Live music, performances, art classes, exercise classes or a book reading
- Virtual info sessions and updates

How will events be promoted:

- Bozeman Daily Chronicle: One Valley Community Foundation will include donor lounge information in the Bozeman Daily Chronicle Giving Guide on Sunday, May 2nd IF information is submitted to One Valley via the [events page form](#) by March 31st. Events submitted after March 31st will not be included in the Bozeman Daily Chronicle.
- GiveBigGV.org: Events submitted via the Give Big [events page form](#) by April 26th will be listed on the events page on GiveBigGV.org.
- Promote them through your newsletters, social media channels, emails, etc.

Insurance:

- One Valley Community Foundation has an insurance policy that covers One Valley's liability for any events associated with Give Big. This policy only covers One Valley Community Foundation. It DOES NOT cover your organization or staff.
- If you are hosting an event associated with Give Big, it is your responsibility to ensure your organization is properly insured.
 - Check with your insurance agent to see if the type of event you are hosting is covered by your general liability insurance. If it is not, speak with your insurance agent about taking out an event insurance policy.
 - If you are hosting an in-person event and do not have an insurance agent, consider [eventsured.com](https://www.eventsure.com) or contact Andrew Colwell (andrewc@wafdinsurance.com), One Valley's insurance agent, and he can help sell you a policy as well.

Event requirements:

- Follow all applicable laws when planning and hosting events.
- If necessary, attain the proper permits and licenses to host whatever type of event you are hosting.
- Alcohol is allowed at events, in compliance with local ordinances and insurance requirements, but it may not but it may not be served to anyone under 21 years old.
- Please monitor COVID and any other potential health concerns and adapt events if necessary to keep our community safe. Refer to [healthygallatin.org](https://www.healthygallatin.org) for up-to-date information.

SUBMIT YOUR EVENT HERE
givebiggv.org/info/events

Matches and Challenges

Utilizing matches and/or challenges is **OPTIONAL**.

Why utilize matches and challenges?

Matches and challenges are an incredible tool to encourage donors to give. Donors want their donation to go as far as possible and many see matches and challenges as a way to make the biggest impact.

In 2022, organizations that did not utilize matches or challenges raised an average of \$5,093. Organizations that DID utilize matches and challenges raised an average of \$26,027!

What is the difference between a match and a challenge?

A match and a challenge are both funds donated with the intention of multiplying donations and making gifts go further.

Matches: A match is a fund that doubles your donation dollar for dollar. For example, John Smith provided a match of \$1,000. Donor #1 gives \$100. John's matching fund adds another \$100. Donor #2 gives \$250. John's matching fund adds another \$250. This continues until the \$1,000 has been spent.

Challenge: A challenge is a reward that gets funded in full when a goal is met. For example, Jane Smith will give your nonprofit \$500 when your organization hits \$1,000 in gifts. When that goal is met, the \$500 automatically gets added to your total.

Who should you ask to provide a match or challenge?

You can ask anyone to provide a match or challenge. Some organizations have just one and some have many. You can ask your board to pool their funds together for a match. You can ask a business. You can ask a donor that gives to your organization annually and you know they believe in your work. If you are uncomfortable asking for a second gift from someone who typically gives during a different time of the year, you can even ask them that they consider giving in May instead of in December. While this moves their gift to May, it will encourage others to give during Give Big and grow the impact of the matching donor.

How to enter matches and challenges in GiveGab:

Match and challenge funds should be received by the organization BEFORE the giving day begins. The matching donor will pay your organization DIRECTLY and NOT through the Give Big website. **Your organization is responsible for receipting the donor.**

Once you receive the funds and receipt the donor, you can set the match or challenge up by clicking the button under "Donations Tools" that says, "Manage Matches and Challenges". DO NOT add matching gifts as both matching gifts and offline donations or this will duplicate the donation in the system and count it twice.

The screenshot shows the GiveGab dashboard for the One Valley Community Foundation. At the top, there's a navigation bar with 'Home', 'Support', and a user profile 'Kaitie'. The main header features the 'Give Gab' logo and the event 'Give Big Gallatin Valley 2022' (May 5 - 6), with statistics: '\$54,144.50 Raised • 137 Donors • 141 Gifts'. A 'Participation Approval Status' box shows 'Approved'. Below this is a 'Get Set Up' section with a checklist of tasks, each with a green checkmark and a right-pointing arrow:

- ✓ Add Your Organization's Info
- ✓ Add Your Story
- ✓ Get Verified to Collect Donations
- ✓ Add Donation Levels
- ✓ Add a 'Thank You' Message
- ✓ Add Fundraisers

Below the checklist is a 'Reset Profile' button and a note: 'Resetting the profile will reset the story, thank you message, images, and settings to default values, as well as remove any donation levels. After resetting this profile, a profile from a previous giving day can be copied to use as a starting point.'

At the bottom, there are two sections: 'Donation Tools' and 'Other Actions'. The 'Donation Tools' section has three items: 'Manage Matches and Challenges' (highlighted with an orange box and an orange arrow), 'Manage Donations', and 'Embed a Donate Button'. The 'Other Actions' section has three items: 'Engagement Opportunities', 'Add External Fund', and 'Manage Support Areas'.

From there, you can select the tab at the top of the page that says "Matches" or "Challenges" to set the gift up the way you would like.

Once the giving day begins, funds will automatically get added to your organization's total based on how you set it up. Please note, if you have multiple matches and/or challenges, the calculation is based off of funds that come in during Give Big. Match funds will not release challenge funds and vice versa.

Peer-to-Peer Fundraisers

Utilizing Peer-to Peer Fundraisers is **OPTIONAL**.

What is a Peer-to-Peer Fundraiser?

A Peer-to-Peer Fundraiser is a person who fundraises on behalf of your organization. They can set up their own fundraising page and share it via email and social media to their connections.

Why utilize Peer-to-Peer fundraisers?

Peer-to-peer fundraisers spread the responsibility of promoting your campaign and asking for gifts to more people. Ease the burden on your staff by engaging your supporters!

In 2022, nonprofits that did not utilize peer-to-peer fundraisers raised an average of \$8,660. Organizations that did utilize peer-to-peer fundraisers raised an average of \$25,402!

Who to ask to be Peer-to-Peer fundraisers:

Anyone can be a peer-to-peer fundraiser. Your staff, board, volunteers, and program participants/recipients. The beautiful thing about peer-to-peer fundraisers is that they can give financially, but they do not have to, so this is a great way for supporters to get involved that are not able to give financially.

How to set up Peer-to-Peer fundraisers:



Peer-to-peer fundraisers can sign themselves up from your organization's Give Big profile. [Click here to learn more.](#)



Your organization's admin can set up peer-to-peer fundraisers. [Click here to learn more.](#)

From the giving day dashboard, click "Add Fundraisers" and the form will pop up to add or upload fundraisers.

Interested in using Peer-to-Peer fundraising? Join on March 23rd at 12:00 for the Peer-to-Peer training. See page 9 for more details.

Business Fundraisers

Inviting businesses to be a business fundraiser is **OPTIONAL**.

If your organization has partnerships or connections with local businesses, invite them to join Give Big as a business fundraiser!

Businesses can create their own profiles on the Give Big website at GiveBigGV.org/Business_Fundraisers. They can add their logo, information about their business and even information about the causes they care about.

This is an opportunity to increase visibility for their business, reach new clients, and give back to the community they live and work in.

Give Big also makes employee matching easy. Businesses can choose to match all employee donations through their business fundraiser dashboard, or they can select specific organizations or causes they want to offer matching funds for. This is a great opportunity for businesses to live their values and to encourage their teams and clients to support organizations they believe in.

Give Big

Search... PRIZES LEADERBOARDS MENU

Business Fundraisers

Team up with your colleagues to support your favorite organizations!

Search by name... SEARCH

Clear Search

Business Name	Logo	Amount Raised	Employee Participation	View Profile
Anderson ZurMuehlen		\$975	3%	VIEW PROFILE
Bozeman Real Estate Group		\$10,625	12%	VIEW PROFILE
Bozeman Running Company		\$430		VIEW PROFILE
commonFont		\$5,165	51%	VIEW PROFILE

DAVIDSON & ASSOCIATES INSURANCE

Presented By **GIVE MORE 24!**

Davidson & Associates Insurance

[BROWSE ORGANIZATIONS](#)

Employee Participation: 82%

\$700 Raised **14** Employee Donors **82%** Employee Participation

Words of our Owner, Bryce Davidson-
Making a Difference is a Key Differentiator

Walking in on day one with Davidson & Associates Insurance in 2012, I was prepared for claims and cold calls. What I found, however, was a unique culture focused on community.

I kind of stepped in it actually. I learned about a grant program offered through one of our insurance company partners. The program

Ways to Give

	ONLINE		VIA CHECK		DAF, IRA, OR STOCK	
Payment Method	Credit card or mobile pay on givebiggv.org	ACH on givebiggv.org	Check to a nonprofit	Check through One Valley	DAF	IRA & Stock
When	May 4th-5th		Must be received by 4pm on May 5th		Must be received by 4pm on May 5th We recommend requesting these by April 21st	
Max # of Nonprofits	10 per transaction		One	Unlimited	Unlimited	
Fees	2.5% + \$0.30 Stripe Fee + 2% Platform Fee	\$3 Stripe Fee + 2% Platform Fee	None		None	
Receipt	Via Email		Mail or email	Mail	N/A	Mail
Who to contact with questions	Blue Chat Bubble		Reach out directly to nonprofit	accounting@onevalley.org	accounting@onevalley.org	
Other Info				Use the online gift form for your gift	Use the online gift form for your gift	

Payment & Receipts

As seen in the Ways to Give chart above, there are many ways for donors to give to your organization.

Gifts made to your organization:

Gifts made directly to your organization can be deposited when you receive them. You are responsible for receipting these donors, including match and challenge donors. Matches and challenges can be added to your Give Big total using the "Manage Matches and Challenges" button on your dashboard. Checks and other gifts given directly to your organization can be added using the "Add Offline Donation" button.

[Reset Profile](#)

Resetting the profile will reset the story, thank you message, images, and settings to default values, as well as remove any donation levels. After resetting this profile, a profile from a previous giving day can be copied to use as a starting point.

Donation Tools

[Add Offline Donation](#)

[Manage Matches and Challenges](#)

[Manage Donations](#)

[Embed a Donate Button](#)

Get Prepared

[Webinars and Workshops](#)

Other Actions

[Engagement Opportunities](#)

[Add External Fund](#)

[Manage Support Areas](#)

[View Registration Info](#)

[View Your Profile](#)

[Mobilize Integration](#)

Offline donations can be receipted via the Give Big website IF you include the donor's email address AND check the box that says, "Email a receipt to". Otherwise, your organization is responsible for mailing a receipt to offline donors.

Checks entered as offline donations MUST be intended for Give Big based on the donor's designation. Your organization may not save previous donations and enter them as offline gifts. Checks MUST be dated May 5th or 6th and/or designate Give Big in the memo. This is imperative to maintaining community and donor trust with this event.

Gifts made online through GiveBigGV.org:

Gifts made online will be direct deposited into your organization's bank account **within 7 days** of receiving them. Please double check your banking information is entered correctly as this is how you receive the funds. Additionally, please note that you will likely receive multiple fund deposits adding up to your total online gifts. The Give Big website will have a soft open one day early so we can be sure everything is working correctly. The site will then close for donations the Tuesday after Give Big to allow for late donations to still be processed. The website will technically be open for a total of 7 days which means if your organization receives donation each day, you may see up to 7 fund deposits adding up to your total.

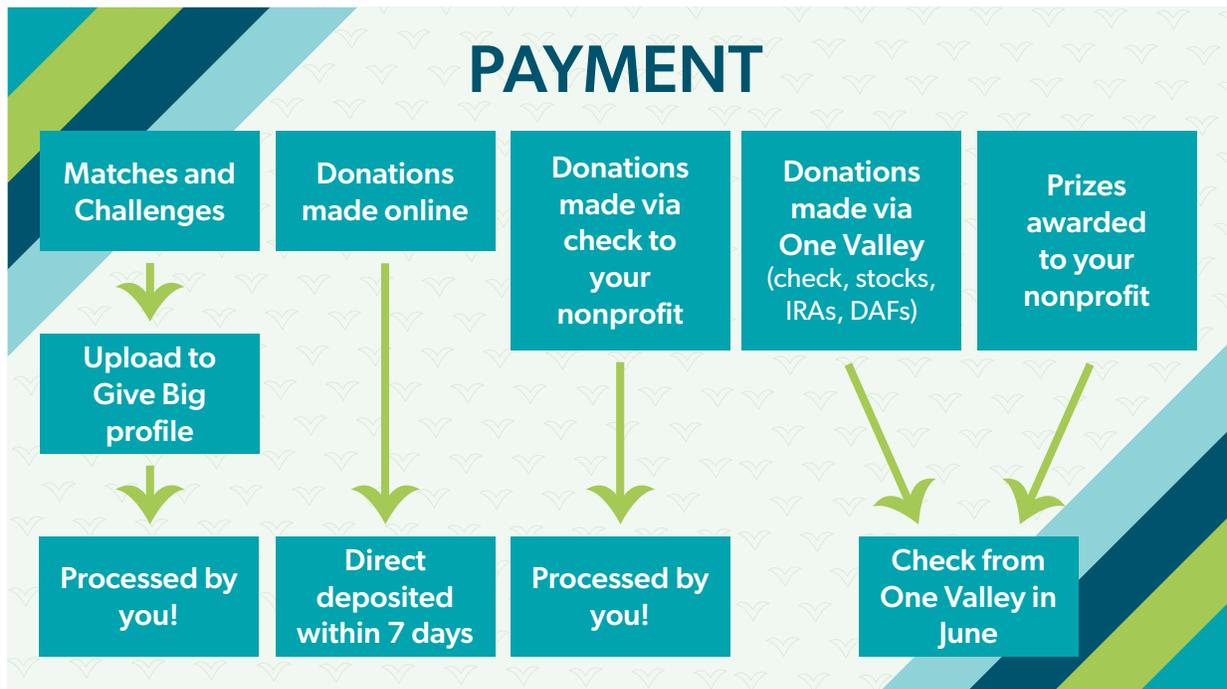
Donors will be automatically receipted via email when they give online through GiveBigGV.org. Your organization may choose to send a thank you note or some sort of recognition to donors but you **should not** send receipts to donors who give online. **We highly recommend sending paper thank you notes if your organization has the resources and capacity to do so as this is something that donors mention annually in the Give Big survey as a meaningful gesture.**

Gifts made through One Valley Community Foundation and prizes:

All offline gifts made through One Valley Community Foundation and prizes will be consolidated into one check and mailed by the end of **June 2023**. Checks that are not deposited within 6 months of the date they are issued will be voided.

Donors who give through One Valley Community Foundation will be receipted by One Valley if necessary, depending on the type of gift donated. Again, you may send a thank you note to donors who give through One Valley but you **should not** send a receipt to these donors.

If a donor would like to give a gift via a stock, IRA or Donor Advised Fund transfer, One Valley must receive it by May 5th to be processed. In order for this to happen, we suggest donors request these fund transfers by April 21st. The donor will be responsible for requesting these transfers from their financial institution in time to ensure meeting that deadline.



Prizes

Promoting and trying to win prizes is **OPTIONAL**.

Each year, the Give Big team at One Valley Community Foundation works to acquire sponsorship funding to give out to participating nonprofits as prizes. Last year, \$20,000 worth of prizes were given out to over 40 nonprofits.

Why does Give Big have prizes?

Give Big has prizes for multiple reasons:

- It is one way to get more funding to nonprofit participants.
- Donating sponsorship funding is a great way for businesses to get involved.
- Possibly the most important reason of the three: prizes encourage donors to give! Many donors get very excited about the gamification of Give Big and will give as an effort to help the nonprofit that they love win a prize.

Do the prizes make Give Big a competition?

While nonprofits are technically competing for prizes, the intention is not to set nonprofits against one another. The true goal of the prizes is for nonprofits to **use them as a tool to encourage giving**. We hope that your organization will leverage their existence to excite donors into giving. While multiple nonprofits may be competing for a single prize, we hope that each nonprofit (regardless of whether or not they win it) benefits from the existence of the prize. It allows nonprofits to say, "Give for the next hour and help us win the _____ prize!" The hope is that whether or not a nonprofit wins a prize, they are able to use them in their marketing to encourage and incentivize donors to give and ultimately, gain more donors and funds.

What types of prizes will be available?

In an effort to make prizes as equitable as possible, there are a wide variety of eligibility parameters for each prize. Some prizes are split by nonprofit size, other by geographic area. Many other prizes are simply random selection. For the second year, Give Big will also have prizes that elevate and center equity as well as a prize that celebrates nonprofit collaboration and community.

Prizes and prize rules will be announced on April 1st at GiveBigGV.org/prizes.

Communications

Please follow along with Give Big communications. The One Valley team will use these emails and social media posts to remind registered organizations about deadlines and training opportunities as well as any potential updates or changes that may arise.

Emails

- Bi-weekly emails through April 5th
- Weekly emails for the final month
 - If you have not been receiving emails, contact Jill at jill@onevalley.org.
 - If you would like to add a second nonprofit representative to the 2023 Give Big email list, please contact Jill at jill@onevalley.org.

Social Media

- Instagram: Follow [@GiveBigGV](https://www.instagram.com/GiveBigGV)
- Facebook: Follow [One Valley Community Foundation](https://www.facebook.com/OneValleyCommunityFoundation)
- Use #GiveBigGV when posting on social media

Need Help?

There is an abundance of resources to provide guidance through your Give Big planning process! If you have questions or need help, please refer to the following:

- Refer to this document
- GiveBigGV.org
 - Blue chat bubble!
 - This is the easiest and fastest way to get ahold of the GiveGab team. If you have questions about anything related to the website (setting up your profile, getting verified to accept donations, downloading your donation reports, setting up matches, etc.) please reach out to GiveGab first!



- [Nonprofit Toolkit](#)
 - This resource library has links and templates for every step of Give Big planning.
- [FAQ page](#)
- [Trainings Page](#)
 - Register here for all live trainings and pre-recorded webinars.
- [Give Gab Support Page](#)
 - This support page has articles and videos on all website related topics. Use the search bar to search for any topic and find an article that gives you step-by-step instructions with visual aids.
- Contact the One Valley team
 - For local questions or questions that cannot be resolved with the above resources, please feel free to reach out the Give Big team at the One Valley Community Foundation:

Jill Ellwood
Nonprofit Programming & Relations Manager
jill@onevalley.org
[406.587.6262 x 20](tel:406.587.6262)

Anna Burkholder
Marketing & Communications Coordinator
anna@onevalley.org

Give Big Gallatin Valley Terms of Service

As an organization choosing to participate and collaborate as a benefiting partner, Give Big Gallatin Valley requires that you enter into this Memorandum of Understanding which sets forth the services and duties provided by Give Big Gallatin Valley and roles and responsibilities of all participants.

- I confirm that my organization is a 501(c)3 and will provide our EIN number for verification.
- I confirm that my organization serves and/or is located in Gallatin County, MT.
- I understand that One Valley Community Foundation hosts Give Big Gallatin Valley, but is not responsible for the amount of money contributed to my organization through the initiative. I understand that donors choose where to place their gifts and that One Valley Community Foundation does not control this process. A refund of the participation fee will not be issued based on an organization's performance.
- I understand that my organization is encouraged to focus the majority of its overall marketing efforts in the days immediately leading up to Give Big Gallatin Valley to the campaign in order to create a sense of county-wide excitement among donors, volunteers, media partners and fellow nonprofits.
- I understand and acknowledge that any events my participating organization chooses to host during Give Big Gallatin Valley are done so independently and are not the responsibility of the One Valley Community Foundation.
- I understand that only one nonprofit may register to participate under each Employer Identification Number.
- I confirm that my organization has a website or Facebook page and that we will add the Give Big Gallatin Valley link to one or both.
- I understand that my organization's staff, board of directors, volunteers, and donors should promote Give Big Gallatin Valley over the course of the 24-hour event using social media.
- I understand that all donations associated with Give Big Gallatin Valley must be done through www.GiveBigGV.org, via check to your organization, or through One Valley Community Foundation.
- I understand that only donations made through the Give Big Gallatin Valley website will count toward any prizes offered as part of the 24-hour event.
- I certify that by participating in Give Big my organization, volunteers, supporters and staff consent to be photographed, filmed and/or otherwise recorded. My organization's participation constitutes our consent to such photography, filming and/or recording and their unrestricted use by Give Big.
- I understand that if asked to participate in any interviews with newspaper, tv or radio that I speak on behalf of all nonprofits participating in Give Big Gallatin Valley.
- I understand that GiveGab.com is an online platform that will safely process all contributions made to the event.
- I understand that all online donations will be disbursed within 5-7 business days via electronic funds transfer minus transaction fees. I understand that if I do not provide routing information for automatic transfer, I will not be able to participate.
- I understand that all funds donated through One Valley and any prizes won by my organization will be distributed to my organization via check from One Valley and it will be our responsibility to receive that check in the manner designated by One Valley. I understand that it is also my responsibility to deposit this check within a timely manner. Any checks not deposited within 6 months of Give Big will be voided and those funds will go back to One Valley.
- I understand that it is prohibited for participant organizations to donate from their own organization to their own organization.
- The Foundation reserves the right to disqualify any organization from participating in the event and/or receiving prize dollars at any time before, during, or after the event; if, in its sole discretion, it believes that there has been a breach of these rules and/or deception on the part of the organization.