

Great Community Give Rules

General Eligibility for All Prizes

1. To participate in Great Community Give, and qualify for any prize or incentive funds of any kind, nonprofit organizations must meet the following eligibility requirements:

- a. Eligible organizations are defined as any organization qualified by the IRS as a 501(c)(3).
- b. Government agencies are not eligible to participate.
- c. Organizations must be located and serving in one of the following areas: Harrisonburg city and Rockingham County.
- d. Nonprofit organizations must register on the Great Community Give GiveGab donation platform website **by January 18th, 2021**. You must fill out the GiveGab application by this date.
- e. Create your nonprofit profile page on the GiveGab donation platform by **March 1st, 2021**. Each participating organization's profile page must include the following information by **March 1st, 2021**:
 - i. Your organization's logo (known as a medium avatar in the system)
 - ii. A summary and description of your organization's purpose and programs
 - iii. An updated donation box (the default language included in the GiveGab template "donate for" must be eliminated or updated with relevant information).
 - iv. Your organization can not be listed in more than THREE search categories (i.e. Animals, Community Development & Civic Affairs, Education)
- f. Commit to the event by actively participating. The more effort you put in, the more successful you will be.

General Rules & Information

3. Great Community Give begins on April 21, 2021 at 06:30AM ET and ends at 08:00 PM ET on April 21, 2021.

4. Gifts received prior to April 21, 2021 at 06:30 AM will not be counted toward the day's totals in terms of prize calculations; unless the gift(s) are "early" gifts to be posted through your

organization's profile page at <https://www.greatcommunitygive.org> on April 21, 2021. Early gifts will be accepted between April 7th and April 20th.

5. All Great Community Give donations must be made online through the Great Community Give website (<https://www.greatcommunitygive.org>) by credit or debit card. (Visa, MasterCard, Discover or American Express.) Gifts made via ACH payments will also be accepted on the website. Offline gifts of cash and checks ONLY will also be accepted.
6. Donors who enter their own credit or debit card information directly on the Great Community Give website are entering his/her data into a **secure PCI compliant** web portal provided by GiveGab. Hosts of Great Community Give assume no liability for credit/debit card information or related information provided by the donor to a third party (e.g. organization staff member or volunteer).
7. Each gift is tax deductible. All donations will be for unrestricted use by the chosen charities unless otherwise specified on the participating organization's profile page description.
8. All donations (not including incentive prizes/grants) are typically paid to the chosen charity within 5-7 business days after the conclusion of the event by the payment processor, Stripe. Nonprofits will NOT receive statements from Stripe as you currently and have been with TSYS.
9. A minimum donation of \$10 is required. There is no maximum per donation. (There is no cap to the total amount donated to a nonprofit organization on the GiveGab website on the day of Great Community Give).
10. Organizations cannot donate to themselves.
11. Organizations cannot make a donation on behalf of a donor in lieu of a gift of cash or check.
12. Donations may not be used to pay for anything that might be perceived as a material benefit to the donor including memberships, admission tickets, payments for tuition, payments for event tickets, etc.
13. The Community Foundation of Harrisonburg & Rockingham County is not eligible to receive a giving day grant, prize, or any individual donations from community members.
14. One organization can win multiple **types** of prizes (i.e. Leaderboard prize, Power Hour prize, & Golden Ticket prize).
15. Prizes that are periodically announced throughout the day are final only after verification by GiveGab and The Community Foundation of Harrisonburg and Rockingham County.
16. Power Hour prizes are awarded to the nonprofit that receives the most number of donations or most dollars raised during a specified time period. Prize list and times are provided on www.greatcommunitygive.org. Power Hour prizes are limited to one per organization.

17. Golden Ticket prizes are limited to ONE per donor.
18. Prizes are exclusive to qualifying nonprofits. The Community Foundation of Harrisonburg and Rockingham County reserves the right to verify qualifying information and revoke, change or award prizes at its discretion.
19. All time-specific prizes are calculated using time-stamped data via GiveGab and verified by The Community Foundation.
20. In the event of a tie for a prize, the prize amount will be split evenly among the organizations that tie.
21. Prizes will be distributed via a grant check to the winning organizations by The Community Foundation of Harrisonburg & Rockingham County. Winning organizations will be notified when their check is ready for pick-up.
22. As with all grants awarded by The Community Foundation of Harrisonburg and Rockingham County, giving day grants are awarded at the discretion of The Community Foundation of Harrisonburg and Rockingham County's Board of Directors. The Board may withhold funds if it believes a participating organization violated the mission, values and guidelines of The Community Foundation of Harrisonburg and Rockingham County and Great Community Give.
23. Early gifts entered by donors from April 7th through April 20th will be reflected on the leaderboards as soon as they are made. The early gifts will display on the leaderboards when Great Community Give starts at 6:30am

Offline Individual Donor Gifts

Accepted Offline Gifts:

- Cash and Checks ONLY
- Checks made from IRAs are okay
- Checks made from Donor Advised Funds will be accepted
 - Donors must make their grant requests to The Community Foundation by next Friday April 16th, 2021
 - Nonprofits will pick up their check from The Community Foundation. We will not mail checks.
 - A submission of your organization's grant report from the COVID-19 Fund are required prior to collecting your check from The Community Foundation

Making a Donation:

- Donors must contact the nonprofit directly
- All cash and check gifts must be sent DIRECTLY to the nonprofit.
- Checks should be made to the participating nonprofit NOT to The Community Foundation of Harrisonburg & Rockingham County.

- Please write 'Great Community Give' in the memo line for check donations.

Donation Receipts:

- The nonprofit is responsible for sending tax acknowledgments. Receipts are not issued through or from Great Community Give platform.

Tracking Offline Gifts:

- The nonprofit is responsible for tracking and recording offline gifts on www.greatcommunitygive.org.
- The nonprofit may fill out the Offline Gifts Form for each offline gift made. We strongly encourage use of this form. This is not required.
- All offline gifts are subject to audit by The Community Foundation of Harrisonburg & Rockingham County.
- Offline gifts are accepted from April 7th to 8pm on April 21st. No exceptions!

Prizes:

- Offline gifts of cash and/or checks will be counted towards Leaderboard prizes and (Most Unique Donors 1st-3rd place and Most dollars raised 1st-3rd place)
- Board members may donate offline gifts of cash and/or checks for the Board Member prize but not for Power Hour prizes or Golden Ticket prizes.
- Offline gifts will NOT count towards Power Hour prizes or Golden Ticket prizes.

DUE DATE: All offline gifts of cash and/or check must be made and recorded on the website between April 7th and 8pm April 21st, 2021. No offline gifts of cash and/or check will be accepted for Great Community Give after 8pm on April 21, 2021.

Offline Match/Challenge Gifts

Accepted Match Gifts:

- Cash and Check ONLY
- Checks made from IRAs are okay
- Checks made from Donor Advised Funds will be accepted
 - Donors must make their grant requests to The Community Foundation by next Friday April 16th, 2021
 - Nonprofits will pick up their check from The Community Foundation. We will not mail checks.
 - A submission of your organization's grant report from the COVID-19 Fund are required prior to collecting your check from The Community Foundation

Making a Match Gift:

- All offline match gifts must be sent DIRECTLY to the participating nonprofit organization

- Checks should be made to the participating nonprofit organization NOT to The Community Foundation of Harrisonburg & Rockingham County.
- Please write 'Great Community Give MATCH GIFT' in the memo line for check donations.

Donation Receipts:

- The recipient nonprofit organization is responsible for sending tax acknowledgements. Receipts are not issued through or from Great Community Give platform.

Tracking Offline Gifts:

- The nonprofit is responsible for tracking and recording match gifts on www.greatcommunitygive.org.
- The nonprofit may fill out the Offline Gifts Form for each offline gift made. We strongly encourage use of this form. This is not required.
- Match Gifts are subject to audit by The Community Foundation of Harrisonburg & Rockingham County
- Offline individual gifts are accepted from April 7th to 8pm on April 21st. No exceptions!

Prizes:

- Match gift dollars are ONLY eligible for Leaderboard and Board Member prizes (Most Unique Donors 1st-3rd place and Most dollars raised 1st-3rd place)
- Match gift dollars raised do NOT count toward Power Hour or Golden Ticket Prizes.

DUE DATE: Match gifts should be entered and saved by the nonprofit organization on their GiveGab page by 6:30am on April 21, 2021.

The Prizes

Thanks to generous sponsors, you can bring even more money to your organization on Great Community Give with the following prizes. Determination of all prize winners will be made solely by The Community Foundation. Nonprofit organizations will be notified by The Community Foundation when the sponsorship pool has been distributed among the multiple prizes.

Leaderboard Categories

Small Leaderboard - Most Dollars Raised

Donations reflected in this leaderboard include all donations received by eligible organizations via an organization's Great Community Give campaign beginning on April 7, 2021 and ending at 08:00 PM on April 21, 2021. Eligible donations MUST be made via www.greatcommunitygive.org or cash and checks sent DIRECTLY to participating nonprofit organizations by 8pm.

To be eligible to participate in the Small Leaderboard – Most Dollars Raised leaderboard an organization must:

- Submit an electronic copy of their respective organization's most recent Form 990 to your GiveGab account or to Amanda at amanda@tcfhr.org.
- To determine the Leaderboard categories, we reviewed the financial information that was submitted for each organization and determined thresholds that divided the Leaderboards into two similar-sized buckets. The Small Leaderboard consists of organizations that have revenues or expenses below \$500,000.

First Place: \$ TBD prize to the nonprofit with the most dollars raised

Second Place: \$ TBD prize to the nonprofit with the second most dollars raised

Third Place: \$ TBD prize for the nonprofit with the third most dollars raised

Medium to Large Leaderboard - Most Dollars Raised

Donations reflected in this leaderboard include all donations received by eligible organizations via an organization's Great Community Give campaign beginning on April 7, 2021 and ending at 08:00 PM on April 21, 2021. Eligible donations MUST be made via www.greatcommunitygive.org or cash and checks sent DIRECTLY to participating nonprofit organizations by 8pm.

To be eligible to participate in the Medium to Large – Most Dollars Raised leaderboard an organization must:

- Submit an electronic copy of their respective organization's most recent Form 990 to your GiveGab account or to Amanda at amanda@tcfhr.org.
- To determine the Leaderboard categories, we reviewed the financial information that was submitted for each organization and determined thresholds that divided the Leaderboards into two similar-sized buckets. The Medium to Large Leaderboard consists of organizations that have revenues or expenses equal to or over \$500,000.

First Place: \$ TBD prize to the nonprofit with the most dollars raised

Second Place: \$ TBD prize to the nonprofit with the second most dollars raised

Third Place: \$ TBD prize for the nonprofit with the third most dollars raised

Small Leaderboard – Greatest Number of Donors

The number of donors reflected in this leaderboard include all donations received by eligible organizations via an organization's Great Community Give campaign beginning on April 7, 2021

and ending at 08:00 PM on April 21, 2021. Eligible donations MUST be made via www.greatcommunitygive.org or cash and checks sent DIRECTLY to participating nonprofit organizations by 8pm.

To be eligible to participate in the Small Leaderboard – Greatest Number of Donors leaderboard an organization must:

- Submit an electronic copy of their respective organization's most recent Form 990 to your GiveGab account or to Amanda at amanda@tcfhr.org.
- To determine the Leaderboard categories, we reviewed the financial information that was submitted for each organization and determined thresholds that divided the Leaderboards into two similar-sized buckets. The Small Leaderboard consists of organizations that have revenues or expenses below \$500,000.

First Place: \$ TBD prize to the nonprofit with the most dollars raised

Second Place: \$ TBD prize to the nonprofit with the second most dollars raised

Third Place: \$ TBD prize for the nonprofit with the third most dollars raised

Medium to Large Leaderboard – Greatest Number of Donors

The number of donors reflected in this leaderboard include all donations received by eligible organizations via an organization's Great Community Give campaign beginning on April 7, 2021 and ending at 08:00 PM on April 21, 2021. Eligible donations MUST be made via www.greatcommunitygive.org or cash and checks sent DIRECTLY to participating nonprofit organizations by 8pm.

To be eligible to participate in the Medium to Large – Greatest Number of Donors leaderboard an organization must:

- Submit an electronic copy of their respective organization's most recent Form 990 to your GiveGab account or to Amanda at amanda@tcfhr.org.
- To determine the Leaderboard categories, we reviewed the financial information that was submitted for each organization and determined thresholds that divided the Leaderboards into two similar-sized buckets. The Medium to Large Leaderboard consists of organizations that have revenues or expenses equal to or over \$500,000.

First Place: \$ TBD prize to the nonprofit with the most dollars raised

Second Place: \$ TBD prize to the nonprofit with the second most dollars raised

Third Place: \$ TBD prize for the nonprofit with the third most dollars raised

Golden Tickets

Throughout Great Community Give, Golden Tickets will be awarded on an alternating hourly basis to spur more giving. During specified times, as outlined below, a donor will be randomly selected during that hour and that donor's gift to a nonprofit will be enhanced by \$ TBD. The \$TBD Golden Ticket will be paid to the nonprofit after Great Community Give is over. The Golden Ticket prize will not be counted towards the final total dollars raised by any nonprofit that receives the enhancement. Golden tickets are limited to ONE per donor/organization. Golden Tickets are limited to ONE per organization.

Golden Ticket Prize Schedule:

6:00 – 7:00 a.m. (One Nonprofit Prize)

8:00 – 9:00 a.m. (One Nonprofit Prize)

10:00 - 11:00 a.m. (One Nonprofit Prize)

2:00 – 3:00 p.m. (One Nonprofit Prize)

4:00 -5:00 p.m. (One Nonprofit Prize)

6:00 -7:00 p.m. (One Nonprofit Prize)

*****Please note this is a tentative schedule for Golden Ticket prizes and subject to change.**

Power Hours

Power Hours reward the nonprofit that receives the most donations in any given hour. For selected hours, the nonprofit that receives the most donations will be awarded \$ TBD. The Power Hour prize will not be counted towards the final total dollars raised by any nonprofit that receives the enhancement. Power hour prizes are limited to ONE per organization.

Power Hour Prize Schedule:

7:00 – 8:00 a.m. Sunrise Special Prize - Greatest Number of Donors

(Small Nonprofit and Medium to Large Nonprofit Prizes = 2 prizes total)

9:00 – 10:00 a.m. Coffee Hour Prize - Most Dollars Raised

(Small Nonprofit and Medium to Large Nonprofit Prizes = 2 prizes total)

11:00 a.m. – 12:00 p.m. Brunch Time Prize - Greatest Number of Donors

(Small Nonprofit and Medium to Large Nonprofit Prizes = 2 prizes total)

12:00 – 1:00 p.m. Lunch Break Prize - Most Dollars Raised

(Small Nonprofit and Medium to Large Nonprofit Prizes = 2 prizes total)

1:00 – 2:00 p.m. Matinee Prize - Greatest Number of Donors

(Small Nonprofit and Medium to Large Nonprofit Prizes = 2 prizes total)

3:00 – 4:00 p.m. Tea Time Prize - Most Dollars Raised

(Small Nonprofit and Medium to Large Nonprofit Prizes = 2 prizes total)

5:00 – 6:00 p.m. Rush Hour Prize - Greatest Number of Donors

(Small Nonprofit and Medium to Large Nonprofit Prizes = 2 prizes total)

7:00 – 8:00 p.m. Finish Line Prize - Most Dollars Raised

(Small Nonprofit and Medium to Large Nonprofit Prizes = 2 prizes total)

*****Please note this is a tentative schedule for Power Hour prizes and subject to change.**

Additional Incentive Prizes

100% Board Member Giving Prize Challenge

Get every current board member of your nonprofit organization to make a donation to your organization's Great Community Give profile page beginning on April 7, 2021 and ending at 04:00 PM on April 21, 2021, and your organization will receive an entry to win a \$ TBD incentive prize. (Eligible donations MUST be made via www.greatcommunitygive.org and offline donations must be entered by the nonprofit organization by 4pm) There is ONLY ONE BOARD MEMBER PRIZE.

Your organization MUST complete the following items in order to be eligible for the Board Member prize:

- 1) Submit your current board list including their emails to <https://www.greatcommunitygive.org/info/board-member-prize> by April 14, 2021 for The Community Foundation's verification process.
- 2) Board Members of your organization will be able to indicate this information in the donation process

A winner will be randomly selected and announced at the Great Community Give Awards Event.

PLEASE SIGN:

By signing below, I acknowledge that I have fully read and understood the above Great Community Give Rules. I acknowledge the policies and procedures in its

entirety and agree to abide by them. I recognize that depending on circumstances, the policies and procedures in this document may change over time. I understand that if I have any questions or concerns about this document, it is my responsibility to discuss this with The Community Foundation staff.

NOTE: Nonprofit organizations will be disqualified for any prize money if they do not adhere to these rules.

Name(Print): _____

Date: _____

Signature: _____