



# Getting Started Guide

# Welcome to Fairfield County's 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?

**Giving Day is open to nonprofit organizations that meet the following criteria:**

- It is a registered tax-exempt organization under section 501(c)3 of the IRS code
- Funds raised on Giving Day must directly benefit Fairfield County residents or programs located in Fairfield County

**Special requirement for programs operated within and under a higher-education tax exempt status:**

- Specific program, department or scholarship must be listed as the focus of fundraising during the Giving Day campaign

**Special requirement for organizations and programs operated with religious intent, mission and purpose:**

- Allocate 100% of funds generated through this campaign for non-religious programs, services and activities (i.e. food pantry, educational programs)
- Allow individuals to benefit from the specified program, service or activity without discrimination on the basis of religion, race, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status
- Specify the program, service or activity that the funding will support



## Are You Eligible? (continued)

### Your organization is not eligible for participation if:

- It is a political, labor or fraternal organization
- It is a church, synagogue or similar religious organization (review special requirement for organizations and programs operated with religious intent, mission and purpose above)
- It is a K-12 school (public or private) - PTAs/PTOs are eligible to register if they have a tax-exempt status
- It is a sports program (for example, Little League or Pop Warner)
- It's only purpose and function is grantmaking
- It is an organization that denies service to a potential client or beneficiary on the basis of race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status

## Are You Registered?

- Complete the registration at [www.fcgives.org](http://www.fcgives.org)



## Are You Connected?

- Follow Fairfield County's Giving Day on Facebook at [www.Facebook.com/FCCFoundation](http://www.Facebook.com/FCCFoundation)
- Follow Fairfield County's Giving Day on Twitter at [www.Twitter.com/FCCFoundation](http://www.Twitter.com/FCCFoundation)
- Use the hashtag: **#FairfieldCountyGives** in all of your social media posts

## Are You Ready?

- Check out the **Nonprofit Toolkit** for tips, templates, and resources.
  - Register for **in-person training and webinar series**.
  - Utilize the resources and tips emailed by the Fairfield County's Giving Day team.
- 

## Questions about Fairfield County's Giving Day?

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



# Key Dates

**Nov 1st** →

Registration opens for  
Fairfield County's Giving Day

**Feb 4th** →

*Peer to Peer Fundraising*  
Webinar at 1:00 PM EST

**Nov 4th** →

*Giving Day Launch*  
Webinar at 10:00 AM EST

**Jan 31st** →

Registrations Closes for  
Fairfield County's Giving Day

**Dec 12th** →

*In-person training*  
101 Session at 9:00 AM EST  
201 Session at 1:00 PM EST

**Feb 27th** →

Fairfield County's Giving Day  
starts at 12:00 AM and ends at  
12:00 AM on Feb 28th

## BEYOND

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

