



**Nonprofit Training:**  
*May 10th*  
*Logistics*

**THURSDAY, APRIL 14, 2022**

# Action Items - Before the Big Give



# Before the Big Give

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- Get verified and enter bank information
- April 15 – Deadline to edit profiles
- Enter fundraising goal on your dashboard if you have one
- Enter matching grant if you have one

# Matching Gifts

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- Now is the time to find a matching donor!
  - Pool board member gifts together
  - Reach out to a regular donor or supporter
- Research indicates that people are more likely to give to an organization that has matching funds
- Enter into your dashboard so it appears in your profile and in your totals
- The matching gift does not need to be turned into FACF, deposit directly into your bank account

# Fundraising Pages

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- Encourage your supporters to create them now – all the way through May 10<sup>th</sup>!
- Donations can be accepted on Fundraising Pages when early giving begins on May 1<sup>st</sup>.
- Prizes for most successful fundraising pages!

# Events

# Customer Service, Staffing, Logistics

# May 10<sup>th</sup> Checklist

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- Kick off the FABG with a bang! Ask board members to help kick off your campaign by donating in the early morning hours.
- Be active all day on social media! Use #FremontAreaBigGive
- KHUB-KFMT Radio will be doing nonprofit interviews once again!
- Check donor data every hour and make sure you are thanking donors in real time either on social media or e-mail.
- Enter any checks or cash received into the GiveGab portal





# Nonprofit Staffing & Service

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- Please plan to have one person available to answer questions regarding FABG via phone on May 10<sup>th</sup>. Use the FAQs on our website to guide staff on how to answer questions and guide donors.
- If you have a technology question, click the blue chat bubble on the Big Give website.
- Still need help? Call the FABG team at 402-721-4252 or e-mail [info@facfoundation.org](mailto:info@facfoundation.org).
- Receipts: Donors will automatically receive an e-mail receipt. If they do not receive one, you can generate and send one from your donor information page.

# Transaction Issues

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- Donors should use the **blue chat bubble** on the Big Give website when needing to request a refund.
- When we CAN make a refund:
  - When a donor has made an error in their donation: \$200 instead of \$20
  - If a donor made a donation to one organization that was meant for another
  - If a donor hits the submit button more than once resulting in duplicate donations
- When we CANNOT make a refund:
  - If a donor changes his/her mind about donating altogether
- The ticker will tick backward this year when a refund is made.
- **There is a 4-day window to request refunds!!**

# Online & Offline Gifts


# Early Giving

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- Early giving begins May 1st and runs through 11:59 p.m. on May 9.
- Gifts made during Early Giving are processed immediately

# Making a Gift Online




Fremont Rural Fire Department

[DONATE](#) [FUNDRAISE](#)




**\$100**

Protective hood, flashlight or gloves




**\$375**

Helmet, boots or SCBA mask



**\$700**

Thermal Imaging Camera (TIC)



**\$5,500**

Complete set of gear: coat, pants, boots, helmet, gloves, hood and light

[CHOOSE YOUR OWN AMOUNT](#)


Thank you for supporting Fremont Area Big Give!

1 Amount      2 Payment      3 Confirmation

Choose an amount to give:

\$

[Add a fundraiser](#)

 **Fremont Rural Fire Department**

Name to display (optional):  
(Defaults to First and Last Name)

I am a new donor to this organization.

Make this donation in honor of or in memory of someone.

[Add a public message to this donation](#)

[REMOVE THIS DONATION](#)

[+ ADD ANOTHER ORGANIZATION](#)

Are you an employee of one of these businesses?

Employer:  (Optional)

[BACK](#) [NEXT](#)

# Making a Gift Online






**Enter Your Payment Information**

① Amount                      ② Payment                      ③ Confirmation

Your **\$10.00** Gift

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**Payment Method** *(Click on one of the following)*

 <b>Credit Card</b> <input checked="" type="radio"/>	 <b>Donor Advised Fund</b> <input type="radio"/>	 <b>Bank Account</b> <input type="radio"/>
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**First Name**  **Last Name**

**Credit Card Info**

Card number	MM / YY CVC
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**Email**

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**Mailing Address**

**Street**

**City**  **State**

# Making a Gift Online



① Amount      ② Payment      ③ Confirmation

**Fremont Rural Fire Department** Gift: \$10.00

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**Email:** lfeala@facfoundation.org

**Fees:** \$0.81

What's with these fees?

I'll cover the fees!

Privacy Option(s)

Please do not display a name publicly.

Please do not display the donation amount publicly.

Hide my name from this organization and the public. ⓘ

**Total:** **\$10.81**

**SUBMIT**

# Offline Gifts

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- Offline gift to your nonprofit only: make check payable to nonprofit and deliver to participating nonprofit by **May 10<sup>th</sup>**.
- Offline gift to multiple nonprofits: make payable to Fremont Area Big Give and deliver to Community Foundation, accompanied by completed offline gift form, by May 10<sup>th</sup>
- Donor must include e-mail address to receive a receipt! If no e-mail, leave blank and re-send receipt to nonprofit e-mail address.
- There will be no receipt for cash gifts under \$10
- Checks can be dropped off at the FACF office on May 11<sup>th</sup>, but will not be eligible for prizes.







# Offline Gifts







-  Add Donation Levels >
-  Add a 'Thank You' Message >
-  Add Fundraisers >

### Donation Tools

-  **Add Offline Donation**
-  Manage Sponsor Matching
-  Manage Donations
-  Embed a Donate Button

### Other Actions

-  Engagement Opportunities
-  Add External Fund
-  View Registration Info
-  View Your Profile

# Offline Gifts



## Add Offline Donation

For Fremont Area Big Give

Donor's First Name

Donor's Last Name

Amount

Custom Display Name (optional)

Add donor address

Attribute to Fundraiser

Please note: There is no need to select both a fundraiser and a team. Donations attributed to a fundraiser will also count towards the fundraiser's team, if they belong to one.

Donor's Message

Privacy Options

- Do not display the donor's name publicly
- Do not display the donation amount publicly

Receipt Email

Email a receipt to

email@example.com

Cancel

Create Donation

# Prizes & Leaderboard

# Incentive Prizes

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- Prizes will be awarded for Most Unique Donors and Most Dollars Raised throughout the day.
- A unique donor is one individual. Multiple donations from one donor to the same nonprofit will count as one gift.
- To qualify for the Most Unique Donor prize, a nonprofit must have at least 5 unique donations during the time period for which the prize is being awarded.
- Golden Tickets will also be awarded during the day: the dollar amount and award schedule will be determined and announced once all sponsorships are secured.
- Nonprofits cannot win more than one hourly prize or more than one Golden Ticket.



# Additional Big Give Prizes

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- Match Minutes
- “Master the G-Force of Social Media” - Social Media Contest
- “Why I Give” Contest
- “All On Board” - Board Participation Prize
- “You’ve Got Friends” - Fundraising Page Prizes
- “You’re the Best” - Gratitude Prize
- “Rookie of the Year” - Prize for New Nonprofit

# Announcing the Winners



Prize winners will be announced on the prizes page and on Facebook.

A screenshot of the 'Prizes' page on the Fremont Area Big Give website. The page has a light blue header with the logo, a search bar, and navigation buttons for 'PRIZES', 'MENU', and a shopping cart icon. The main content area is titled 'Prizes' and contains two prize cards. The first card is for the '#WhyIGive Donor Challenge' sponsored by Arps, offering \$250 per winner. The second card is for the 'May the G-Force Be With You! Social Media Contest' sponsored by Getzschman Heating, offering \$1000 to the organization with the most likes on a social media post using the hashtag #FremontAreaBigGive and tagging @facfoundation by noon on May 9th.

**#WhyIGive Donor Challenge**

**\$250 per winner**

New this year is a pre-Big Give #WhyIGive Donor Challenge. Donors may submit their answer to the question "Why I Give..." at the link below for their chance to be featured across the Fremont Area Community Foundation's social media platforms as well as a chance to win \$250 for a participating organization of their choice. All submissions for the challenge will be put into a random drawing, and four \$250 prizes will be awarded during the Fremont Area Big Give.

Sponsored by  
Arps Red-E-Mix

**May the G-Force Be With You!  
Social Media Contest**

**\$1000**

One participating organization whose social media post has the most "likes" using the hashtag #FremontAreaBigGive and tags the Fremont Area Community Foundation (@facfoundation) will be awarded \$1,000. The organization with the most "likes" by NOON on May 9TH will have mastered the force of social media and will win \$1000!!

Sponsored by  
Getzschman Heating

# Leaderboards



Three leaderboards will be available:

The screenshot shows a web interface for 'Leaderboards for Fremont Area Big Give'. At the top right, there are navigation buttons for 'LEADERBOARDS', 'MENU', and a shopping cart icon. The main header features a background image of hands clasped together, with a trophy icon and the text 'Leaderboards for Fremont Area Big Give'. Below the header are three filter buttons: 'Top Organizations' (highlighted in blue), 'Business Fundraisers', and 'Fundraisers'. A table below displays the top organizations with columns for 'Name', 'Amount Raised', and 'Donors'.

Name	Amount Raised ▼	Donors
1. Fremont Public Schools Foundation		0
2. Fremont Area Art Association		0
3. CareCorps LifeHouse		0
4. Dodge County Humane Society		0



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# Viewing Donation Information



# Viewing Donations



## Admin Dashboard

### Giving Days



Fremont Area Big Give

View All Giving Days



Big Give Nonprofit  
Emergency Relief Fund

Home

Giving Days

Reports

Donations

Manage Organization



Add Donation Levels



Add a 'Thank You' Message



Add Fundraisers

### Donation Tools



Add Offline Donation



Manage Sponsor Matching



Manage Donations



Embed a Donate Button

### Other Actions



Engage



Add Event



View



View

Viewing Dashboard for

# Viewing Donations



**Big Give Nonprofit  
Emergency Relief Fund**

Home

Giving Days

Reports

**Donations**

Manage Organization

## Donations



Dates and times on this page are displayed in your computer's time zone. If you export your donations from this page, dates and times in that file will appear in UTC to assist with bank statement reconciliation processes. [Learn More](#)

Search by name or email

All Giving Days & Community Giving Sit

All Campaigns

Any Donation Type

Start

End

**Actions** **Donation ID** **Date** **Donor** **Intended Donation** **Amount Charged** **Bank Fees** **Platform Fees** **Covered Fees?** **Pa**

No donations found.

Export CSV Edit Bank Account Info

# Viewing Payouts



The screenshot shows an 'Admin Dashboard' for the 'Fremont Rural Fire Department'. On the left is a navigation sidebar with a fire department logo at the top. The sidebar menu includes: 'Home' (highlighted in blue), 'Giving Days', 'Reports' (with a dropdown arrow), 'Donations', 'Financials' (circled in red), and 'Manage Organization' (with a dropdown arrow). The main content area is titled 'Admin Dashboard' and has a sub-section 'Giving Days'. Below this, there is a card for 'Fremont Area Big Give' with its logo. A link 'View All Giving Days' is visible below the card.

# Viewing Payouts



	Start Date	End Date
<b>Balances</b>		
Payouts		
Refunds		
<b>GG Pay</b>		
<b>Donation Transactions</b>		
Gross Amount: ⓘ		\$0.00
Net Amount: ⓘ		\$0.00
Total Number: ⓘ		0
Givegab Platform Fees: ⓘ		\$0.00
GG Pay Processing Fees: ⓘ		\$0.00
<b>Current</b>		
Total balance: ⓘ		\$0.00
Pending refunds:		\$0.00
Pending disputes: ⓘ		\$0.00
Total in reserve: ⓘ		\$0.00
Total balance to payout: ⓘ		\$0.00

# Viewing Analytics



## Overall Stats

### Total Stats

\$0.00  
TOTAL RAISED

0  
TOTAL DONORS

0  
TOTAL DONATIONS

### Online Stats

\$0.00  
RAISED ONLINE

0  
ONLINE DONORS ⓘ

0  
ONLINE DONATIONS

### Offline Stats

\$0.00  
RAISED OFFLINE ⓘ

0  
OFFLINE DONORS

0  
OFFLINE DONATIONS

### Fees



## Fremont Area Big Give

\$0.00 Raised • 0 Donors • 0 Gifts

Analytics

# Thanking Donors

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- It is important to thank your donors
  - Monitor your donations in real time
  - Thank-you e-mails can be sent from the system as gifts are made
  - Pick up the phone and call donors – especially ones who make large gifts
  - Follow up after FABG with a note/letter/phone call
- Use “thank you” card and stewardship templates in the Nonprofit Toolkit!

# Important Dates

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**NOW** – Encourage donors/supporters to create a Fundraising Page for your Nonprofit

**April 15** – Deadline to build/update profile pages

**May 1** – Early gifts will be accepted

**May 10** – Fremont Area Big Give!

**May 24** – Funds deposited (10 business days after Big Give)

# Questions?

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Don't hesitate to contact us:

- Call 402-721-4252
- Email [info@facfoundation.org](mailto:info@facfoundation.org)

*We're here to help!*