



Nonprofit Training:
May 7th
Logistics

TUESDAY, APRIL 16, 2024



Action Items - Before the Big Give



Before the Big Give

- April 26 – Deadline to edit profiles
- Enter fundraising goal on your dashboard if you have one
- Enter matching grant if you have one



Matching & Challenge Gifts

- Now is the time to find a matching or challenge gift 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 or a challenge goal
- Enter into your dashboard so it appears in your profile and in your totals
- The matching/challenge gift does not need to be turned into FACF, deposit directly into your bank account

Fundraising Pages



- Encourage your supporters to create them now – all the way through May 7th!
- Donations can be accepted on Fundraising Pages when early giving begins on May 1st.

Events



Big Give “Hoppy” Hour



- Event at the 505 Brewery
- May 7th from 4 – 7 p.m.
- Reinita’s food truck
- “Big Give Ale”
- Trivia
- On the air live with Big Dog Radio
- Prize announcements



Customer Service, Staffing, Logistics

May 7th Checklist



- 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

- Please plan to have one person available to answer questions regarding FABG via phone on May 7th. 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.
- 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

- 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!!**

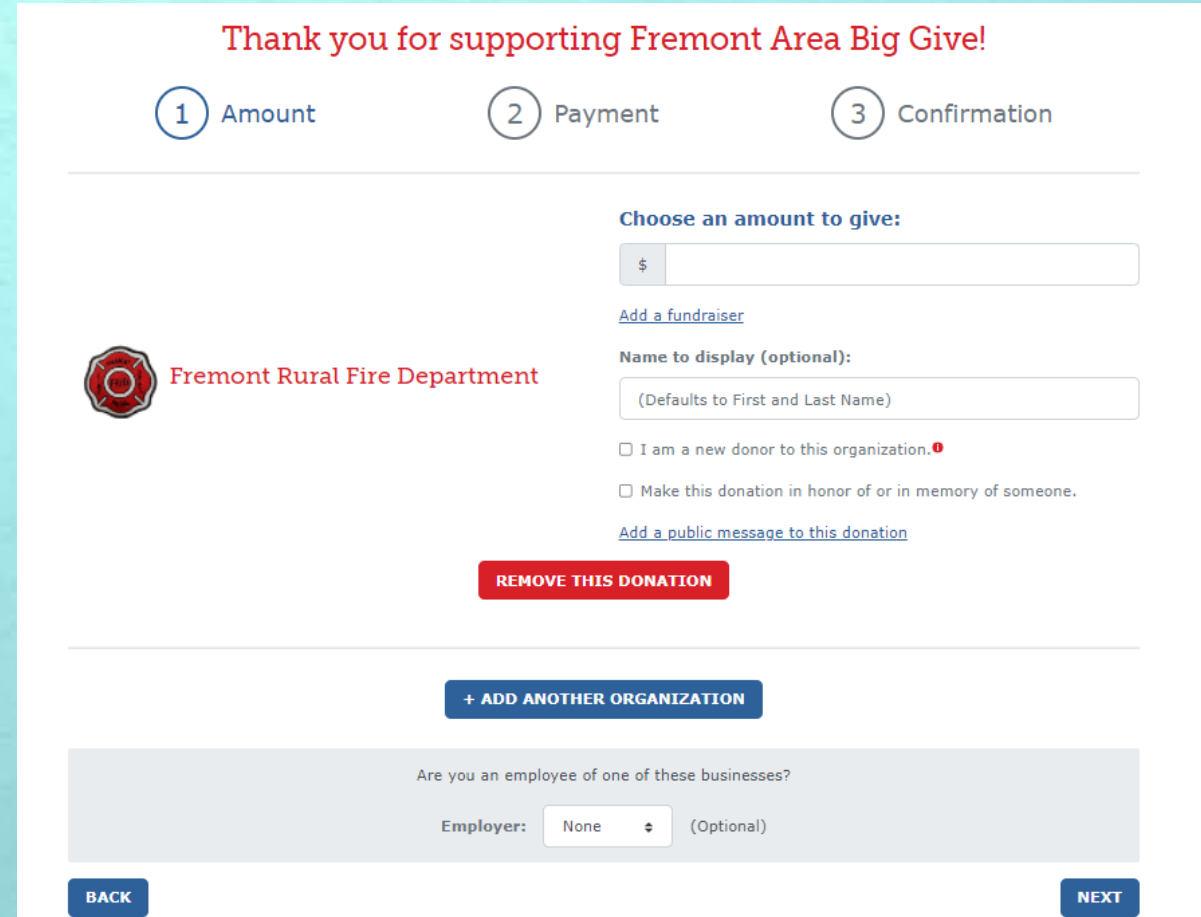
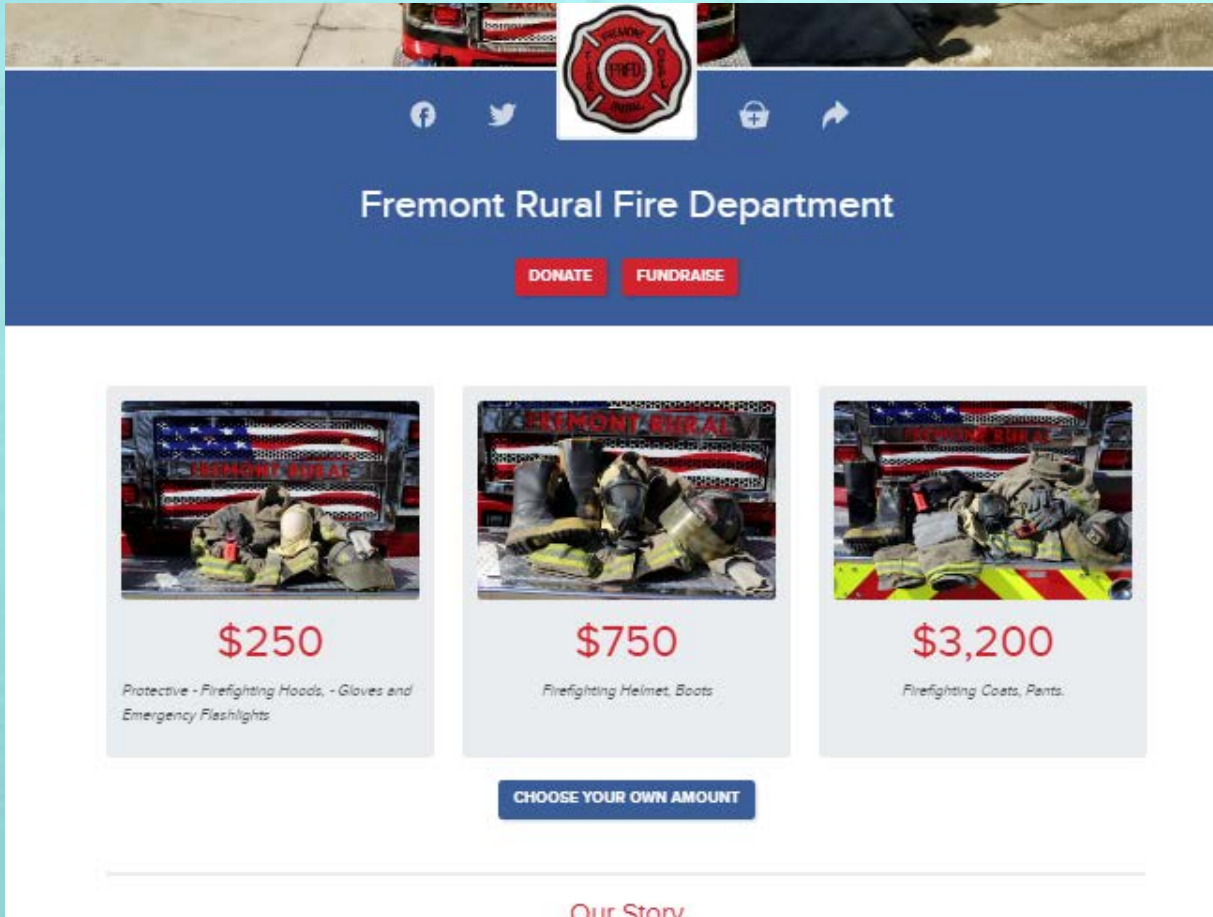
Online & Offline Gifts

Early Giving



- Early giving begins May 1st and runs through 11:59 p.m. on May 6.
- Gifts made during Early Giving are processed immediately

Making a Gift Online







Making a Gift Online

Enter Your Payment Information

① Amount ② Payment ③ Confirmation

Your **\$10.00** Gift

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

 Credit Card <input checked="" type="checkbox"/>	 Donor Advised Fund <input type="checkbox"/>	 eCard <input type="checkbox"/>	 Bank Account <input type="checkbox"/>
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First Name

Last Name

Credit Card Info

Email

Mailing Address

Street

City State

Making a Gift Online



① Amount ② Payment ③ Confirmation

Fremont Rural Fire Department Gift: \$10.00

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







- Offline gift to your nonprofit only: make check payable to nonprofit and deliver to participating nonprofit by **May 7th**.
- 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 7th at 5:00 p.m.
- 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 8th, 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



- 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 and announced via Facebook live
- Nonprofits cannot win more than one hourly prize or more than one Golden Ticket.



Additional Big Give Prizes

- **Match Minutes**
- **“Master the G-Force of Social Media” - Facebook Contest**
- **“Why I Give” Contest**
- **“Rookie of the Year” - Prize for New Nonprofit**
- **“Big Dog Big Give Trivia” - at the Big Give “Hoppy” Hour**

Announcing the Winners



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

A screenshot of the website's "Prizes" page. The page has a light blue header with the "THE FREMONT AREA BIG GIVE" logo on the left, a search bar with "Search Nonprofits..." on the right, and a "MENU" button. The main content area is titled "Prizes" and contains two prize cards. The first card is for the "#WhyIGive Donor Challenge" sponsored by the Fremont Area Community Foundation, offering a \$250 prize per winner. The second card is for the "May the G-Force Be With You! Social Media Contest" sponsored by Getzschman Heating, offering a \$1000 prize to the organization with the most social media likes using the hashtag #FremontAreaBigGive.

#WhyIGive Donor Challenge

\$250 per winner

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 (4) \$250 prizes will be awarded during the Fremont Area Big Give.

[Submit Here](#)

Sponsored by
Fremont Area Community Foundation

**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 heading is 'Leaderboards for Fremont Area Big Give' with a trophy icon. Below the heading are three filter buttons: 'Top Organizations' (highlighted in blue), 'Business Fundraisers', and 'Fundraisers'. A table displays the top organizations with columns for 'Name', 'Amount Raised', and 'Donors'. The table lists four organizations, all with 0 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







Viewing Donation Information

Viewing Donations








-  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



Big Give Nonprofit
Emergency Relief Fund

-  Home
-  Giving Days
-  Reports
-  **Donations**
-  Manage Organization

Admin Dashboard

Giving Days



Fremont Area Big Give

[View All Giving Days](#)



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', 'Giving Days', 'Reports', 'Donations', 'Financials' (circled in red), and 'Manage Organization'. The main content area is titled 'Admin Dashboard' and 'Giving Days'. It features a 'Fremont Area Big Give' logo and the text 'View All Giving Days'.


Viewing Payouts



	Start Date	End Date
Balances		
Payouts		
Refunds		
GG Pay		
Donation Transactions		
Gross Amount: ⓘ		\$0.00
Net Amount: ⓘ		\$0.00
Total Number: ⓘ		0
Givegab Platform Fees: ⓘ		\$0.00
GG Pay Processing Fees: ⓘ		\$0.00
Current		
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



 **Fremont Area Big Give**
\$0.00 Raised • 0 Donors • 0 Gifts
Analytics

Analytics for Fremont Area Big Give

General Donor Insights **Year-Over-Year**

Overall Stats

Total Stats

\$0.00 TOTAL RAISED	0 TOTAL DONORS	0 TOTAL DONATIONS
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Online Stats

\$0.00 RAISED ONLINE	0 ONLINE DONORS ⓘ	0 ONLINE DONATIONS
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Offline Stats

\$0.00 RAISED OFFLINE ⓘ	0 OFFLINE DONORS	0 OFFLINE DONATIONS
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Fees

Thanking Donors



- 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!

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Important Dates



NOW – Encourage donors/supporters to create a Fundraising Page for your Nonprofit, and promote them!

NOW – Secure matching gifts, enter into your dashboard, and promote them!

April 26 – Deadline to build/update profile pages

May 1 – Early giving begins

May 7 – Fremont Area Big Give!

May 22 – Funds deposited (10 business days after Big Give)

Special Offer from Midland U



The Midland University Social Media for Organizations class will be starting their final projects for the academic year and would like to work with nonprofits! Students will:

- Complete a Social Media Audit
- Help build a strategy
- Create content based on the strategy
- Create a how-to guide to help you understand the things they did

Questions?



Don't hesitate to contact us:

- Call 402-721-4252
- Email info@facfoundation.org

We're here to help!