**MID-WEEK INTERRUPTION EMAIL – BETWEEN WEEK 5 AND WEEK 6**

Please excuse this #iGC mid-week interruption. We have a few important housekeeping items to share:

1. **REGISTRATION DEADLINE** - The official #iGC registration deadline is November 1, 2024. **We are unable to allow for any exceptions after that time**. If you want to join us but haven’t registered yet, please do so before then*.* Need help? Click “How do I apply/register?” on the [RESOURCES](http://www.igivecatholic.org/info/resources) page of our giving day site. *Please complete your profile page by November 17th before donors start perusing during the Advanced Giving phase.*

2)     **ADVANCED GIVING**– The platform will open for all gifts from November 18th – let’s think of this as our “build up phase.” Off-line donations collected (checks/cash) should be manually entered through your organization’s #iGC dashboard. Need help with that? [HERE](https://support.givegab.com/en/articles/89228-how-do-i-add-an-offline-donation-to-my-giving-day-profile) is a support article. When the leaderboard goes live on December 3rd, all of these gifts will automatically be included in your totals.

3)     **MATCHES –**Any gifts added during the Advanced Giving phase – online or offline – will count towards matching gifts that your organization sets up unless you create a specific time limitation on the match. [HERE](https://support.givegab.com/en/articles/743114-how-do-i-edit-a-matching-opportunity-for-my-giving-day) is an online support article for editing your match through your #iGC dashboard.

4)     **COLLECTION ENVELOPES** – We have #iGC second collection-style envelopes. If you would like a supply, please let us know. These are ***great*** tools for Advanced Giving *AND* catching late offline gifts before the final tally on December 11!

5)     **SAVE THE DATE** – Please add Save the Date images to your websites, emails and even email signatures. We’ve attached an optional image, but you can create your own using the #iGiveCatholic [CANVA TEMPLATE.](https://www.canva.com/design/DAGBk3eGxv0/wG1QpIBGckdIWgbkQhoLyA/view?utm_content=DAGBk3eGxv0&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview) Instructions on adding an image to your email signature can be found [HERE](http://www.igivecatholic.org/info/email-marketing).

6)    **PRIZE UPDATE** - (Add this bullet if you are awarding prizes) We have secured **$XX,XXX** from generous sponsors so far. Names/Logos/Links will be posted on our website by month’s end. Get motivated to win some FREE money! Details about how we’ll be awarding prizes headed your way in a few weeks…

7)     **ONLINE TRANSACTION FEES**– As with ALL forms of fundraising, whether online or event-based, there are costs associated with raising money. Please understand that we get plenty of tech support, marketing and training from #iGiveCatholic and GiveGab and the benefits far outweigh the costs.

For online donations, the credit card fee is 5.8% + $.30 per transaction. The ACH bank transfer fee is 3.3% + $3.00 (available to donors giving $100 or more). For complete details, please [CLICK HERE](https://acrobat.adobe.com/id/urn:aaid:sc:US:d9cc8d00-e4ce-43c9-b97d-5c7e4c0dab1d). Offline gifts of cash or check do not incur any fees.

8)     **AVAILABILITY OF FUNDS RAISED** - Organizations who have entered and verified their own bank information should expect donated funds to be available within 5-7 business days of each transaction. Fiscally sponsored organizations (whose donations are processed through the diocese/foundation) should expect a check in the mail before January 15.

That’s it for now. Our marketing plans will begin to roll out over the next few weeks so we’re ready for Advanced Giving. Stay tuned!