



**YSGIVINGTUESDAY**  
**Participating Organization Checklist**  
**November 2019**

1. Nonprofit Website Preparation
  - a. Provide a Hi resolution Logo, in .ai, .png or .jpeg file format to the Committee (first time participants)
  - b. Provide Website URL to the Committee (first time participants)
  - c. Add Links to [www.YSGivingTuesday.org](http://www.YSGivingTuesday.org) to your website,
  - d. Consider adding banner as provided to your website
2. 501(c)(3) documentation status provided to the Foundation, first time participants; YSCF@YSCF.org
3. Sign MOU and provide to YSCF, PO Box 55, Yellow Springs, OH 45387
4. Set a quantifiable goal for Giving Tuesday of new donors
  - a. E.g. Number of current donors, number or percent of new donors In example: nonprofit's goal is 5 donations from alumni
5. Identify a purpose for the funds raised a. E.g. for scholarships, specific event, a capital improvement, etc.
6. Test the [www.ysgivingtuesday.org](http://www.ysgivingtuesday.org) site prior to November 22 and provide confirmation to yscf@yscf.org. You will note the site works differently this year.
  - a. Recommended Participating Organization's Board and Staff participation to administer the test and provide test confirmation to the Committee.

## **Participating Organization Checklist: continued,**

(Test donations will not be subject to administrative fees yet will be actual donations)

7. Use at least one electronic communication to reach potential donors; send emails, use social media, post to website, or etc.
  
8. Report and funding will be provided by the Foundation within 10 working days of YSGivingTuesday of results.
  
9. Provide Thank you notes to their donors within 30 days of receipt of the donor information
  
10. Complete survey after Giving Tuesday event as provided by the Foundation. A survey link will be provided to all participating organizations after the event.

Please contact [JCox@yscf.org](mailto:JCox@yscf.org) or Jeannamarie 937-477-3252 with any questions. Thank you for your participation.