

# BIG DAY OF GIVING 2019

## PARTICIPATION REQUIREMENTS: RETURNING NONPROFITS

**All organizations interested in participating in Big Day of Giving 2019 must complete four required steps, even if they have participated in the past.** Failure to meet any of these requirements by the posted deadlines will exclude your organization from participation, so we strongly urge you to complete the requirements as soon as possible!

### FIRST THINGS FIRST: IS MY ORGANIZATION ELIGIBLE TO PARTICIPATE?

#### TO BE ELIGIBLE TO PARTICIPATE, YOUR ORGANIZATION MUST MEET THE FOLLOWING CRITERIA:

- Be a 501(c)(3) tax-exempt nonprofit organization
- Be headquartered or provide direct services with a physical office or branch in one or more of the following counties: Sacramento, Placer, Yolo, El Dorado. (If your organization has a fund at the Sacramento Region Community Foundation, it is eligible to participate regardless of location, as long as all other criteria is met.)
- Have two years of financial reporting using IRS forms 990 or 990EZ. We only accept IRS forms 990 or 990EZ; we will not accept 990-Ns or any other financial report or document.
  - ▶ If your organization is fiscally sponsored, your organization must be headquartered in the counties listed and your fiscal sponsor must adhere to the financial reporting requirements. You must provide a copy of your fiscal sponsorship to be eligible to participate in BDOG2019.

#### THE FOLLOWING ORGANIZATIONS ARE NOT ELIGIBLE TO PARTICIPATE AT THIS TIME:

- Schools, churches, or government organizations
  - ▶ If your organization is fiscally sponsored by a school or church, and meets the eligibility requirements listed above, it is eligible to participate.
  - ▶ If your organization meets all of the requirements listed above and supports schools, churches, or government organizations, it is eligible to participate.
- School groups such as PTAs, sport teams, band boosters, or other affinity groups
- Private foundations (filing a 990PF)
- Supporting organizations (charity status of 509(a)(3))
- Public safety organizations (charity status of 509(a)(4))

### READY TO REGISTER? COMPLETE THE FOUR REQUIRED STEPS!

STEP 1: ATTEND AN ORIENTATION (DEADLINE: DECEMBER 31, 2018)

STEP 2: REGISTER ONLINE (DEADLINE: JANUARY 3, 2019)

STEP 3: PAY THE REGISTRATION FEE (DEADLINE: JANUARY 3, 2019)

STEP 4: COMPLETE YOUR GIVINGEDGE PROFILE (DEADLINE: JANUARY 31, 2019)

## STEP 1 OF 4: ATTEND AN ORIENTATION (REQUIRED)

DEADLINE: DECEMBER 31, 2018

### IN-PERSON ORIENTATION

The Sacramento Region Community Foundation will hold a series of in-person orientations at KVIE (2030 W. El Camino Avenue in Sacramento) throughout the months of October, November, and December 2018 during the times listed below.

Click on an individual section to register for that specific orientation.

DATE	TIME	LINK TO REGISTER
Friday, October 12	9:30-11 am	<a href="https://bit.ly/2P6qAGj">https://bit.ly/2P6qAGj</a>
Friday, October 12	2-3:30 pm	<a href="https://bit.ly/2MgzJ1l">https://bit.ly/2MgzJ1l</a>
Friday, October 26	9:30-11 am	<a href="https://bit.ly/2nwQlxE">https://bit.ly/2nwQlxE</a>
Friday, October 26	2-3:30 pm	<a href="https://bit.ly/2P6HxjZ">https://bit.ly/2P6HxjZ</a>
Tuesday, November 13	9:30-11 am	<a href="https://bit.ly/2MtkPo1">https://bit.ly/2MtkPo1</a>
Tuesday, November 13	2-3:30 pm	<a href="https://bit.ly/2Oz1Sh0">https://bit.ly/2Oz1Sh0</a>
Thursday, December 13	9:30-11 am	<a href="https://bit.ly/2OyFX9A">https://bit.ly/2OyFX9A</a>
Thursday, December 13	2-3:30 pm	<a href="https://bit.ly/2MHaly6">https://bit.ly/2MHaly6</a>

### ONLINE ORIENTATION

If you cannot attend an in-person training, you may attend a webinar orientation, which will be available at this link on October 12, 2019: [www.bigdayofgiving.org/webinar](http://www.bigdayofgiving.org/webinar).

## STEP 2 OF 4: REGISTER ONLINE (REQUIRED)

DEADLINE: JANUARY 3, 2019

After you complete Step 1, the BDOG team at the Foundation will send you an email invitation to register online through the GivingEdge portal. **You must complete your online registration no later than January 3, 2019.**

## STEP 3 OF 4: PAY THE REGISTRATION FEE (REQUIRED)

DEADLINE: JANUARY 3, 2019

Once you complete Step 2, login to your GivingEdge profile and the system will prompt you to pay your organization's registration fee. **You must pay the registration fee by credit card no later than January 3, 2019. You cannot access your profile until the fee has been paid.**

Your registration fee is based on your organization's operating budget and is non-refundable past February 28, 2019.

OPERATING BUDGET SIZE	FEE
\$0 - \$100,000	\$85
\$100,001 - \$250,000	\$135
\$250,001 - \$500,000	\$185
\$500,001 - \$1,000,000	\$245
\$1,000,001 - \$5 million	\$295
Over \$5 million	\$345

### WHAT'S COVERED BY THE FEE?

- Participation in BDOG2019
- GivingEdge profile and donation functionality with year-round access to donation reports
- Trainings covering topics such as donor and board engagement; fundraising and marketing skills; and partnerships and collaboration
- Membership to Facebook Learning Community
- Access to multiple networking events
- Toolkit with graphics, templates, and workplans
- Global marketing coordination for Big Day of Giving that puts a spotlight on the region's nonprofit sector

## STEP 4 OF 4: COMPLETE YOUR GIVINGEDGE PROFILE (REQUIRED)

DEADLINE: JANUARY 31, 2019

Once you complete Step 3, you can update your organization's GivingEdge profile. You will be required to update the information contained in the profile and add your most recent 990/990EZ. **All profiles must be submitted for review by January 31, 2019.** Late submissions will not be accepted.

For guidance on completing your GivingEdge profile, please review the Big Day of Giving 2019 User Guide, available at [www.bigdayofgiving.org/bdog](http://www.bigdayofgiving.org/bdog). Once your profile has been reviewed, you may be asked to make adjustments; you will have until March 31 to make adjustments to your GivingEdge profile before it freezes in preparation for Big Day of Giving.

Sacramento Region Community Foundation reserves the right to decline to permit any organization to participate in Big Day of Giving at any time, for any reason, in its sole discretion.

### QUESTIONS ABOUT ELIGIBILITY OR REGISTRATION?

For assistance, please email the Big Day of Giving team at [bdog@sacregcf.org](mailto:bdog@sacregcf.org). Due to the high volume of inquiries, please allow 48 hours for a reply. The Foundation is not able to accept phone calls regarding Big Day of Giving questions from participating nonprofits.

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