



# Big Day of Giving

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## Update Checklist for your Big Day of Giving-GivingEdge Profile

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As a returning organization, you are required to update your GivingEdge profile in order to participate in Big Day of Giving. Please review your profile to ensure that the information is accurate and up-to-date. Items in **bold** must be updated and submitted for review by **January 31, 2018** in order to satisfy your Big Day of Giving 2018 requirement.

### *Organization Information:*

- Review organizational contact information (address, phone, email) for accuracy. Ensure that the address listed is your organization's current mailing address.

### *Content:*

Please review your Mission Statement, Background Statement, and Leadership Statement for accuracy and update as needed.

### *Organization Needs:*

- Needs Statement – Update this area to summarize your current needs.
- Need Types --Update this area to display the type of need and description for each one.

### *Programs:*

- Update information for programs listed. Program Budget numbers should be current, and Examples of Program Success fields should list current program—outcome information.
- **Please note the new field where you may indicate the demographics your program serves.**

### *Management:*

- Review staffing information for accuracy, adding or deleting new or former staff.
- **Please note the new fields for each staff member listed which includes ethnicity, age range, and gender.**

### *Governance:*

- **Update board list and board demographic information.**
- Ensure that current **board chair name and term dates** are accurate.

### *Financials:*

- Update **Current Fiscal Year Dates, Total Revenues, and Total Expenses.** This area will list your financials on the website, but note that you will still need to upload your financial documents in the Documents section.

### *Documents:*

- **Upload your most recent 990 or 990EZ form.** Documents must be pdf files. If you experience difficulty uploading documents, contact your organization's profile coach at [givingedge@sacregcf.org](mailto:givingedge@sacregcf.org). Please remember that documents must be 10 MB or less in size.

*Multi-media:*

- We suggest updating the photos on your profile and videos (if applicable).
- Please check to make sure we have your most current logo.

In addition to these fields, we suggest you review the rest of your profile and update any information you feel would be relevant or of value to a prospective donor. And if any field contains time-sensitive information, please be sure to revise to reflect current data.

After making changes to your profile, remember to always **submit them for review** so that they can be published to your public profile.

**To submit changes, navigate back to the “overview” tab and click the “Submit Updates” button under the headline “Profile Status”. The BDOG Team will be notified and will review your changes before approving them. Once approved, those updates will be published to the site.**

