

# Giving Tuesday Registration Form



## Minimal Criteria to Participate

- Must be recognized by the IRS as tax exempt under 501 c codes
- Must submit / attach the IRS tax determination letter that list the IRS tax exempt number
- Must be registered in the Commonwealth of Kentucky with the Secretary of State
- Must be physically located and provide services to individuals residing in one or more of the following counties: Daviess, Hancock, Henderson, Hopkins, McLean, Muhlenberg, Ohio, Union, Webster
- Must complete registration form and submit it by Wednesday, November 11 at 4:00 p.m.

## Organization and Contact Information

Name of Organization:			
Name of Organization as you would like it to appear in an Alpha Listing Drop Down Menu:			
Organization Phone Number:			
Federal Tax ID Number:			
Contact Person:			
Cell Phone of Contact Person:			

## Where should the check be sent?

Organizational Name:			
Bank Name:			
Routing Number:		Account Number:	

Copy of a voided check would be great if included

## Agree to market Giving Tuesday to their constituents by doing at least the following items:

<b>Two weeks before -- week of November 15</b>	
	Send a save the date email / letter to their donors explaining Giving Tuesday
	Social Media Post – organization is participating in Giving Tuesday
<b>One week before -- on November 23 or 24</b>	
	Send an email / communication reminder Giving Tuesday is next week, Dec. 1
	Social Media Post – Gearing up for Giving Tuesday next week, Dec. 1
<b>Monday, November 30</b>	
	Send email/ communication reminder, Giving Tuesday starts tonight at midnight.
	Social Media Post – Giving Tuesday starts tonight at midnight.
<b>Tuesday, December 1</b>	
	Send one or more emails / communication Giving Tuesday is occurring
	3 or more Social Media Post with links to the site encouraging people give

**DUE NOT LATER THAN NOVEMBER 10, 2020**

**By submitting this document you agree that your organization will market and distribute Giving Tuesday information to encourage individuals to donate to your not for profit in accordance with the minimal suggested emails & social media posts outlined above. *Signature:***

*Return document to [jnishimori@uwov.org](mailto:jnishimori@uwov.org).*