



ALL nonprofit organizations participating in #GivingTuesdayWTX 2022, please read this document in its entirety and initial by each requirement in the corresponding box on the right side of document. Fill out the registration form on the last page. Return to us by emailing michelle@cfwtx.org as soon as possible!

All registration forms and payment due by September 1, 2022.

To participate, each organization must comply with the following:

- Provide services in the South Plains counties of Bailey, Cochran, Crosby, Dickens, Floyd, Garza, Hale, Hockley, King, Lamb, Lubbock, Lynn, Motley, Terry, and Yoakum.
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- Notify the Community Foundation of West Texas if your nonprofit status changes before or during the Giving Tuesday campaign. The Foundation will check statuses at the time of registration and then prior to making amplification dollar grants.
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- #GivingTuesdayWTX participants must register annually.
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- Understand that individual fundraisers raising funds for a nonprofit cannot offer any kind of incentives (time, product, or consideration) in exchange for donations made through #GivingTuesdayWTX.
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- Affirm that your organization will not misrepresent the timing of gifts made to your organization by using the #GivingTuesdayWTX platform on Giving Tuesday to process donations collected by your organization outside of the Giving Tuesday timeframe of 12:00am on November 1, 2022 until 11:59pm on November 29, 2022. If you have questions, please contact the Community Foundation of West Texas.
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- Agree that no donations that you receive through #GivingTuesdayWTX will be used for the following purposes and that you will not solicit donations through #GivingTuesdayWTX for such purposes:
 - To support a political campaign.
 - To purchase raffle tickets.
 - To pay for membership, dinner, or other activity that provides benefit to the donor.
 - To pay for personal expenses, including tuition incurred by a director, officer or employee of your organization or any other relatives.
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- Agree to publicize your partnership with #GivingTuesdayWTX in all appropriate media. #GivingTuesdayWTX grants you a revocable, royalty-free, and non-exclusive license to use its logo solely for such purpose. If you engage in social media such as Facebook, Twitter, Instagram, or LinkedIn use #GivingTuesdayWTX in an
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appropriate and reasonable way to support the initiative.

- Agree that the Community Foundation of West Texas may remove your profile from the website at its sole discretion at any time.
- Understand that #GivingTuesdayWTX will not share or sell donor information to any other organization or entity.

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Additional Requirements for Giving Tuesday: #GivingTuesdayWTX

- Nonprofits wishing to be a part of Giving Tuesday on November 29, 2022, must register by September 1, 2022.
- CFWT will charge a 2% management fee from total funds raised to help cover growing event expenses and efforts.

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- **Registration:** All participating nonprofits must submit the **nonrefundable** registration fee of \$75.00 by September 1, 2022 in order to be a part of #GivingTuesdayWTX 2022. The registration fees will cover training and support materials, accounting fees and oversight, invoicing, and reporting of gifts associated with the #GivingTuesdayWTX fund held at the Community Foundation of West Texas. Failure to pay the registration fee will result in forfeiture of participation in the 2022 #GivingTuesdayWTX campaign.

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- **Processing:** All online gifts will be charged a 3% processing fee (charged at time of donation) which will cover the platform infrastructure which is Salsa Labs. There is also the usual and customary credit card processing fee that is charged for any online credit card donations. Neither of these two fees will go to the #GivingTuesdayWTX campaign, they are just the costs of running an online campaign.

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- **Check Policy:** Maintaining the intention and integrity of our campaign is paramount. Although this is an online campaign, we do occasionally have donors who prefer making offline gifts to #GivingTuesdayWTX by writing a checks. To meet this need while maintaining the integrity and intention of #GivingTuesdayWTX, checks must be made between **November 1, 2022** and

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West Texas Giver
345 Giving Lane
West, Texas 79424

Date XX-XX-XXXX

PAY TO THE ORDER OF Giving Tuesday WTX \$ 20,000.00

Twenty Thousand and 00/100 Dollars

MEMO Your Favorite Nonprofit

Bob

November 29, 2022.

They must also be delivered to the Community Foundation of West Texas when they are received. Checks made on November 29, 2022 must be delivered to the Foundation.

****Checks must be made out to Giving Tuesday WTX or the Community Foundation of West Texas with the agency listed on the memo line.****

#GivingTuesdayWTX agrees to provide:

- **Training opportunities:** A member of each participating nonprofit will be required to attend one of two trainings offered for #GivingTuesdayWTX. A toolkit as well as social media assistance, tricks, and tips, as well as web page creation will be provided at these trainings. Failure to attend a training will result in forfeiture of participation in the 2022 #GivingTuesdayWTX campaign.
 - Training dates:
 - Tuesday, July 12, 2022 from 10:00am to 12:00pm on Zoom
 - Wednesday, September 14, 2022 from 10:00am to 12:00pm on Zoom
- **Donation Platform:** A secure and engaging website that provides donors with your organization’s information and the ability to make gifts to you.
- **Branding:** #GivingTuesdayWTX toolkits and materials will be available to you to make the promotion of your organization’s participation in this exciting giving day easier.
- **Promotion/Media:** Widespread promotion of #GivingTuesdayWTX on behalf of all participating nonprofits. Sponsored and earned media will support the community-wide effort, driving traffic to the #GivingTuesdayWTX website on November 29, 2022.

Amplification Dollars (or Collective Pool of Funds):

- Will be awarded to participating nonprofits in good standing with the IRS who raise \$250.00 or more.
- The bonus percentage will be calculated after the total from #GivingTuesdayWTX has been determined. Bonus percentage will be based on the percentage of the total raised for the Giving Tuesday campaign that was designated for the participating nonprofit.

Example:

Total raised	\$100,000.00
Total raised for organization A	\$10,000.00
% of Giving Tuesday total	10%
Amplification Dollars available	\$10,000.00
Formula	$\$10,000.00 \times 10\% = \$1,000.00$

If you agree to the terms as explained in this document, please complete the registration form and send it in to michelle@cfwtx.org.

For any questions, please feel free to contact Michelle Stephens at michelle@cfwtx.org



#GivingTuesdayWTX Registration Form

Legal Name of Organization: _____

Name as it Will Appear in Public Campaign: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Organization EIN #: _____

Training Session Date to Attend (Please check only one):
 Tuesday, July 12, 2022
 Wednesday, September 14, 2022

Organization Category (Please check only one):

<input type="checkbox"/> Animals	<input type="checkbox"/> Arts	<input type="checkbox"/> Children	<input type="checkbox"/> Community
<input type="checkbox"/> Education	<input type="checkbox"/> Health	<input type="checkbox"/> Religious	<input type="checkbox"/> Social Services

Please attach a copy of your tax-exempt form.

By signing this agreement, we:

- Acknowledge receipt of guidelines for the event and agree to follow the guidelines.
- Agree to use the promotional messages provided by the Community Foundation of West Texas
- Understand that noncompliance with these guidelines may result in forfeiture of the match fund percentage that would have been allocated to our organization's project.
- **Understand checks must be made out to Giving Tuesday WTX or the Community Foundation of West Texas with the agency listed on the memo line.**

Signature

Title

Print Name

Date

Submit by September 1, 2022 to:
Community Foundation of West Texas
6102 82nd Street, 8b
Lubbock, Texas 79424
Or email michelle@cfwtx.org