



Participation in “Colorado Gives Day” in December is available to DCEF Chapters

Online Giving Platform Available Year-Round for Chapter Fund Drives

What is Colorado Gives Day?

Colorado Gives Day is an annual statewide movement to celebrate and increase philanthropy in Colorado through online giving. The Community First Foundation and FirstBank partner annually to present Colorado Gives Day on the first Tuesday of December. Donations are accepted through ColoradoGives.org.

What is ColoradoGives.org?

ColoradoGives.org is a year-round online giving website featuring over 2,000 Colorado nonprofit organizations. Made possible by Community First Foundation, it encourages year-round charitable giving by providing comprehensive, objective and up-to-date information about Colorado nonprofits and an easy way to support them online.

How does a Chapter participate?

If your group is looking for a way to capitalize on the statewide promotion of Colorado Gives Day, consider creating a fundraising page. The DCEF has been approved to participate and has a “profile page.” Others wanting to raise funds on this day can create a fundraising page specifically to benefit their chapter. This feature of the Colorado Gives Day program allows our DCEF chapters to use this giving platform to their benefit. (Chapters can not have their own “profile page” as they are not separate 501(c)(3) organizations.)

Chapters can also use their fund raising page at any time during the year to facilitate a fund drive, regardless of whether they participate in Colorado Gives Day in December.

Why should a Chapter participate?

Would your organization like to promote the opportunity to give on Colorado Gives Day to your parents and community? Many non-profit organizations participate in this program to provide donors with a year end opportunity to donate to their favorite charities. Last year, over \$28 million was raised on Colorado Gives Day. If you spend some time promoting the opportunity to your community, there could be a tangible benefit to your school or chapter.

How does someone make a donation?

Donations can be made online with a credit card (Visa, MasterCard, Discover, or American Express) or the information from a bank account (personal checking, business checking, or savings). Donors can also make recurring gifts. They do not need to create an account on ColoradoGives.org to donate.

What is a recurring donation?

A recurring donation is a feature that allows donors to make automated, online donations to a nonprofit on a regular schedule. Donors can set up daily, weekly, monthly, quarterly or annual recurring donations for a specific dollar amount.

Why does my credit card receipt say "Cmtly FirstFdn/ColoradoGives or CoGivesDay/ColoradoGives" in the merchant section rather than the organization to which I donated?

This is because Community First Foundation (CFF) manages the website used to process online donations. The donation first goes to the CFF via ColoradoGives.org. After processing the gift, the CFF then sends the donations to the DCEF less a two percent processing fee. Upon receipt of the funds, the DCEF will transfer the donations received to the chapter’s account. This also allows the CFF to issue the donor an acknowledgement letter immediately upon completion of each transaction and frees you from some of the administrative work of gift processing, so you can focus on providing services to your school.

Can our donors use the acknowledgement letter as a tax receipt?

Yes, the donor can use the acknowledgement letter the CFF provides for their tax records.

When do we get the money donated to our Chapter?

The Community First Foundation sends a report and deposit to the DCEF monthly. The DCEF will then transfer any funds raised by your “fundraising page” to your chapter account.

What about Third-Party processing fees

Credit card and electronic check processing fees are charged by third-party vendors when donors make online gifts to nonprofit organizations. ColoradoGives.org will pass two percent of the processing costs to participating nonprofits. This is similar to costs incurred with other DCEF payment vehicles (our PayPal site and credit card machines, for example).

How do I set up my Chapter’s “Fundraising Page?” (Also known as a ‘Campaign’)

Visit www.coloradogives.org and read this information: <https://www.coloradogives.org/index.php?section=content&action=fundraising> Here are the steps to set up your fundraising page:

Step 1. The chapter president, treasurer or fundraising chair will need to create a donor account. Unfortunately, these are attached to a person, not an organization. You can name your account whatever you like. For example: First Name: Renaissance (REA) Last Name: Zizzo. (This will be important to note later!)

Step 2. After creating a donor account, click on the DCEF’s profile page, found at <https://www.coloradogives.org/DouglasCountyEducationalFoundation/overview>

The screenshot shows the profile page for the Douglas County Educational Foundation on the ColoradoGives.org platform. The page is titled "DOUGLAS COUNTY EDUCATIONAL FOUNDATION" and includes a search bar, navigation tabs, and an "Organizational Overview" section. The mission statement is: "The purpose of the Douglas County Educational Foundation is to develop resources to enrich education within Douglas County schools. Please join us as we support those who 'Learn Today. Lead Tomorrow.'" A "Fundraising for this Nonprofit" section is also visible, featuring a "Create a Fundraiser" button and a progress bar for a fundraiser by Krista Zizzo, showing \$0 funded out of \$1,000.00 with 149 days to go.

This is the DCEF’s profile page.

← ← ← ← ← **Step 3.** Click here to “Create a Fundraiser”

← ← **FYI, This is where the Fund Raising pages created by Chapters will be found.** The pages will appear two at a time in a random rotation. There is also a link to see all Fund Raising pages. Donors who click on that link will find them appearing in random order.

Once your page is created and approved by the DCEF staff, you will get a URL link that you can use when communicating this giving opportunity to your parents and school community.

Step 4. Fill in the information requested:

Organizations: select Douglas County Educational Foundation

Campaign Title: (*Suggestion*) - Support the (chapter or school name)

Your Campaign Summary: (*Suggested text*) - I'm creating this page to support xxx, a Chapter of the Douglas County Educational Foundation. XXX is the parent organization that supports XXX school. Please consider making a donation to support our school on Colorado Gives Day! For more information on our school, visit www.xxxxx.xxxxx (*Or, add what you will use the funds raised for if you wish*).

URL Link: <http://coloradogives.org/XXX> (*use the name or initials of your chapter in place of XXX*)

**note: this URL link takes a few days to go live. Please check it for accuracy before sending it out to parents or putting it on your website or newsletters!*

Incentive Fund: select NO (*unless you are creating an incentive-match program...*)

Is this fundraising campaign in memory or honor of someone? select NO (*unless it is...*)

Add a Photo: upload your school or Chapter logo or another photo

Your Personal Appeal: *add any message here, suggested text:* Your donation is 100% tax deductible and all funds raised on this site will be used at our school!

Send campaign emails to: enter your email, or the email of the Chapter contact for this fund raiser.

Allow people to email me from my campaign page: select YES

Campaign Goal: you can select any amount desired. If you exceed the goal, donations can still be accepted!

Start Date: today's date

End Date: If you would like this to end with Colorado Gives Day, select December 15. You can also use December 31, or June 1 if you would like to keep the campaign "live" until the end of the school year.

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If your fundraising page is successful and donations are received through this page, the person creating the "campaign" will be notified every time someone makes a donation through the fundraising page. You will be sent an e-mail that tells you that a donation has been made and who made the donation unless they designated to be completely anonymous.

The DCEF staff has the ability to generate reports based upon each fundraising page. We will use these reports to make transfers into your chapter account.

FOR MORE INFORMATION ON SETTING UP A FUNDRAISING PAGE AND TO WATCH A SHORT INSTRUCTIONAL VIDEO, visit <https://www.coloradogives.org/index.php?section=content&action=fundraising>

FOR TIPS ON PROMOTING COLORADO GIVES DAY TO YOUR COMMUNITY, including Facebook blasts, a sample press release, newsletter copy, logos to add to your website or newsletters, etc. visit the "NonProfit Toolkit" within the Colorado Gives website: <https://www.coloradogives.org/cogivesday/nonprofitToolkit>

Once your fundraising page is created, your fundraising page will feature the following information:

“Campaign Name” — in the example below, Renaissance (REA)’s Campaign Page — the system names your site for the person who created it. If the account is named for a person, this will be their first name. You can get around this by creating your account (Step 1) by using the Chapter’s name as the first name and then your last name. For example, Renaissance (REA) Zizzo instead of Krista Zizzo. Then it would say Renaissance (REA)’s Campaign Page instead of *Krista’s Campaign Page*. You can change this at any time by changing the name on the account.

“Go To Website” — this will link to the DCEF’s website (not your chapter or school’s website)

“Email This Non-Profit” — this will send an email to Krista Zizzo at the DCEF (I will forward any questions to you!)

“Email This Campaign’s Owner” — this will send an email to the person who set up the fund raising page (campaign).

The screenshot shows a web browser window with the URL <https://www.coloradogives.org/REA>. The page header includes the ColoradoGives.org logo, navigation links for "DONATE" and "FUNDRAISE", and user information for "Hello Krista" with "0 items in cart". There are buttons for "MY ACCOUNT" and "SIGN OUT". A search bar is present with options to search by name, keyword, or zip code, and dropdown menus for "Search by Cause" and "Search by County".

The main content area features the Douglas County Educational Foundation logo and the text "Support the Renaissance Educational Alliance (REA) Douglas County Educational Foundation". A paragraph states: "I'm creating this page to support REA, a Chapter of the Douglas County Educational Foundation. REA is the parent organization that supports Renaissance Expeditionary Learning Outward Bound School. Please consider making a donation to support our school on Colorado Gives Day! For more information on our school, visit www.wearecrew.org".

A large circular logo for Renaissance Expeditionary Learning Outward Bound is displayed, featuring a compass rose and the text "We Are Crew". The logo includes the words: Renaissance, Expeditionary Learning Outward Bound, Beneficence, Stewardship, Integrity, Empathy, Perseverance, and We Are Crew.

On the right side, there is a "RENAISSANCE (REA)'S CAMPAIGN PAGE" section with a "DONATE NOW" button. Below this, a text box states: "Your donation is 100% tax deductible and all funds raised here will be used at our school!". There are links for "GO TO WEBSITE", "EMAIL THIS NON-PROFIT", and "EMAIL THIS CAMPAIGN'S OWNER".

At the bottom right, a progress bar shows the fundraising status: "Fundraised so far:", "DAYS LEFT: 58", "GOAL: \$1,000.00", "RAISED: \$0.00", and "0%".

At the bottom of the page, there are social media icons for Facebook, Twitter, YouTube, and Google+, along with a small "0" icon.

Q: What will it look like when someone makes a donation? Will they know they are donating to my Chapter or school? A: YES! It is clear they are donating to YOU!

COLORADOGIVES.ORG **DONATE** > to your favorite nonprofit | **FUNDRAISE** > for your favorite nonprofit


0 items in your cart LOG IN SIGN UP

COMMUNITY FIRST FOUNDATION

ADD TO CART CHECKOUT THANK YOU



Support the Renaissance Educational Alliance (REA)



Douglas County Educational Foundation

The purpose of the Douglas County Educational Foundation is to develop resources to enrich education within Douglas County schools. Please join us as we support those who "Learn Today. Lead Tomorrow."



ABOUT THIRD-PARTY PROCESSING FEES

Credit card and electronic check processing fees are charged by third-party vendors when you make an online donation. Community First Foundation passes two percent of these fees to the nonprofits—one of the lowest processing fees in the country.

COMMON QUESTIONS

Will I receive a receipt for my donation?
Yes, you will automatically receive an on-screen acknowledgment letter and an e-mailed copy. Every donation is tax deductible as a charitable contribution to the full extent permitted by law.

If you make a donation to a charity that offers Child Care or Enterprise Zone credits (additional Colorado state tax credits), Community First Foundation will acknowledge that your donation was processed successfully, but the charity will issue you an additional receipt pursuant to that. To learn more about these tax credits, contact the specific nonprofits.

Where can I learn more about ColoradoGives?
Visit the FAQs page to learn more details.

Donation Amount

* Donation Amount (\$) USD

Donation Type

Donation Details

Where do you want your donation directed?

* Do you want your donation to be anonymous?

Enter name to appear publicly

Is this donation in honor or memory of someone?

Share my contact information with Campaign Creator

Special instructions or comments for nonprofit.
(To donate for a specific purpose, contact the charity in advance to ensure they can honor your request)

Join this nonprofit's mailing list

* - Required field

- If you are unable to add a donation to your cart, please try again using a different browser (e.g., Chrome or Firefox).

For help or questions, contact Alyson Plummer 303-387-0503 or alyson.plummer@dcsdk12.org