



To be a participating nonprofit in #GivingTuesdayKaty 2022 please read this document in its entirety and fill out the registration form on the last page. Please initial by each requirement in the boxes on the right side of the document.

The registration form needs to be sent in to [gtsarah@gmail.com](mailto:gtsarah@gmail.com) by September 24, 2022.

**To be a participant, each organization must comply with the following:**

- Provide services in the counties of Fort Bend, Harris and Waller.
- Nonprofits wishing to be a part of #GivingTuesdayKaty, must register by September 24, 2022.
- **Registration:** All participating nonprofits must submit the nonrefundable registration fee of \$100.00 by September 24, 2022, Fee covers: training and support materials, accounting fees and oversight, invoicing, and reporting of gifts.
- Notify the committee of #GivingTuesdayKaty if your nonprofit status changes before or during the GivingTuesday campaign
- Your organization will not misrepresent the timing of gifts made to your organization by using the #GivingTuesdayKaty platform on GivingTuesday to process donations collected by your organization outside of the GivingTuesday time frame of 12:00 a.m. on November 1, 2022, until 11:59 p.m. on November 30, 2022, in order for reporting purposes. If you have questions, please contact the committee of #GivingTuesdayKaty.
- No donations that you receive through #GivingTuesdayKaty will be used for the following purposes and that you will not solicit donations through #GivingTuesdayKaty for such purposes:
  - o To support a political campaign.
  - o To purchase raffle tickets.
  - o To pay for membership, dinner or other activity that provides benefit to the donor.
  - o To pay for personal expenses, including tuition incurred by a director, officer or employee of your organization or any other relatives.

- Share your partnership with #GivingTuesdayKaty in all appropriate media. If you engage in social media such as Facebook, Twitter, Instagram, LinkedIn, and/or Tumblr, use #GivingTuesdayKaty in an appropriate and reasonable way to support the initiative.
- The committee of #GivingTuesdayKaty may remove your profile from the website at its sole discretion at any time.
- Understand that #GivingTuesdayKaty will not share or sell donor information to any other organization or entity.

**Additional Requirements for GivingTuesday:**

- #GivingTuesday – #GivingTuesdayKaty participants must register annually.
- Individual Fundraisers cannot offer any kind of incentives (time, product, or consideration) in exchange for donations made through #GivingTuesdayKaty.
- #GivingTuesdayKaty allows individuals to donate to nonprofits on their own initiative and that it is not intended to facilitate gifts that you have solicited through other means.
- **Check Policy:** all checks made out to Giving Tuesday Katy must be delivered to  
6234 Mallard Dr. Katy, TX 77493 when they are received.  
*Applies only to donation made to GTK as a whole and not an individual nonprofit*  
**Checks must be made out to: #GivingTuesdayKaty**

**#GivingTuesdayKaty agrees to provide:**

- **Training opportunities:** It is recommended that a member of each nonprofit attend one of the trainings offered for #GivingTuesdayKaty. A toolkit as well as social media assistance, tricks, and tips, will be provided at these trainings.
  - o Training Dates:
    - TBD from 10:00 a.m. to 10:30 a.m. on Zoom.
    - TBD from 6:00 p.m. to 6:30 p.m. on Zoom.
- **Branding:** #GivingTuesdayKaty materials will be available for the promotion of your organization in this exciting giving day.

**Promotion/Media:** Widespread promotion of #GivingTuesdayKaty on behalf of all participating nonprofits. Sponsored and earned media will support the community-wide effort, driving traffic to the #GivingTuesdayKaty website.

### **Collective Pool of Funds:**

The #GivingTuesdayKaty bonus funds will be split evenly amongst all participating nonprofits.

### **Sponsorships:**

A #GivingTuesdayKaty sponsor is an individual or business who chooses to support GTK. This individual or business would then donate in one of the sponsorship categories. Based on the level of sponsorship, the individual or business would be recognized on the GTK website. All funds that are collected via GTK sponsorship will be evenly distributed amongst the participating non-profits.

### **Donors:**

A donor is an individual or business who chooses to support a specific non-profit in GTK. This is similar to the traditional fundraising that is already done by the non-profits. These individuals or businesses can make their donations through the #GivingTuesdayKaty online platform, for the benefit of the selected non-profit. The funds raised in this method will go directly to the non-profit and will not be split with the others.

**Tracking:** The nonprofit will track all donations received from the GTK campaign whether it is through the GTK portal or made directly to the nonprofit. Tracking needs to be reported to the GTK committee no later than Dec 31, 2022

If you agree to the terms as explained in this document, please complete the registration form and send it in to [gtsarah@gmail.com](mailto:gtsarah@gmail.com). Send or mail checks to

**6234 Mallard Dr.  
Katy, TX 77493**

For any questions, please feel free to contact Sarah Beaton at [gtsarah@gmail.com](mailto:gtsarah@gmail.com).



**#GivingTuesdayKaty 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):  
 TBD 2022  
 TBD 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 |

What can the community help you accomplish \_\_\_\_\_

***Please attach a copy of your tax-exempt form.***

By signing this agreement, we:

- Acknowledge that there will be nonprofit representatives at the event.
- Agree to use the promotional messages provided by the committee of #GivingTuesdayKaty.
- 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Submit by September 24, 2022  
to: Sarah Beaton

Or email by September 24, 2022  
to: [gtsarah@gmail.com](mailto:gtsarah@gmail.com)