To be a participating nonprofit in #GivingTuesdayKaty 2021 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 gtksarah@gmail.com by September 24, 2021.

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, 2021.

- Registration: All participating nonprofits must submit the nonrefundable registration fee of $100.00 by September 24, 2021, in order to be a part of #GivingTuesdayKaty 2021. The registration fees will cover training and support materials, accounting fees and oversight, invoicing, and reporting of gifts associated with the #GivingTuesdayKaty fund held at the committee of #GivingTuesdayKaty. Failure to pay the registration fee will result in forfeiture of participation in the 2021 #GivingTuesdayKaty campaign.

- Notify the committee of #GivingTuesdayKaty if your nonprofit status changes before or during the GivingTuesday campaign. The committee will check statuses at the time of registration and then prior to making amplification dollar grants.

- Affirm that 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, 2021, until 11:59 p.m. on November 30, 2021, in order for reporting purposes. If you have questions, please contact the committee of #GivingTuesdayKaty.

- Processing: All online gifts will be charged a percentage (%) processing fee (charged at time of donation) which will cover the platform infrastructure. This fee will go to the platform who will monitor the donation platform on behalf of #GivingTuesdayKaty. The percentage (%) processing fee will not go to the #GivingTuesdayKaty campaign.

- Agree that 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:
  - 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.

gtksarah@gmail.com
• Agree to publicize your partnership with #GivingTuesdayKaty in all appropriate media. #GivingTuesdayKaty 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, LinkedIn, and/or Tumblr, use #GivingTuesdayKaty in an appropriate and reasonable way to support the initiative.

• Agree that 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.

• 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 #GivingTuesdayKaty.

• Understand that #GivingTuesdayKaty is a vehicle to allow individuals to donate to nonprofits on their own initiative and that it is not intended as a vehicle to facilitate gifts that you have solicited through other means. (Example: Payment of event sponsorships, pledge payments, annual appeals, or capital campaigns.)

• Check Policy: #GivingTuesdayKaty has created a check policy to account for those few instances where a donor makes an off-line GivingTuesday gift. Please understand that we have to manage the administrative resources for this process as well as maintain the intention of an online campaign. Check gifts made between November 1, 2021 and November 30, 2021, must be delivered to 535 E. Fernhurst, Suite #321, Katy, TX 77450 when they are received. Checks made on November 30, 2021 must be delivered to the committee or the GivingTuesday site.

Checks must be made out to #GivingTuesdayKaty or Giving Tuesday Katy with the agency listed on the memo line.

#GivingTuesdayKaty agrees to provide:

• Training opportunities: A member of each participating nonprofit will be required to attend one of three trainings offered for #GivingTuesdayKaty. A toolkit as well as social media assistance, tricks, and tips, as well as webpage creation will be provided at these trainings. Failure to attend a training will result in forfeiture of participation in the 2021 #GivingTuesdayKaty campaign.

  o Training Dates:
    ➢ Thursday, August 5, 2021 from 10:00 a.m. to 11:00 a.m. on Zoom.
    ➢ Thursday, August 19, 2021 from 6:00 p.m. to 7:00 p.m. on Zoom.

• Branding: #GivingTuesdayKaty 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 #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.

**Sponsorships:**

A #GivingTuesdayKaty sponsor is an individual or business who chooses to support GTK, not a specific non-profit. 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 will 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.

If you agree to the terms as explained in this document, please complete the registration form and send it in to gtksarah@gmail.com. Send or mail checks to

535 E. Fernhurst  
Suite # 321  
Katy, TX 77450

For any questions, please feel free to contact Sarah Beaton at gtksarah@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):  
☐ Thursday, August 5, 2021  
☐ Thursday, August 19, 2021

Organization Category (Please check only one):

☐ Animals ☐ Arts ☐ Children ☐ Community  
☐ Education ☐ Health ☐ Religious ☐ 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, 2021  Or email by September 24, 2021

to: Sarah Beaton  to: gtksarah@gmail.com