



Fundraising Website Manual For Club Presidents

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Getting Started

Things to Remember: The Club President must also register for the trip online through our fundraising website, even if their in-country cost is covered by GB if they have 25 or more members coming on the trip (15 if it's a new program or if it's GWB, GDB, or PHB)

The fundraising website is where ALL volunteers will be able to raise all of their in-country accommodations and plane ticket cost through tax-deductible online donations by credit card. Please note that all donations will show up as donations to "Global Brigades" on credit card statements. Each donation is accompanied by an e-mail receipt, with which the sponsor can use to file with their tax claim.

All donations to the fundraising website are NON REFUNDABLE; however, you can submit a request for transfer of funds to a future brigade trip or a request to purchase supplies for the trip

1. Secure Dates for Trip
 - a. Select your dates from the Brigade Calendar (www.globalbrigades.org/project/medical/calendar)
 - b. Request dates for 7-day brigade trip from travel@globalbrigades.org
 - i. Dates will be confirmed and blocked on calendar
 - ii. Fundraising website account will be set up for the brigade trip
 - iii. You will receive a GoogleDocs Roster from our Brigades Travel team
 - iv. You'll receive a rough estimate of how much airfare will cost for your group (Remember: This is just a QUOTE!)
2. Set up Fundraising Webpage
 - a. Go to: <https://fundraising.intelis.com/gbl/Events/>
 - b. Choose Fundraising Event for your brigade
 - c. Click "Join A Brigade"
 - d. Select your group from the dropdown margin and click "Continue"
 - e. Click "Continue" at the next page
 - f. Fill out your information to register for your brigade
 - g. You can edit your "Home Page Message" here if you would like
 - h. You can also edit your Home Page after you've set up your page
3. Get Coordinator Access
 - a. After you've set up your fundraising page, send a request to travel@globalbrigades.org to be granted coordinator access
 - i. This will allow you to track the fundraising goals of your group (see instructions below under "Pull Fundraising Reports")

Using The Fundraising Website

1. Set Fundraising Goals
 - a. Send request to travel@globalbrigades.org to adjust the individual fundraising goals for your group

1. Ideally, you want this to be the total individual fundraising commitment for you group
2. Make sure ALL club members register on the fundraising website, or they can't participate
3. Pull Fundraising Reports
 - a. Choose "Login" from the left margin
 - b. Enter username and password
 - c. Choose "Get Reports" from the left margin
 - d. Click "Get Coordinator Reports"
 - e. Choose the selection that says, "To see which brigaders have reached each of the event goals, click here."
 - f. Choose "Download Excel Spreadsheet (.csv)"
4. Handle Check Donations
 - a. If the club receives a donation by check, make sure it is addressed to "Global Brigades" and sent to the address below
 - b. Checks must be addressed to "Global Brigades"
 - c. Fill out the Check Donations Tracker spreadsheet (link is on Start-A-Club guide)
 - d. Receipts for check donations are only provided for substantial donations (greater than \$250) unless otherwise requested.
 - e. 40 days before date of arrival, send checks in **one batch** along excel spreadsheet to this address:
 - i. **Global Brigades**
Attn: Beverly Atamian
1425 E. Brandywine
Fresno, CA 93720
5. Request for Funds to Purchase Supplies
 - a. There are two places where extra money can be raised on the fundraising website:
 - i. Extra money raised by a brigade volunteer above their fundraising commitment
 - ii. Extra money raised on the Club Donations Page
 - iii. This is for the SOLE PURPOSE of purchasing supplies for your trip, you MUST provide a receipt of the supplies purchased for us to keep for our records
 - b. Send request to travel@globalbrigades.org and judith@globalbrigades.org with the fundraising report pulled from the website for your group.
 1. Include a detailed list of exactly what you need to purchase so that we can keep this for our records--This is very important!
 2. In the body of the email, add up the total amount you need and say which fundraising pages you'd like money pulled from (i.e. Betty Sue raised an extra \$200).
 3. Include the Name and Mailing address of the Club President
6. Corporate Matching Donation Programs (See Fundraising Guide for more information)

- a. Use the correct information from our W-9 Tax Form (which contains our Tax ID and Organization Address), which can be found on our "Start-A-Club" page (<http://www.globalbrigades.org/project/medical/start-a-club/>)
- b. Send an e-mail to Judith@globalbrigades.org to let us know
 1. How much the donation was for
 2. Who it was from
 3. Who would the sponsor like the donation to go to (Where we should allocate it on the fundraising website)

Educating Club Members

1. Send Fundraising Guide to all volunteers (<http://www.globalbrigades.org/project/medical/start-a-club/>)
2. All Members Must Register Their Own Fundraising Page
 - a. Roster should be finalized by at LEAST 40 days before date of arrival in Honduras
 - b. All members must register on the fundraising website and pay their final airline dues by at LEAST 40 days before date of arrival in Honduras
 - c. All members must agree to our electronic liability waiver (as part of the sign up process)
 - d. All members must reach fundraising commitment by 14 days before date of arrival in Honduras