

Roanoke Valley Gives Checklist for 2016 Participants

Did you participate in Roanoke Valley Gives 2016 and plan to be a part of the wonderful day of giving in 2017?

___ If your organization participated in Roanoke Valley Gives 2016, you DO NOT need to register to participate in 2017.

___ **IMPORTANT: Attend the Roanoke Valley Gives 2017 Kick-off Event scheduled for Thursday, December 8, 2016 at 9:30 AM. Space is limited! This event is for ALL 2017 Roanoke Valley Gives participants. There have been changes made and a representative from your organization is STRONGLY ENCOURAGED to attend.**

Registration link:

<http://events.r20.constantcontact.com/register/event?oeidk=a07edha9bki2eeaca92&llr=utt456cab>

___ ******NEW****** Submit an electronic copy of your organization's MOST RECENT organizational budget to Carly Oliver at carly@foundationforroanokevalley.org by 4:00 PM on Monday, December 19, 2016. THIS INFORMATION IS REQUIRED TO DETERMINE ELIGIBILITY FOR NEW LEADERBOARD.

___ Update your organization's Roanoke Valley Gives profile by Wednesday, March 1, 2017. Foundation staff will be scheduling small group training sessions during the months of January and February. If you were not the staff person responsible for your organization's page or need a refresher course, please join us. Training dates and times will be posted at a later date.

___ **MARK YOUR CALENDARS** and prepare for an exciting Roanoke Valley Gives Day scheduled for Wednesday, March 15, 2017!

******IMPORTANT******

Please note that Foundation staff will do their best to respond to your emails and phone calls in a timely manner. This year we are anticipating over 130 nonprofit participants and strongly encourage everyone to familiarize themselves with the [Roanoke Valley Gives Nonprofit Toolkit](#) and [Nonprofit FAQs](#).