

# The Rules

## General Eligibility for All Prizes

1. To participate in Roanoke Valley Gives day nonprofit organizations must meet the following eligibility requirements:
  - a. Eligible organizations are defined as any organization qualified by the IRS as a 501(c)(3).
  - b. Government agencies are not eligible to participate.
  - c. Organizations must be located in and serving at least one of the following areas: cities of Roanoke and Salem, counties of Botetourt, Craig, Franklin, and Roanoke.
  - d. Organizations must be COMPLETELY registered on the Roanoke Valley Gives website by **December 15, 2018**.
2. To qualify for any prize or incentive funds of any kind nonprofit organizations must:
  - a. Submit an electronic copy of their respective organization's most recent annual operating budget to Beth Kelley (beth@cfwesternva.org) by **December 28, 2018**.
  - b. Complete the online google form located in the nonprofit toolbox by **December 28, 2018**.
  - c. Add a special "keyword" to its respective Roanoke Valley Gives profile page by **February 15, 2019**. (Click & Pledge will be adding special "keywords" for all eligible nonprofits.) Foundation staff will notify eligible organizations by February 1, 2019, and will provide further instructions.
  - d. Must have an approved and completed Roanoke Valley Gives day profile by **February 15, 2019**. Each participating organization's profile page must include the following information by **February 15, 2019**:
    - i. Your organization's logo (known as a medium avatar in the system)
    - ii. A summary and description of your organization's purpose and programs
    - iii. And updated donation box (the default language included in the Click & Pledge template "donate for" must be eliminated or updated with relevant information).
    - iv. Your organization can not be listed in more than TWO search categories (i.e. Animals, Community Development & Civic Affairs, Education)
    - v. Your Click & Pledge account must be set to the appropriate time zone (Eastern Standard Time, EST)

### **General Rules & Information**

3. Roanoke Valley Gives day begins on March 13, 2019 at 12:00AM and ends at 11:59 PM on March 13, 2019.
4. Gifts received prior to March 13, 2019 at 12:00 AM will not be counted toward the day's totals in terms of prize calculations; unless the gift(s) are "scheduled" gifts to be posted through your organization's profile page at <https://rvgives.givebig.org> on March 13, 2019.
5. All Roanoke Valley Gives donations must be made online through the Roanoke Valley Gives website (<https://rvgives.givebig.org>) by credit or debit card ONLY. (Visa, MasterCard, Discover or American Express.)
6. Donors who enter their own credit or debit card information directly on the Roanoke Valley Gives website are entering his/her data into a secure web portal provided by Click & Pledge. Sponsors of Roanoke Valley Gives assume no liability for credit/debit card information or related information provided by the donor to a third party (e.g. organization staff member or volunteer).
7. Each gift is tax deductible and irrevocable. All donations will be for unrestricted use by the chosen charities unless otherwise specified on the participating organization's profile page.
8. All donations (not including incentive prizes/grants) are typically paid to the chosen charity within 2 business days after the conclusion of the event by TSYS. Each organization will then receive a statement from TSYS at the beginning of the following month indicating the organization's credit card fees and processing fees which will be debited from the organization's TSYS account on the 10<sup>th</sup> of the following month. It is important that all nonprofits maintain an appropriate balance in its respective TSYS account to cover the organization's credit card fees and processing fees.
9. A minimum donation of \$10 is required. There is no maximum per donation, nor maximum per charity.
10. Organizations cannot donate to themselves.
11. Organizations cannot make a donation on behalf of a donor in lieu of a gift of cash or check.
12. Donations may not be used to pay for anything that might be perceived as a material benefit to the donor including memberships, admission tickets, payments for tuition, payments for event tickets, etc.
13. Community Foundation Serving Western Virginia's Administrative Fund is not eligible to receive a giving day grant or prize.
14. One organization can win grants from multiple leaderboards.

15. Donors who opt to make a donation anonymously **will not** be eligible for Golden Ticket Prizes because we will be unable to announce a winner should they be chosen.
16. Prizes that are periodically announced throughout the day are final only after verification by Community Foundation Serving Western Virginia.
17. Golden Tickets are limited to one per donor.
18. Power Hour prizes are awarded to the nonprofit that receives the most donations during a specified time period. Power Hour prizes are limited to one per organization.
19. Incentive funds are exclusive to qualifying nonprofits. Community Foundation Serving Western Virginia reserves the right to verify qualifying information and revoke, change or award prizes at its discretion.
20. All time-specific prizes are calculated using time-stamped data via Click & Pledge and verified by the Foundation.
21. In the event of a tie for an incentive prize, the prize amount will be split evenly among the organizations that tie.
22. Incentive pool prizes/grants will be distributed via check to the winning organizations the week of April 15, 2019.
23. As with all grants awarded by Community Foundation Serving Western Virginia, giving day grants are awarded at the discretion of Community Foundation Serving Western Virginia's Board of Directors. The Board may withhold funds if it believes a participating organization violated the mission, values and guidelines of Community Foundation Serving Western Virginia and Roanoke Valley Gives.
- 24. PLEASE NOTE THAT COMMUNITY FOUNDATION SERVING WESTERN VIRGINIA HAS NO CONTROL OVER WHEN PRE-SCHEDULED GIFTS ARE PROCESSED.**

# The Prizes

Thanks to generous philanthropic partnerships, you can bring even more money to your organization on Roanoke Valley Gives day with the following prizes. Determination of all prize winners will be made solely by the Foundation.

To be eligible to participate in any of the following leaderboards/incentive prizes an organization must:

- Submit an electronic copy of their respective organization's most recent annual operating budget to Beth Kelley (beth@cfwesternva.org) by December 28, 2018.
- Complete the online google form located in the nonprofit toolbox by December 28, 2018.
- Additional criteria will be determined after review of all participant organizational budget information.
- Add a special "keyword" to its respective Roanoke Valley Gives profile page. (Click & Pledge will be adding all "keywords" for eligible participants.) Foundation staff will notify eligible organizations by February 1, 2019, and will provide further instructions.

Donations reflected in any of the following leaderboards include all donations received by eligible organizations via an organization's Roanoke Valley Gives day campaign beginning on March 13, 2019 at 12:00 AM and ending at 11:59 PM on March 13, 2019. Eligible donations **MUST** be made via [rvgives.givebig.org](http://rvgives.givebig.org).

## Leaderboard Categories

### **Overall Most Dollars Raised**

**First Place:** \$10,000 prize to the nonprofit with the most dollars raised

### **Small Leaderboard - Most Dollars Raised**

To determine the Leaderboard categories, we reviewed the financial information that was submitted for each organization and determined thresholds that divided the Leaderboards into three similar-sized buckets. **The Small Leaderboard consists of organizations that have revenues or expenses below \$200,000.**

*Updated 3/11/19*

**First Place:** \$5,000 prize to the nonprofit with the most dollars raised

**Second Place:** \$2,500 prize to the nonprofit with the second most dollars raised

**Third Place:** \$1,000 prize for the nonprofit with the third most dollars raised

**Medium Leaderboard - Most Dollars Raised**

To determine the Leaderboard categories, we reviewed the financial information that was submitted for each organization and determined thresholds that divided the Leaderboards into three similar-sized buckets. **The Medium Leaderboard consists of organizations that have revenues or expenses between \$200,001 and \$1 million.**

**First Place:** \$5,000 prize to the nonprofit with the most dollars raised

**Second Place:** \$2,500 prize to the nonprofit with the second most dollars raised

**Third Place:** \$1,000 prize for the nonprofit with the third most dollars raised

**Large Leaderboard - Most Dollars Raised**

To determine the Leaderboard categories, we reviewed the financial information that was submitted for each organization and determined thresholds that divided the Leaderboards into three similar-sized buckets. **The Large Leaderboard consists of organizations that have revenues or expenses that exceed \$1 million.**

**First Place:** \$5,000 prize to the nonprofit with the most dollars raised

**Second Place:** \$2,500 prize to the nonprofit with the second most dollars raised

**Third Place:** \$1,000 prize for the nonprofit with the third most dollars raised

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## **Golden Tickets**

There will not be Golden Tickets available during Roanoke Valley Gives 2019.

## **Power Hours**

Power Hours reward the nonprofit that receives the most donations in any given hour. For selected hours, the nonprofit that receives the most donations will be awarded \$1,000. The Power Hour prize will not be counted towards the final total dollars raised by any nonprofit that receives the enhancement. Power hour prizes are limited to ONE per organization.

### **Power Hours: (FINALIZED SCHEDULE)**

#### **12:00 – 1:00 a.m. Midnight Madness Prize**

**Most dollars received**

#### **2:00 – 5:00 a.m. Night Owl Prize**

**Most dollars received**

#### **6:00 – 7:00 a.m. Sunrise Special Prize**

**Most dollars received**

#### **12:00 – 1:00 p.m. Lunch Break Prize**

**Most dollars received**

#### **3:00 – 4:00 p.m. Coffee Break Prize**

**Most dollars received**

#### **5:00 – 7:00 p.m. Dinner Bell Prize**

**Most dollars received**

#### **8:00 – 9:30 p.m. Primetime Prize**

**Most dollars received**

#### **11:00 – 11:59 p.m. Finish Line Prize**

**Most dollars received**

*Updated 3/11/19*

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# Additional Incentive Prizes

## 100% Board Giving Challenge

Get every current board member of your nonprofit organization to make a donation to your organization's Roanoke Valley Gives profile page beginning on March 13, 2019 at 12:00AM and ending at 11:59 PM on March 13, 2019, and your organization will receive an entry to win a \$1,000 incentive prize. (Eligible donations MUST be made via [rvgives.givebig.org](http://rvgives.givebig.org).)

**Your organization MUST complete the following items by 4:00 PM on March 14, 2019:**

- 1) Send an email to Beth Kelley ([beth@cfwesternva.org](mailto:beth@cfwesternva.org)) certifying that your organization achieved 100% board giving as described above; AND
- 2) Send an electronic copy of your current board list to Beth Kelley ([beth@cfwesternva.org](mailto:beth@cfwesternva.org)) for the Foundation's verification process.

A winner will be randomly selected and announced at the Roanoke Valley Gives Awards Event.

**Winner MUST be present to receive award.**

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## Raise the Bar Challenge

The Raise the Bar Challenge will reward the nonprofit that surpasses its Roanoke Valley Gives 2018 total donations raised (per Foundation's official records) by at least 20%.

To be eligible to participate in the Raise the Bar Challenge an organization must:

- Have participated AND received donations during Roanoke Valley Gives 2018 campaign beginning on March 14, 2018 at 12:00AM and ending at 11:59 PM on March 14, 2018. Eligible donations MUST have been made via [rvgives.givebig.org](http://rvgives.givebig.org).
- Be eligible to receive incentive prizes during Roanoke Valley Gives 2018. (refer to page 1 of this document – numbers 1 and 2)

The nonprofit that surpasses its respective Roanoke Valley Gives 2018 total donations raised (per Foundation's official records) by at least 20% will receive an entry to win a \$1,000 incentive prize. (Incentive prizes received during Roanoke Valley Gives 2018 will not be included in total

donations raised.) A winner will be randomly selected and announced at the Roanoke Valley Gives Awards Event. **Winner MUST be present to receive award.**

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### **(NEW!) Last Half Challenge**

The Last Half Challenge rewards the nonprofit that receives the most donations via an organization's Roanoke Valley Gives day campaign beginning on March 13, 2019 at 12:00 PM (noon) and ending on March 13, 2019 at 11:59 PM. The nonprofit that receives the most donations will be awarded \$1,000.

Eligible donations MUST be made via <https://rvgives.givebig.org>. The winner must be eligible to receive incentive prizes during Roanoke Valley Gives 2019. (refer to page 1 of this document – numbers 1 and 2) The Last Half Challenge prize will not be counted towards the final total dollars raised by any nonprofit that receives the enhancement.

**A winner will be announced at the Roanoke Valley Gives Awards Event.**

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### **(NEW!) Prescheduled Gifts Challenge #1 – Most Dollars Raised**

The Prescheduled Gift Challenge #1 rewards the nonprofit that receives the most pre-scheduled donations via an organization's Roanoke Valley Gives campaign beginning on January 1, 2019 at 12:00 AM and ending on January 31, 2019 at 11:59 PM. The nonprofit that receives the most prescheduled donations during this time period will be awarded \$1,000. Prescheduled gifts are "scheduled" gifts to be posted through your organization's profile page at <https://rvgives.givebig.org> on March 13, 2019.

Eligible donations MUST be made via [rvgives.givebig.org](https://rvgives.givebig.org). The winner must be eligible to receive incentive prizes during Roanoke Valley Gives 2019. (refer to page 1 of this document – numbers 1 and 2) Prescheduled Gifts Challenge prizes are limited to ONE per organization.

Incentive prizes received during Roanoke Valley Gives 2019 will not be included in total donations raised.

**A winner will be announced at the Roanoke Valley Gives Awards Event.**

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### **(NEW!) Prescheduled Gifts Challenge #2 – Most Dollars Raised**

*Updated 3/11/19*



The Prescheduled Gift Challenge #2 rewards the nonprofit that receives the most pre-scheduled donations via an organization's Roanoke Valley Gives campaign beginning on February 1, 2019 at 12:00 AM and ending on February 28, 2019 at 11:59 PM. The nonprofit that receives the most prescheduled donations during this time period will be awarded \$1,000. Prescheduled gifts are "scheduled" gifts to be posted through your organization's profile page at <https://rvgives.givebig.org> on March 13, 2019.

Eligible donations MUST be made via [rvgives.givebig.org](https://rvgives.givebig.org). The winner must be eligible to receive incentive prizes during Roanoke Valley Gives 2019. (refer to page 1 of this document – numbers 1 and 2) Prescheduled Gifts Challenge prizes are limited to ONE per organization.

Incentive prizes received during Roanoke Valley Gives 2019 will not be included in total donations raised.

**A winner will be announced at the Roanoke Valley Gives Awards Event.**

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### **(NEW!) Prescheduled Gifts Challenge #3 – Most Dollars Raised**

The Prescheduled Gifts Challenge #3 rewards the nonprofit that receives the most pre-scheduled donations via an organization's Roanoke Valley Gives 2019 campaign beginning on March 1, 2019 at 12:00 AM and ending on March 12, 2019 at 11:59 PM. The nonprofit that receives the most prescheduled donations during this time period will be awarded \$1,000. Prescheduled gifts are "scheduled" gifts to be posted through your organization's profile page at <https://rvgives.givebig.org> on March 13, 2019.

Eligible donations MUST be made via [rvgives.givebig.org](https://rvgives.givebig.org). The winner must be eligible to receive incentive prizes during Roanoke Valley Gives 2019. (refer to page 1 of this document – numbers 1 and 2) Prescheduled Gifts Challenge prizes are limited to ONE per organization.

Incentive prizes received during Roanoke Valley Gives 2019 will not be included in total donations raised.

**A winner will be announced at the Roanoke Valley Gives Awards Event.**