

Give Hastings Day Rules and Guidelines

1. Participating organizations must meet and agree to the eligibility guidelines.
 - Organizations must be a 501(c)(3) public charity recognized by the IRS as a qualified recipient of tax- deductible gifts serving Adams County, Nebraska, in a manner consistent with Hastings Community Foundation policies.
 - Organization must be governed by a body such as a board of directors, board of trustees, etc.
 - Organization must demonstrate a history of continuous service in Adams County, including active and current operations.
 - Organizations may be excluded if they lack an established physical presence in Adams County.
 - Ineligible organizations include churches, private foundations, and organizations that exist primarily for religious or political activities.
 - 100% of funds raised through **Give Hastings Day** must be used for programs and services in Adams County.
 - Organizations agree to comply with the Rules and Guidelines as outlined by the Hastings Community Foundation.
 - Upon the request of the Hastings Community Foundation, an organization may be asked to provide an IRS determination letter or other documentation from the IRS confirming its status as a nonprofit organization in good standing.
 - Organizations which fail to raise a minimum of \$500 or have 10 unique donors during Give Hastings Day will be ineligible for participation in Give Hastings Day for one year. Bonus Bucks, Support Them All funds, and other prize money are excluded from calculations to determine return eligibility.
2. Give Hastings Day committee may limit the total number of nonprofit organizations who participate **in Give Hastings Day**. Final approval of participating organizations is at the sole discretion of the Give Hastings Day committee.
3. **Give Hastings Day** is both an online and offline fundraising program. To be included in the **Give Hastings Day** giving day tallies and eligible for prizes, donations must be made through the givehastings.org website or by submitting cash and/or checks payable to the Hastings County Community Foundation. Gifts received after Give Hastings Day will still be processed, but will not be factored into calculations for Bonus Bucks and other cash incentives.
4. Checks must be made payable to the Hastings Community Foundation. Checks made payable to a participating organization and signed over to the Hastings Community Foundation will not be accepted.
5. The Hastings Community Foundation will receipt all gifts made to **Give Hastings Day**, including acknowledging the gift for charitable tax purposes. We encourage all participating

organizations to send thank you notes to their **Give Hastings Day** donors; however, organizations should omit all tax acknowledgment language from their communication to donors. Failure to do so may result in the organization being ineligible to participate in **Give Hastings Day** in subsequent years.

6. Participating organizations will receive a proportional share of the Bonus Bucks secured by the Give Hastings Day committee/Hastings Community Foundation based on the total amount raised for their organization (up to \$20,000). Hourly prizes and other incentives are not factored into the organization's total when calculating Bonus Buck allocations.
7. Participating organizations will also be eligible to receive incentive prizes as determined by the Hastings Community Foundation. Organizations can only receive one hourly prize. Other prize restrictions may apply.
8. The Give Hastings Day committee and the Hastings Community Foundation will promote **Give Hastings Day** through its media partners and various social media channels. Participating organizations will each have a customized organization donation page with a personalized link on the givehastings.org website. The participating organization is responsible for cultivating donors through **Give Hastings Day**. The Give Hastings Day committee will provide training and marketing materials but will not recruit donors on behalf of the organization.
9. If a participating organization does not cash their checks within four months of distribution, the check will be voided, not reissued and the participating organization may not be eligible to participate in subsequent **Give Hastings Day** events.
10. Participating organizations with fiscal sponsorship by the Hastings County Community Foundation will have their **Give Hastings Day** distributions made directly into their fund unless otherwise directed.
11. Each participating organization will have access to their donor list, including the contact and donation information for their specific donors, except those who wish to be anonymous. Donor information will never be sold to a third party. The Hastings Community Foundation reserves the right to communicate with donors for surveys, newsletters, philanthropic education, and information.
12. Each gift processed through **Give Hastings Day** must be 100% tax-deductible. No goods or services may be exchanged for donations or as payment for items such as:
 - Memberships, dinners, or any other activity that provides a benefit to the donor
 - Tickets to events
 - Charitable auction purchases, raffle tickets, and gift items
 - Pledge payments (The IRS takes the position that paying a legal pledge to which

you obligate yourself privately benefits you by relieving you of your debt to a charity.)

Participating organizations found to have solicited or received funds during **Give Hastings Day** that are not 100% tax- deductible will forfeit all donations, Bonus Bucks, and any additional prize money. In addition, the organization will be ineligible to participate in **Give Hastings Day** in subsequent years.

13. Participating organizations are responsible for uploading and managing content on their Give Hastings Day profile. **Give Hastings Day** will provide educational resources, but is unable to aid individual organizations with developing and posting content. Participating organizations must be able to supply their own accurate and current content using the process and systems required by Give Hastings Day.
14. Participating organizations certify that all information entered on its **Give Hastings Day** profile on givehastings.org is accurate and up to date to the best of their knowledge.
15. Participating organizations agree to notify the Hastings Community Foundation as soon as possible, should the organization cease or substantially reduce its operations, or should the Internal Revenue Service revoke its charitable status.
16. The Hastings Community Foundation may remove an organization's profile from givehastings.org at its sole discretion at any time. In such an event, all Bonus Bucks, cash incentives and donations would be forfeited.
17. Participating organizations agree to adhere to additional rules and policies may be added from time to time.