Charity Registration Information

Please Read Through ALL Instructions Before Exiting The Page

On the prior page, you must first fill out all of the following information by filling in the boxes:

- Legal Name
- Mailing Address
- Physical Address
- Contact Person
- Phone Number (with area code)
- Email Address
- EIN Number (This is kept private for legal use only if a falsification occurs. You will still have to provide your EIN to customers as you see best fits)

Once you fill out the form, click the submit button. You will submit the following documents by

1. Typing the needed info in word documents. This is how you create what your page will look like. You need:
   a. A Short Description (3-4 lines) that is used on the Charities Page. This is a brief explanation of your organization.
   b. Longer Description- This is the main content of your page. Include your mission, the work you do for the community, how you help others, any events you have, etc. The possibilities are endless on how you want to portray your organization. Also include a way for people to contact you with an address, hours, and any contact information.
   c. Your "Ask" – Here you will include what you need. What are you asking people in the community for? Maybe it is monetary donations, item donations, volunteers, etc. List them all out.

2. Get together the following two items:
   a. Please Submit a letter copy of your 501(c)(3) Determination Letter (if applicable; if we have not received verification of your status or you do not have the status, your organization will not be tagged as such).
   b. Your Logo - 600px X 600px X 72ppi (cropped square) jpg file on white background

3. Save each file to your desktop as so

<u>Files should be named as:</u>
YourCharityName-logo
YourCharityName-description
YourCharityName-Determination.pdf

Once you have all the above files saved to your desktop, return to the charity registration page to fill out the form. Click submit when complete. Drag your files from your desktop on this screen (Your Logo, Description, And Determination). Click finished and you are officially completed the application process.

Please use the example below and the other charities on the Home Page to help you when writing your files.

Charity Example Page

Example Fictional Short Description: *(Users see this description before clicking on your page)*

Haven House provides out of town families temporary meals and lodging that is safe and comfortable while their child undergoes treatment in nearby Haven Children's Hospital. Families can stay at Haven House up to 30 days at no cost.

Example Fictional Long Description: *(this is for you to fully describe your organization so people can become aware of you)*

Help Us Help Families in Crisis.

Since 1953 Haven House has been providing no cost meals and lodging for out of town families who have a child undergoing care in Haven Children's Hospital.

We believe that families should not have to worry about the added burden of finding and paying for lodging and meals while one of their children is fighting for their life. Haven House lifts this burden and lets families concentrate on their child's recovery.

Haven House is a 502(3)(c) non-profit. We are located at: 123 West 4th street, Schuylkill Haven PA 17972. You can reach us by phone (24 hours) at: 570-555-1212.

Big Events: *(any of your events you want to promote)*

We are hosting our first Golf Tournament on August 13, 2018. Contact us to take part in the tournament!
On October 14, 2018 we are hosting our annual 5k around the park! Sign-ups end August 22nd.

Example "Ask": *(these are any kind of donations your organization has a need for, big or small)*

Will You Help Us?
We currently need the following items:
- Bed linens - Twin / Full (white)
- Comforters - Twin / Full
- Laundry Detergent - Liquid
- Non Perishable Food
- Snacks
- Games for children
- Extra building for storage purposes

Volunteer? *(Be specific as you can for when and what people can volunteer for)*
- Looking for volunteers to help package meals every Saturday of March and April!
- We need 20 volunteers for our 5k on April 23rd!
- In need of volunteers who can help with a building demolition in the month of May!