



A GUIDE TO YOUR ONLINE FUNDRAISING PAGE

Now that you're ready to start fundraising, it's time to set up your Send Me to Serve fundraising page! Once it is set up and customized with your personal story, you'll be able to share the link far and wide, making it super simple for friends and family to make contributions.

With your Send Me to Serve page, you can...

- Personalize your fundraising page to share specifics about your upcoming year.
- Update your page easily as you learn more and prepare for Orientation.
- Have your own personal web link to your page that you can include in your electronic and written requests.
- Help donors to give quickly and securely using our online credit card processing or automatic withdrawal from a checking or savings account.
- See all donations given in your honor and track your progress with a cool thermometer graphic.
- Access donors' contact information so that you can thank them personally for their contributions.

Basically, it's easy, fast, and a great way to spread the mission of JVC!

This guide will detail the specifics on setting up your online fundraising page. We will briefly go over this in your Welcome Call but if you have any questions before then please email us at smts@jesuitvolunteers.org or call 410-244-1733.

Prior to attending the call, please take some time to create and personalize your online fundraising page.

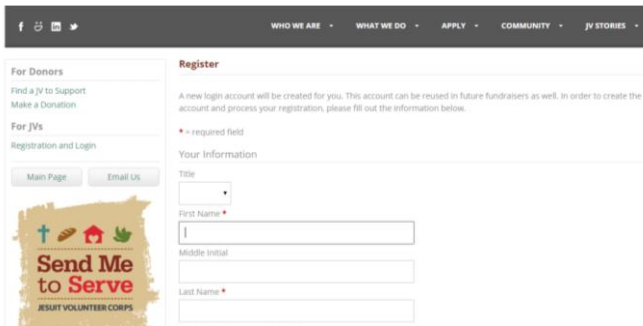
Step 1: Find the Starting Line

- Go to the JVC donating portal online at:
<https://jesuitvolunteers.org/sendmetoserve>
- Use the left navigation panel to direct you to "Registration and Login"
- **Login**
 - o Click on *Need to register?*
 - o Click on I need to create an account

- o Fill out your information. *Use the email you provided to JVC.* Then click next.
- o Note: Your password must contain at least three of the following items: a lower case letter, an upper case letter, a number, and a special character.

Step 2: Confirm User Information and Select Fundraising Goal

- The **below image** shows the beginning of your registration. From this point forward, you will be guided, step by step, through the registration process. Use the **Next** button to continue.

The image shows a web browser window displaying a registration form for Jesuit Volunteers. The page has a dark header with navigation links: WHO WE ARE, WHAT WE DO, APPLY, COMMUNITY, and JV STORIES. On the left, there are sections for 'For Donors' (Find a JV to Support, Make a Donation) and 'For JVs' (Registration and Login, Main Page, Email Us). The main content area is titled 'Register' and contains a message: 'A new login account will be created for you. This account can be reused in future fundraisers as well. In order to create the account and process your registration, please fill out the information below.' Below this is a 'Your Information' section with a dropdown for 'Title', and three text input fields for 'First Name', 'Middle Initial', and 'Last Name'. A red asterisk indicates that the first name, middle initial, and last name fields are required.

Your Fundraising Goal will be automatically set to the *Domestic* minimum amount of \$600. Make sure you change it to \$3000, which is the minimum goal for the International Program. You can set it higher if you are feeling confident, or you can adjust it as you hit your goals. Challenge yourself!

- You will then be asked if you would like to join a team. This option is not being offered for our fundraiser, so please leave that blank and click **Next** to proceed.
- The next page displays the information you provided including your name, address and phone number.
 - o Please confirm that this is the CORRECT information and if not go back to correct it by clicking the **Prev** button.
 - o If everything is correct click **Next**.

Once complete, the wizard will confirm all information and submit it to our database. You will receive a confirmation email confirming your registration as a Send Me to Serve participant and also provide you a link to the login page.

We urge all incoming JVs to log into your fundraising center (go to jesuitvolunteers.org/sendmetoserve, click "Registration and Login") and begin personalizing your page. Here are some tips for how to do so.

Step 3: Use Your Fundraising Center

- When you log in to your online fundraising page, you will see a screen similar to the one below. Your "Fundraising Center" is where you will be able to see your fundraising goal, amount raised to date as well as all of the donors that have given in your honor. This is only visible to you after registering and logging in.
- In the left navigation bar, under "My User", there are several options for how to customize your page. You can edit your page, view how it appears to donors, edit your profile, and customize your email templates.

Fundraising Center for Jennifer Svetlik

Welcome to the Fundraising Center! From here you can see your most recent and top sponsors as well as your progress toward your fundraising goal. You can also access and update your fundraising page, goal, and contact information through the links provided on the left.

Please customize your page with information about why you've chosen JVC, and the work you'll be doing during your year. Update your page often! Include links to your blog, change your picture, increase your goal, have your picture updated, and more. The possibilities are endless!

Your Fundraising Summary	
Goal	\$600.00
Total Raised	\$0.00

Sponsorship Details

Email Selected Sponsors

My Other Fundraisers

By viewing your Sponsorship Details, you can see who has given in your honor, when s/he gave, and the amount of the gift; please note that only donors who have given through your online fundraising page via credit card will appear in your Sponsorship Details. **Please note!** Donations received in the mail, although counted toward your goal, will not be reflected on your online fundraising page.

Step 4: Customize Your Fundraising Page

- Follow the links on your navigation bar after logging in and edit your personal fundraising page. You are able to include a picture, edit text, and customize email text that can be copied into all emails that you send to family and friends.
- You can also access and update your registration information. If you think you may have filled something out incorrectly during registration or need to update your address or email, just click on the “Edit My Profile” link and you can make your changes.

Suggestions for Customizing Your Page

Make it PERSONAL and FUN! Share with your potential donors what you’ll be doing as a JV:

- Where will you be living and serving as a Jesuit Volunteer?
- What job will you have and what types of people will you encounter there?
- What JVC value are you most excited to experience?
- What brought you to JVC?
- What are you nervous about?
- Why is it important for you to fundraise for JVC prior to starting your year?

Include a picture! Your page can only include one picture, but it can easily be changed throughout your time fundraising.

Keep your page up-to-date! One of the great things about your online fundraising page is that you can edit content as much and as often as you’d like! Let people know how your fundraising is going, increase your fundraising goal as you reach it, add new information about where you’ll be serving.

Include LINKS! If you plan to blog about your JV experience, you can share the link on your fundraising page. (While you’re at it, you should share the link of your fundraising page on your blog) Share JVCs website and the website for the organization where you’ll be working. Post links to social justice articles that interest you.

Each of you have stories and something worth sharing. Take advantage of this opportunity!

Step 5: Collecting Donations

Here are some Frequently Asked Questions about collecting and receiving credit for donations to your Send Me to Serve fundraiser.

Where can people donate money to my Send Me to Serve fundraiser? You should direct as many donors as possible to your online donation page. They can follow the simple steps to make a credit card or check payment. This is the best method for collecting donations.

What if someone doesn't want to donate online? That's fine, checks and cash are also acceptable.

Can people mail checks/cash directly to JVC? Yes, they can be mailed to:

Jesuit Volunteer Corps
801 Saint Paul St
Baltimore, MD 21202

Who should checks be made out to? Checks can be made out to "Jesuit Volunteer Corps." Make sure that YOUR NAME is in the memo. Make sure that your name is included in the memo portion of the check. **Checks mailed to JVC without explanation will not be attributed to any personal fundraising efforts.**

What should I do with a cash donation? If someone gives you cash, deposit the cash and mail a check to JVC. Make the check out to "Jesuit Volunteer Corps" and include your name and the donor's name in the memo portion of the check. Make sure you get their contact information so that they can be acknowledged and receive a donation receipt for tax purposes.

What do I do with a check made out to me? Make sure you tell people to make checks out to "Jesuit Volunteer Corps," but if they make it out to you by mistake, simply deposit it, write a new check, and follow the instructions above.

Wait, can't I just cash the check and make a donation online with my credit card? No! Please don't do this. If you do so, our system will credit YOU for the gift instead of the actual person who made the gift. We want to make sure the credit goes to the generosity of your family member or friend who made the donation.

What do I do with money collected from a fundraising event? If you collect donations at a bake sale or a carwash, etc., deposit the money and either make a payment on your fundraising page or send a check made out to "Jesuit Volunteer Corps" with your name in the memo portion of the check.

How do I write a check? Ask your parents. Or Google it.

That's all there is to it! If you have any questions or concerns along the way, please contact Jo Pressimone, the Development Manager for JVC (jpressimone@jesuitvolunteers.org) or your Program Coordinator. We are happy to help you!

**Thanks to all of you for your dedication to JVC and its four values.
And again, welcome to JVC!**