



Family Giving Tree™

# Driving Joy!

## Thank You for Choosing to Lead a Drive!

This packet provides access to information to help you run a successful Drive. As a Drive Leader, you play a key role in its success. If you have any questions or need help, please don't hesitate to reach out.



Scan for Tips on  
Running a  
Successful Drive!

### Need Further Help?

Contact our Community Drive Coordinator at  
[driveleaders@fgt.org](mailto:driveleaders@fgt.org)

Leading a Drive is fun and rewarding. You bring together members of your group or community to help support neighbors in the Bay Area who will benefit the most from your participation. With every donation, you can be sure that you are making a direct impact in someone else's life and helping Family Giving Tree grow. To get started, scan the QR code above or visit [www.fgt.org/helpful-tips](http://www.fgt.org/helpful-tips).

## Partner with FGT

You can deepen your company's legacy of giving and spreading joy in the community through a sponsorship or fee-based employee engagement event. We'll help coordinate a meaningful experience that best aligns with your philanthropic goals and interests. Benefits packages begin at \$2,500.

For more information about Partnership Opportunities, please visit [fgt.org/partners](http://fgt.org/partners) or contact our Institutional Giving Officer at [CorporateGiving@fgt.org](mailto:CorporateGiving@fgt.org)

## CREATE A VIRTUAL GIVING TREE

A Virtual Giving Tree (VGT) lets employees, members, customers, and friends easily support your drive online, helping cover costs and maximize our buying power to support more individuals.

### Features

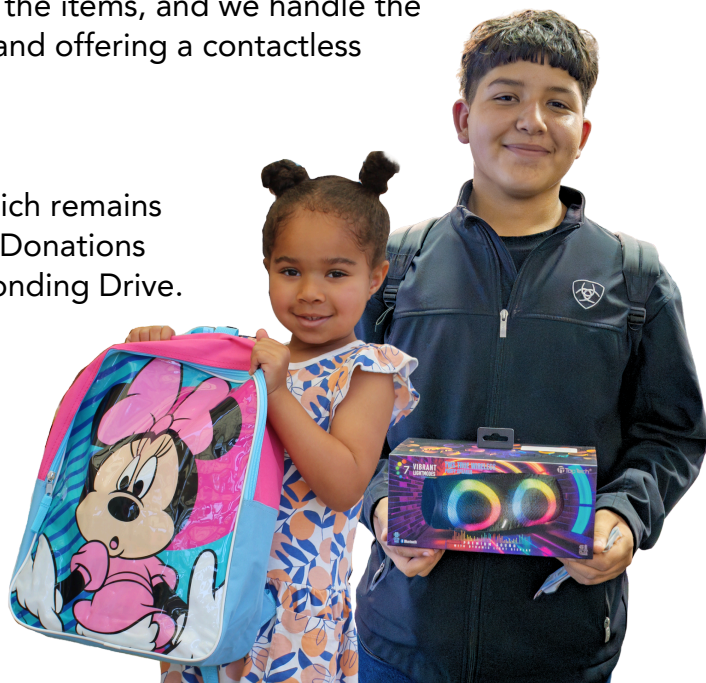
With a branded, customizable donation page, donors fund the items, and we handle the rest, accepting donations even after the physical deadline and offering a contactless alternative to in-person shopping.

### Easy Set-Up

Simply follow the email instructions to set up your VGT, which remains open for donations one month after the physical deadline. Donations received after the deadline roll over to next year's corresponding Drive.

**IMPORTANT:** VGT sign-ups take place during registration. If you did not sign up and want a VGT, please contact the VGT Support Team at [vgtteam@familygivingtree.org](mailto:vgtteam@familygivingtree.org). To set up your VGT, look for your set-up instructions via email.

**(Be sure to check promotions and spam!)**



## Monetary Donations

Accepting monetary donations is vital to our work, and we are committed to honoring our donors' intentions. Donations can be made via your VGT, online through [www.fgt.org](http://www.fgt.org), your workplace giving platform, or by mail.

**NOTE:** All financial donations must include your organization's name to receive credit. Donations made after the Drive ends will count toward next year's corresponding Drive.

## What to do With Cash and Check Donations

### Mail checks directly to:

The Family Giving Tree  
280 Martin Ave. Unit #6  
Santa Clara, CA 95050

- Do NOT mail cash.
- Cash donations may be dropped off in the secure boxes at our Community Hub, handed to an FGT staff member at remote drop-offs, or sent to our PO Box.
- Family Giving Tree staff is happy to pick up any monetary donations totaling over \$2000 within a 60-mile radius of our office.

**NOTE:** Remind donors to record your company name on any monetary donation to ensure your group receives the credit.

## Matching Gift Programs

Make your donations and volunteer hours go further by visiting [www.familygivingtree.org/matching](http://www.familygivingtree.org/matching) to see if your organization will match your gift. Don't see your organization's name on the list? Add your organization to the Double the Donation database to speed up online donation match submissions. Those extra dollars go a long way toward fulfilling wishes, so contact your HR department today.

## Donor Tax Receipt Information

For every donation of \$10 or more, a receipt will be emailed to the donor if the following information is provided with the donation: the donor's name, complete email address, donation amount, and gift date.

- Tax receipts for in-kind donations of gifts can be found on our website under "Give."
- For tax purposes, donations must be dated by December 31st to provide a tax receipt for that tax year.

Questions? Contact our Development Officer at [development@fgt.org](mailto:development@fgt.org)



**Donor's Privacy Policy:** As a Drive Leader, you have access to private donor information for your Virtual Giving Tree. Please keep this information confidential and share it only with those directly involved in your Drive. It should be used exclusively for fundraising purposes, such as matching donations or thanking donors.

For any questions regarding the donor privacy policy, please contact us at [info@fgt.org](mailto:info@fgt.org)

We look forward to a great giving season and seeing you at one of the drop-off events! Thank you again for leading a Drive and bringing joy, growing hope and creating community.

[WWW.FGT.ORG](http://WWW.FGT.ORG)