



# Charity Check List



Use this check list as a guide in helping your charity get started in the Regions Tradition Birdies for Charity program. Weekly emails will be sent to all charities with updates and important information. Keep this form on hand as you will be able to refer back to it for important information regarding your BFC account.

- Attended ONE of the BFC Kick-offs
  - February 14
  - February 22
  - February 29
- Turned in Commitment Form
- Turned in W-9 (or received confirmation that your W-9 is on file)
- Turned in IRS letter (or received confirmation that your letter is on file)
- Received Welcome email with the following information:
  - Link to BFC database
  - Donor Letter template
  - Username: \_\_\_\_\_
  - Password: \_\_\_\_\_
  - Link to your charity's pledge page
- Received 2012 pledge cards
- Sent out pledge cards and letter to potential donors
- Read and understand updated rules and regulations
- Scheduled meeting with your donation team to help your charity solicit donations
- Met with donation team and have a plan to collect BFC donations

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