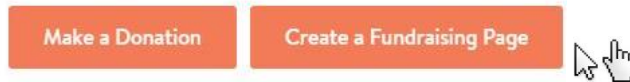


1. In your Internet browser, enter the following address:

<http://RebuildingTogetherNewBritain.causevox.com>

2. On the bottom right corner of the page, click on 'create a fundraising page.'

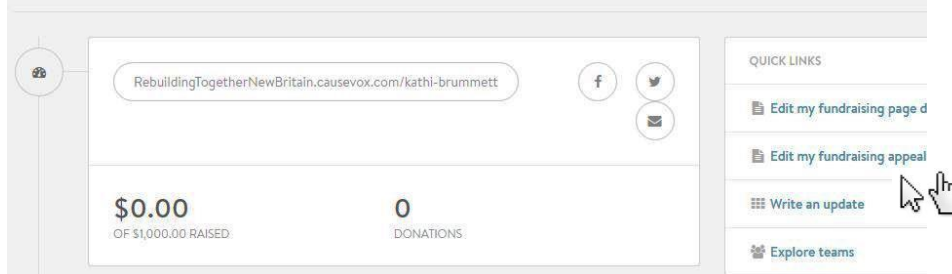


Sign up for your fundraising page by entering your email address and creating a password. Verify your email, then sign into your account and enter the invite code **CL1W94**

3. Upload your own profile photo or use the Rebuilding Together New Britain ("RTNB") logo provided. Then, customize your page by choosing a descriptive page URL and a \$\$\$ goal. You can keep the goal at the recommended \$25, or you can increase it.

4. Welcome to your Dashboard! Now, it's time to write the appeal. Click 'Edit my fundraising appeal' under the Quick Links menu to the right of the screen.

My Dashboard



You can use the provided text, but it's best to delete this and write a brief, personal note to illustrate your project's needs or explain why the mission is important to you.

5. Now, it's time to share! Click the social icons () at the top of the page to link your account or sync your contacts. Then, send a customized message about your campaign to friends and family. You can also schedule the link to auto-post to your social profiles.

6. Congratulations! You are all set to begin raising money for your RTNB project. Be sure to reach out to RTNB's Communications and Development Coordinator at (860) 832-4389 or developmentRTNB@gmail.com if you have any questions, issues, or comments.

Tips & Tricks

- **Make it personal!** Your friends and family are more likely to support a cause that is close to your heart. Use the appeal section of the page to compel people to join your campaign.
- Always share your campaign with an **accompanying RTNB photo** or video. Ask RTNB staff for past project photos, or create a video using your phone's front camera.
- **Don't disappear!** Update your supporters through regular blog posts and email reminders leading up to the project date.
- Increase your impact by **asking your employer for matching donations**, or announcing your initiative at your place of worship.
- Make sure to **thank everyone** who participates in your campaign personally!

CAUSEVOX

Frequently Asked Questions

♣ **What is this CauseVox thing?**

CauseVox is an online fundraising and crowdfunding platform for nonprofits. RTNB'S campaign uses their software. Crowdfunding is a way for supporters of nonprofits to leverage their social networks in order to raise money for causes and programs. If you've competed in a charity race, asked for donations instead of birthday or wedding gifts, or shared a GoFundMe page on Facebook, you've already participated in a crowdfunding campaign.

♣ **Are you sure it's safe?**

Yes. CauseVox uses the most advanced form of online encryption available for the campaign and donation pages. They accept all major forms of credit cards, but for those who'd like to be extra-cautious, they also accept PayPal.

♣ **But how do you get the money?**

CauseVox deposits donations directly into the organization's bank account. Funds are transferred securely, less a small (4.25%) transaction fee, within a few business days.

♣ **And what do you do with the money?**

Your friends and family's donations are pooled with any other previously secured funding and used for materials, overhead and logistics for your campaign's specific project. If you chose to raise funds for general purposes, the money raised will fund the organization's current needs.

♣ **What if people want to give cash or checks?**

Some people may wish to donate offline. Your friends can always mail check donations (must be made out to Rebuilding Together New Britain) to 200 Myrtle Street, New Britain, CT 06053. **Volunteers are never permitted to accept cash** on behalf of RTNB.

♣ **And what do you do with all my friends' emails?**

Your friends who choose to donate will receive a single email from RTNB containing a thank you note, a receipt for their donation, and a link to sign up for RTNB's emailing list. Your friends who do not wish to donate will not be contacted and their emails will not be stored.