



St. Patrick Center
Building Permanent, Positive, Change.

OUR mission
St. Patrick Center provides opportunities for self-sufficiency and dignity to persons who are homeless or at risk of becoming homeless. Individuals achieve permanent, positive changes in their lives through affordable housing, sound mental health, employment and financial stability.

GET STARTED!

Setting up your FirstGiving page:



- 1.) On the [St. Patrick Center FirstGiving page](#), click on the “Want to raise money? Get started” button near the middle top of the page
- 2.) Click on “Use your imagination” option
- 3.) Click that fundraising timeline is 6 months (default for the smallest amount of time; monies raised via FirstGiving will be used for the current Fiscal Year until June 30, 2011, but your page will be active for 6 months from the day you create it)
- 4.) Type in your email; new to site; fill out First Giving profile/create password; click “Create page”
- 5.) Edit page:
 - a. Page name: St. Patrick Center (default)
 - b. Display: Event date (will display date six months from now)
 - c. Fundraising goal: We are aiming to have individuals mark their goal between \$500-\$1,000 but feel free to use a number in which you are comfortable
 - d. In the **STORY** box, you can keep the default copy and/or add the following:
”Thank you for visiting my fundraising page! I am so excited to be involved with St. Patrick Center! This organization is truly making a difference in the lives of more than 9,000 people each year! St. Patrick Center provides opportunities for self-sufficiency and dignity to persons who are homeless or at risk of becoming homeless. Individuals achieve permanent, positive changes in their lives through affordable housing, sound mental health, employment and financial stability. Donating through this website is simple, fast and totally secure. It is also the most efficient way to support my fundraising efforts. Many thanks for your support – and don’t forget to forward this to anyone who you think might want to donate too!”
 - e. To the right of the story box: upload your own image or upload one from St. Patrick Center’s flickr page: <http://www.flickr.com/photos/stpatrickcenter/collections/>
 - f. Regarding uploading a video: our 2011 agency video from will automatically be included on your page so there’s no need to include another video
 - g. Under **DONATIONS**, feel free to edit the way you show donation information on your page
 - h. In the **THANK YOU MESSAGE** box, you can keep the default copy and/or add the following:
”Thank you so much for your donation to St. Patrick Center. The agency’s mission is personally meaningful to me and your support is truly appreciated!”
 - i. Click the box at the bottom if you want to receive email confirmation (recommended) when someone donates to your page



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6.) Click “Save and continue”

7.) Sending an email:

- a. If you are using this page for the first time, it is recommended that you send an initial email to family and friends which should include the link to your page
- b. You can import your contacts through Microsoft Outlook, Gmail, Yahoo and more. You can also type in addresses/copy and paste into the email address box (separate emails with commas)
- c. In the subject line, you can keep the default copy of change to the following: *“Help build permanent, positive change for St. Patrick Center!”*
- d. In the body of the email, you can keep the default copy (**MAKE SURE TO INCLUDE THE LINK TO YOUR FIRST GIVING PAGE**) or change to the following:
*“I’m raising money for St. Patrick Center clients struggling with homelessness and poverty. The goal of this campaign is to raise \$10,000 to move five families from homelessness to housing! Can you help? Every dollar counts! Please visit my page: **LINK** to donate today. All donations are secure and sent directly to St. Patrick Center by FirstGiving, who will email you a printable record of your donation. Please send my page on to anyone who might like to donate! Thank you for helping build permanent, positive change! Your name...”*
- e. Click “Send”
- f. **NOTE:** Anyone that donates to your FirstGiving page will receive a thank you and a receipt for their tax purposes
- g. Use your page to see who’s donated, update friends and family on your fundraising efforts, share on facebook, twitter and more

KEEP IT GOING!

Maintaining your First Giving page:

- 1.) Go to www.firstgiving.com and click the “Sign in” green button at the top of the page
- 2.) When you log in to First Giving, use your email and password to get to your homepage
- 3.) The **HOME** tab will show who you are fundraising for (St. Patrick Center) and your Giving Summary (how much you have raised so far)
- 4.) The **YOUR FUNDRAISING** tab will allow you to update/email your page or share it on one of your social media networks; it also gives a summary of your donations (fundraising goal, online donations, etc.)
- 5.) The **YOUR DONATIONS** tab will show if you have made donations to any page; you can view by month and year



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- 6.) The **PROFILE** tab gives you an opportunity to establish a profile on FirstGiving in case you plan to use it to raise money/donate money in the future

Please contact Stephanie Perry at sperry@stpatrickcenter.org or 314-802-1968 if you have questions about FirstGiving for St. Patrick Center. Thank you!