# Make a Difference Charity Admin Features

DELL

January 2012









This information is to help charities use Dell's singular solution for employee giving and volunteerism, Make a Difference which is managed by our vendor, YourCause.

If you have questions about the previous tool, please contact dell@easymatch.com

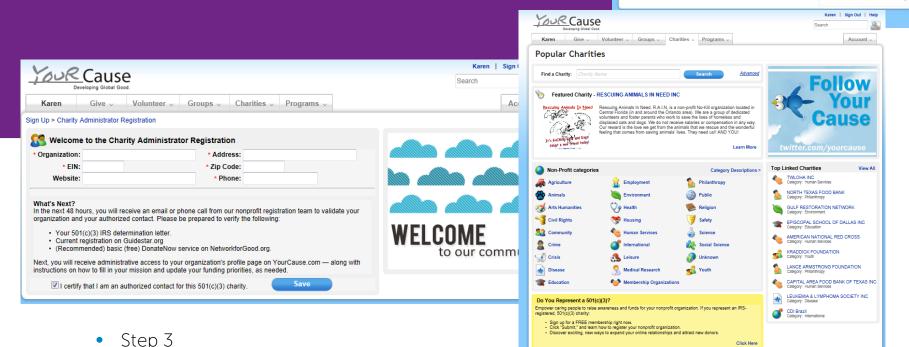


❖ To Get Registered please go to

#### <u>www.yourcause.com</u>.

Click "Sign Up" in the top right of the page. Fill out all the information and submit. Click on the charities tab at the top of the page and in the yellow box at the bottom select "Click Here."

Register to become the charity admin.



Step 2

Step 1

753W4

Home - Give - Volunceer - Groups - Charities - Programs -

I agree to the YourCauseTerms of the

YOUR Cause

Sign Up



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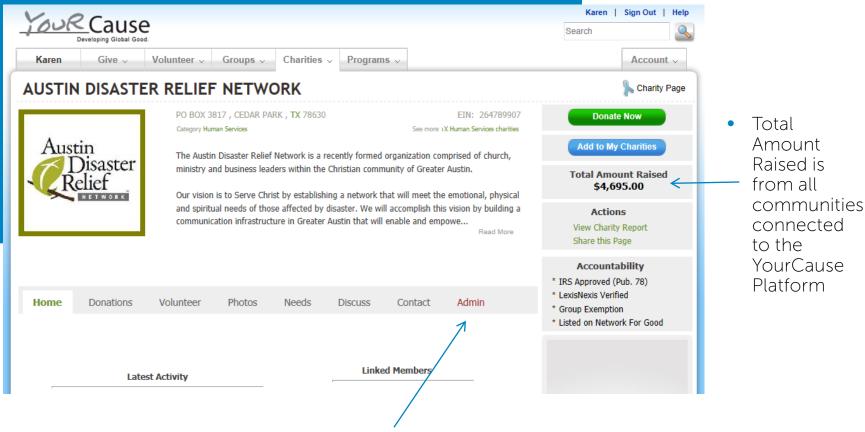
Logla -

to our community

i) It's that Easy



# Charity page on the YourCause site

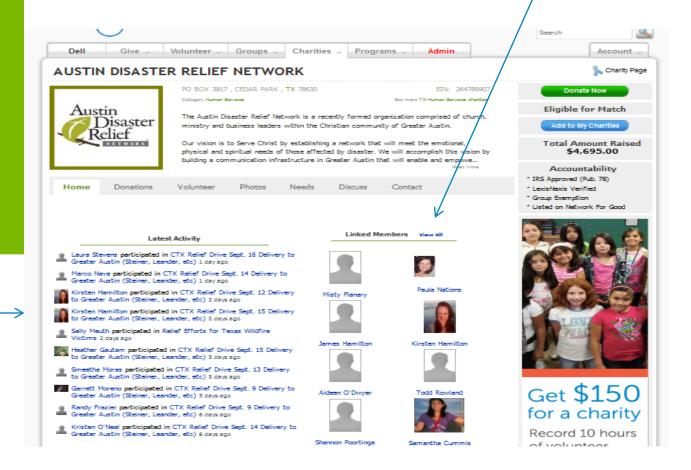


 Charity Admins will be the only one who have access to the ADMIN tab





 All Dell employees who are connected to the charity



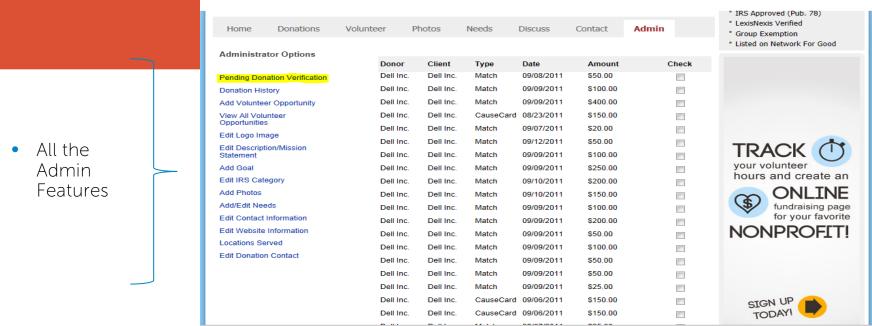
Most recent employee activity with the charity

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Pending Donation Verification

Admins will go in and verify (check the box) that these donations have been received. In order for YourCause to issue a tax receipt for payroll deductions, the charity must first verify the donation.

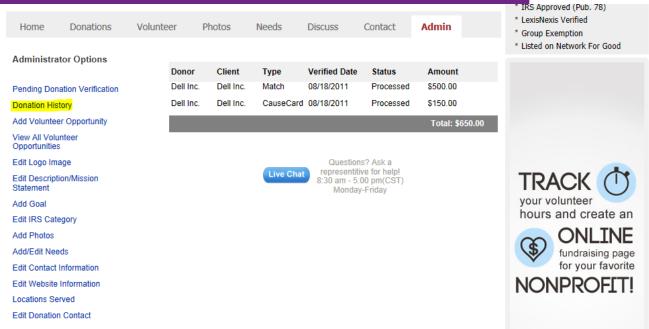
You will be able to tell which community the donation was from and what type of donation it was.





# Donation History

Once the Admin has verified the donations, then the donations will appear under the donation history.



- Did you know...
  - Dell issues a \$150 virtual Cause Cards to all employees who volunteer at least 10 hours per quarter
  - Employees have the option to redeem them to any 501c3
     approved charity on the site



## Add Volunteer Opportunity

We encourage ALL charities to add in Volunteer opportunities for employees to become engaged in the community. You have the option to add these opportunities in All Communities for the YourCause platform or specifically to Dell employees only.

Donations Volunteer Admin Photos Needs Discuss Contact Home Administrator Options We notice you are part of a corporate program - please select where you would like this specific volunteer opportunity to feed: Pending Donation Verification All Communities **Donation History** Dell Inc. community only Add Volunteer Opportunity View All Volunteer Opportunities Edit Logo Image



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# Creating Volunteer Opportunity

Fill in the Event with as much detail as you can.

Home Donations	Volunteer Phot		Discuss	Contact	Admin	* LexisNexis Verified  * Group Exemption  * Listed on Network For Good
Administrator Options	Event or Volun	eer Details			7	" Listed on Network For Good
Pending Donation Verification						
Donation History	Event Type					
Add Volunteer Opportunity	Board Mem					
View All Volunteer Opportunities	Event Catego	TRACK (†)				
Edit Logo Image	Business U					
Edit Description/Mission Statement	*Event Descri					
Add Goal						your volunteer
Edit IRS Category						hours and create an
Add Photos						ONLINE
Add/Edit Needs						fundraising page
Edit Contact Information	Begin Date		End Date			for your favorite
Edit Website Information						NONPROFIT!
Locations Served		<u> </u>		3		
Edit Donation Contact						



Creating Volunteer Opportunity continued

Employees can search for events by charity, location, dates, by key terms (ex: hunger, children, environment, etc).

Location Street Address Select Country ▼ State/Region Postal / Zip Code Skills Required Accounting & Auditing Administration & Management Architecture & Engineering Board Development Branding Compensation & Benefit Diversity Training Editing & Writing Age Restictions All Welcome No Of Volunteers Needed Contact Phone "Save" Other Website Add Cancel

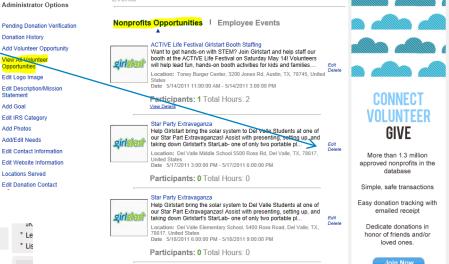


View All Volunteer Opportunities-NPO Opportunities

All events the Charity Admin puts into the site will appear here.

You have the option to "Edit" or "Delete" the event

from this list.



**Events** 

Add Goal



 View Details provides you with the same information as above



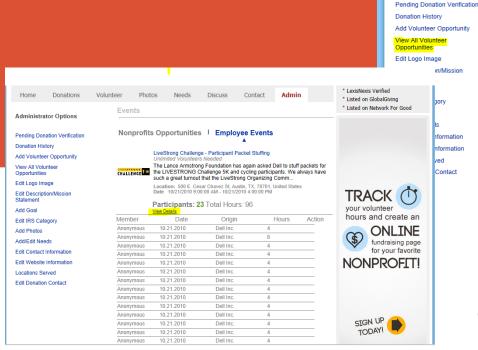
Dell Giving

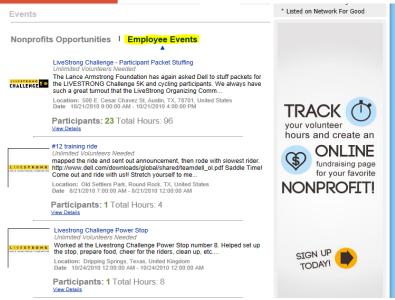
View All Volunteer Opportunities-Employee Events

Charity Admins can view events that employees have attached to their charity.

Total number of participants and hours are

Administrator Options





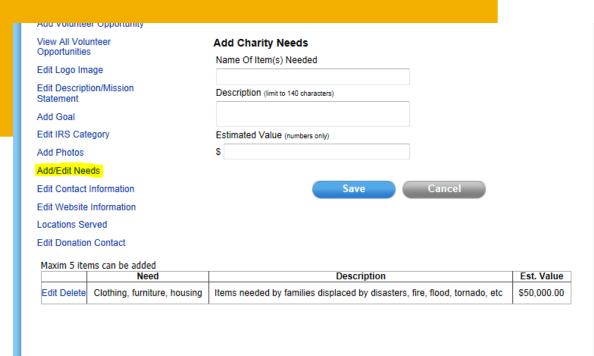
- View Details allows the Admin to see dates volunteered, from which community, and how many hours each employee volunteered
- We do not display names due to confidentiality reasons

shown

### ❖ Add/Edit Needs

Charity Admins have the opportunity to list any "needs" the organization desires from office supplies, to clothes, food, furniture, electronics, etc.

Note: you can only list 5 items at one time when entering information.







### Locations Served

If your Organization serves in any other Country, please list the countries you serve in.
When employees search by country, your Organization will appear under all countries it serves in.



### \* Edit Donation Contact

We ask that the charity admin access this page before they verify donations to update any important information regarding where donations need to be sent or the proper contact person for donations.

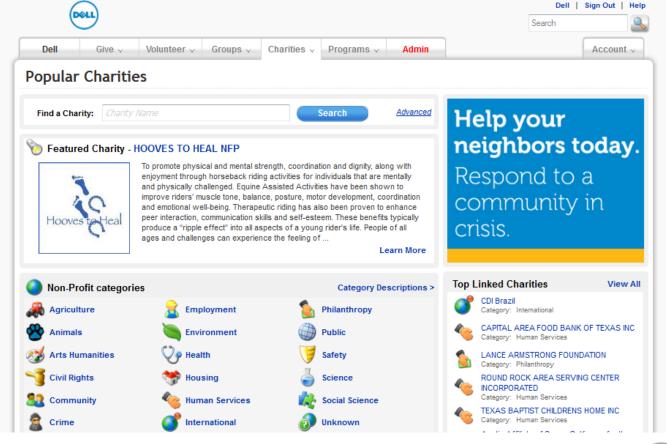
Home	Donations	Volunteer Photos	Needs	Discuss	Contact	Admin	* LexisNexis Verified * Group Exemption * Listed on Network For Good
Administrat		Please fill in/ap		t info before	verifying do	nations is comple	ete.
Pending Dona	ation Verification						
Donation Hist	ory	Email	sadrn@att.				
Add Voluntee	r Opportunity	First Name	Larry	Last Name	Steele		
View All Volu Opportunities		Send donation					
Edit Logo Ima	ige						
Edit Descripti Statement	on/Mission	Physical Address	TRACK (T)				
Add Goal		Address	O BOX 3817				your volunteer
Edit IRS Cate	gory						hours and create an
Add Photos		City (	CEDAR PARK				ONL THE
Add/Edit Nee	ds	State/Province	X				fundraising page
Edit Contact I	nformation	Zip					for your favorite
Edit Website	Information	Country	United States			<b>-</b>	NONPROFIT!
Locations Ser Edit Donation		Send donation	related materials	s to the address	above.		NON NOITH
		ity					
		Address					SIGN UP
		City					100,
		State/Province					
		Zio					
		Country				▼	
			3	Save			



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## Featured Charity

YourCause features a new charity every day throughout ALL communities. Please contact Karen Love at klove@yourcause.com if you would like your charity to be featured!





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If you have any questions navigating through the Dell Make a Difference site, please contact me. I am always happy to assist! Karen Love klove@yourcause.com 972-755-3954

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