



End of Program Checklist

As your program is coming to an end for this semester or school year please be sure the following items are being accomplished.

Please read carefully and don't hesitate to call Alison Kaufman at 513.888.1991 or email: alison@magnifiedgiving.org if you have any questions!

GRANTING CEREMONY DATES AND LOCATIONS

Dates/Locations to be announced by the End of January 2023

Combination of in-person and virtual sessions to be available

Private sessions may be available upon request, but ALL programs are expected to participate in some type of Granting Ceremony.

Upon ceremony announcements, preparation information will be provided.

St. Xavier High School in-person session 4:30 - 6:30 pm

1. NON-Profit Grant Recipient Selection Made

Submit the [Grant Recipient Form](#); should be received at **LEAST 1 week prior to your selected Giving Ceremony.**

- This form will let us know how much money you will be granting this year, the name of the organization, who will be attending the Grant Ceremony, contact name and mailing address to send the check.
- How much do you have to grant?
\$1,000.00 MG Base Grant
Additional School Raised Funds?
MG will match UP TO \$250.00
Facilitators if you plan to return your stipend of \$250.00 this is considered School Raised Funds so we will match it.
- The total amount to gift will include the base grant, school raised funds (or facilitator stipend) and MG Match.

Ensure the agencies the students have been working with are notified of the gift they will be receiving or a Thank you letter is sent to the agencies not selected this year. Feel free to utilize the [Communication Templates](#) available through this link. Or having your student www.magnifiedgiving.org/w9nts practice writing a handwritten letter!

IMPORTANT TO REMEMBER: The selected agency **MUST** be [REGISTERED](#) prior to the ceremony. Please be sure to check the website to confirm they have been vetted by Magnified Giving.

Also, if you have implemented more than one program this year we need to receive an individual form for EACH program receiving a 1,000.00 gift from Magnified Giving.



2. Student-raised funds

The check must be received by *Magnified Giving* prior to your selected ceremony date!

- (Visit <http://mgprograms.org/magnified-givings-w9-form/> if your school financial department needs our W9.)
- **Mail the check to:**
Magnified Giving - Kelly Collison
9940 Reading Road
Cincinnati, OH 45241
Email alison@magnifiedgiving.org if you need extended time to send in your funds.
- Should the school or facilitator prefer to **process via Credit Card - DONATION** - in the comments section ensure to include the school name.

NOTE: Don't forget to include these funds in your grant recipient form, reference number 1 above!

3. End of Program Report

Please submit this report at your earliest convenience. This is vital in our continued improvement and expansion efforts.

For anyone wishing to receive the facilitator stipend this is your opportunity to share your mailing address, without this report a check will not go out!

4. Planning to return next year?

Please submit the Returning Program Application to have your funds allocated prior to the school year even gets started!

5. FOR YOUR STUDENTS

- Notify students of [Roger Grein Spirit of Philanthropy Scholarship Opportunity](#) .
The Roger Grein Spirit of Philanthropy Scholarship and Honoree opportunity is intended for students who have truly embraced this experience and feel they have grown in their empathy, leadership and community engagement.
10th - 12th grade scholarship - \$2,500.00 for the top selected survey submission
6th-9th grade scholarship - \$250.00 for the top selected survey submission
Other submissions may receive the Roger Grein Spirit of Philanthropy Honoree Award.
To locate guidelines and application information share the link above with your students. **DEADLINE is MAY 15, 2023**
- **Student Survey** - Once your program is complete, please have your students take the end-of-the-year survey. We are looking to collect solid data over a 5-year span. The survey should take your students no more than 10 mins.



- **[Magnified Giving Alumni Network](#)**

Your students are now Alumni of Magnified Giving and we want to stay connected with them. By joining the Alumni Network they will receive resources to continue their philanthropic journey. Also, this is a wonderful Network to join for resume building!