

How to complete this form for your organization

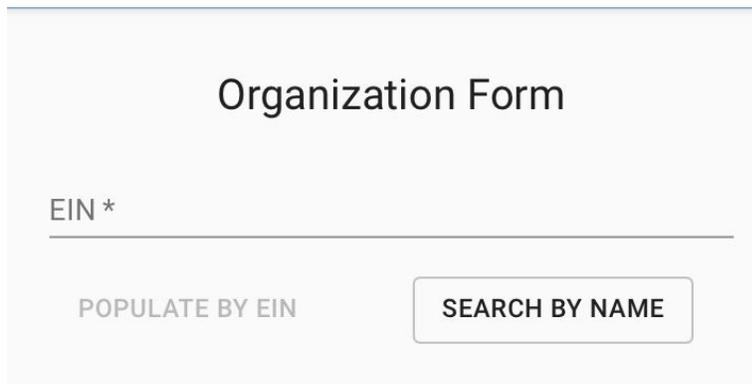
Thank you for requesting to add your organization to the website. We are a community guide to help those who are interested in helping find 501c3 nonprofits that engage volunteers.

To best help your organization there are 6 pages of information to define your organization. You do not need to complete all of the information, however some is required. Please review this document so you are prepared to fill out the form as best as possible.

Step 1 Find your Organization

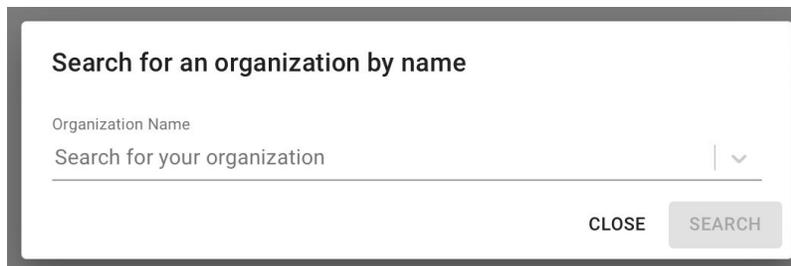
Enter EIN or Name and State of the nonprofit. Note the form will automatically remove dashes from the EIN but leading 0's need to be removed by you to find the organization for the EIN number

04-2081870 needs to be 42081870



The screenshot shows a form titled "Organization Form". It features a text input field labeled "EIN *". Below the input field are two buttons: "POPULATE BY EIN" and "SEARCH BY NAME".

Or search by name



The screenshot shows a form titled "Search for an organization by name". It features a text input field labeled "Organization Name" with the placeholder text "Search for your organization". To the right of the input field is a dropdown arrow. Below the input field are two buttons: "CLOSE" and "SEARCH".

Once you have entered a name it will ask for the State to refine the search. Select a State from the list.

Search for an organization by name

Organization Name
Big Brothers Big Sisters x | v

State
Ohio

CLOSE SEARCH

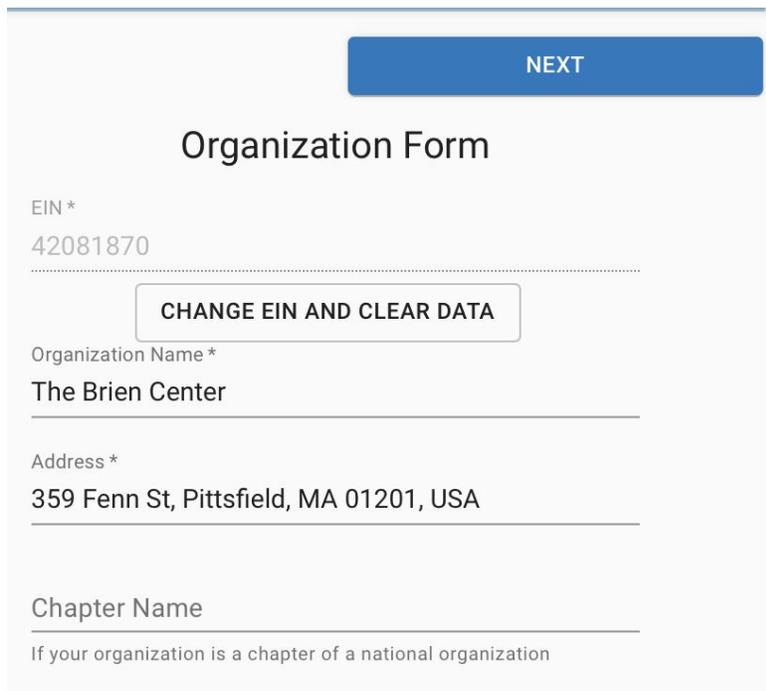
If there are multiple matches you will see a list with addresses. Select the correct organization, otherwise you will go directly to the "Organization Form" for verification.

Search for an organization by name

- Big Brothers Big Sisters of Butler County**
1755 S Erie Hwy, Hamilton, OH 45011, USA
- Big Brothers Big Sisters of Central Ohio**
1855 E Dublin Granville Rd, Columbus, OH 43229, USA
- Big Brothers Big Sisters of Greater Cincinnati**
2400 Reading Road, Cincinnati, OH 45202-1458
- Big Brothers Big Sisters of Greater Cleveland**
4614 Prospect Ave E #410, Cleveland, OH 44103, USA
- Big Brothers Big Sisters of Miami Valley**
22 S Jefferson St, Dayton, OH 45402, USA
- BIG BROTHERS BIG SISTERS NORTHWESTERN OHIO**
424 JACKSON ST, TOLEDO OH 43604-1410
- BIG BROTHERS BIG SISTERS OF LICKING & PERRY COUNTIES INC**
62 W LOCUST ST, NEWARK OH 43055-5043
- BIG BROTHERS BIG SISTERS OF SHELBY AND DARKE COUNTY**
PO BOX 885, SIDNEY OH 45365-0885
- BIG BROTHERS BIG SISTERS OF SOUTH CENTRAL OHIO INC**
1855 EAST DUBLIN GRANVILLE RD 1ST F, COLUMBUS OH 43229-3516
- BIG BROTHERS BIG SISTERS OF SUMMIT MEDINA AND STARK COUNTIES INC**
50 SOUTH MAIN STREET SUITE LL 110, AKRON OH 44308-1860

CLOSE

When the organization is found, or you select one from the list, you get the following verification to be sure it is the correct organization. Check that the information is correct. Note, the IRS database name and address may be different than how the organization is named or located today. You can suggest the current name and location. If your organization is a chapter of a national organization and does not have its own EIN number, then enter a Chapter Name while using the National Organization's EIN number.

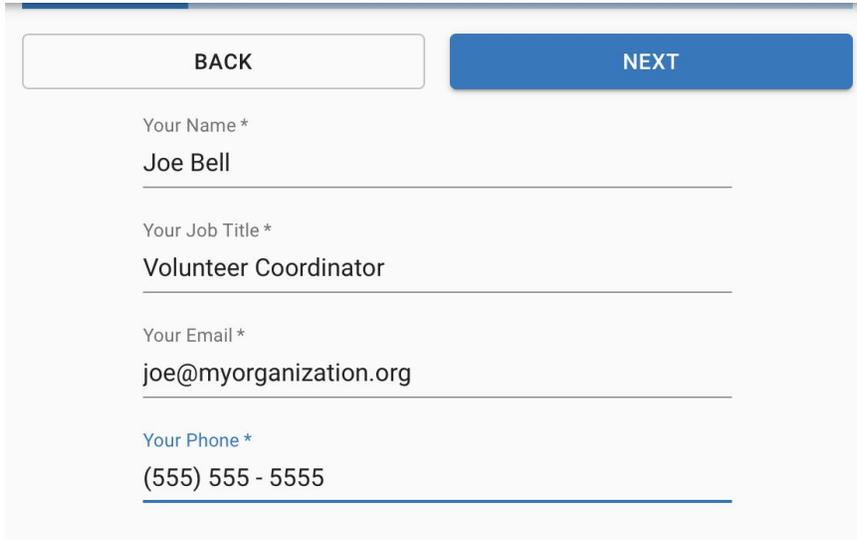


The screenshot shows a web form titled "Organization Form". At the top right, there is a blue button labeled "NEXT". Below the title, the "EIN *" field contains the value "42081870". A button labeled "CHANGE EIN AND CLEAR DATA" is positioned below the EIN field. The "Organization Name *" field contains "The Brien Center". The "Address *" field contains "359 Fenn St, Pittsfield, MA 01201, USA". The "Chapter Name" field is empty. At the bottom, there is a note: "If your organization is a chapter of a national organization".

Use the "CHANGE EIN AND CLEAR DATA" button to enter a different nonprofit if this is not the one you wanted, this is how you go "Back".

Step 2 Enter Your Information

Information is collected on who is suggesting the changes, so we can contact you to confirm your listing is published.



The screenshot shows a web form with a light gray background. At the top, there are two buttons: a white button with a gray border labeled "BACK" and a solid blue button labeled "NEXT". Below the buttons, there are four input fields, each with a label and an asterisk indicating it is required. The first field is labeled "Your Name *" and contains the text "Joe Bell". The second field is labeled "Your Job Title *" and contains "Volunteer Coordinator". The third field is labeled "Your Email *" and contains "joe@myorganization.org". The fourth field is labeled "Your Phone *" and contains "(555) 555 - 5555". Each input field has a thin horizontal line below it.

Step 3 Enter Web Information

The minimum information is the website (all in lowercase) and the contact email address at the organization. It is strongly recommended to include as much information as possible about the organization.

Organization Website *
<https://www.briencenter.org/>

Organization Email Address *
digitalmarketing@briencenter.org

Organization Phone
(413) 499 - 0412

Link to organization's volunteer page

Organization's Facebook Page
<https://www.facebook.com/The-Brien-Center-117156>

Organization's Twitter Page

Step 4 Mission and About Us

It is required to enter the Mission Statement” for the organization and an “About Us” section on how they started and what they do in general. If there is a Volunteer page and you will enter “evergreen” (general or long term) ways to help in the next section, then you will want to enter a description of how volunteers help this organization in general in the "How you Help" field.

[BACK](#)

[NEXT](#)

Mission Statement *

Our mission is to provide high quality, comprehensive behavioral health services to Berkshire residents through community-based services that promote the highest possible degree of recovery, independence, and quality of life of those served. We will provide access and support to meet the behavioral health needs of individuals of all ages, race, and cultures, and culturally-competent care to promote recovery. We will accomplish this by working in partnership with state agencies, individuals, families, and other providers.

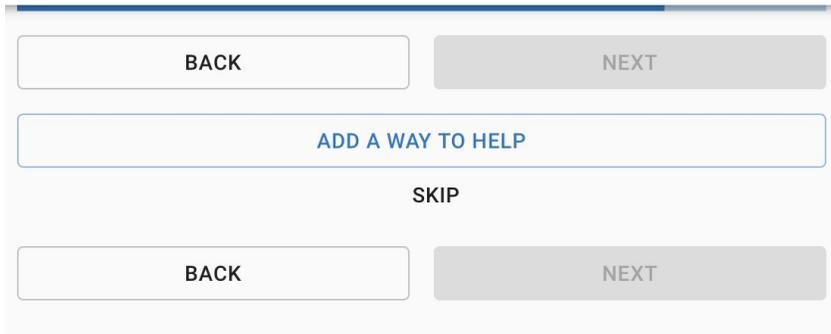
About Us *

The Brien Center is Berkshire County's largest provider of behavioral health and addiction services. We employ over 500 dedicated, compassionate people who work at 26 locations county-wide. Our impact is experienced and appreciated by over 10,000 individuals – including 4,000 children – whose lives are saved, whose illnesses are successfully treated, and who continue on as successful members of our community

How You Help

Step 5 Adding One or More Ways To Help

Adding a "Way to Help". If there are no volunteering opportunities at the moment then you can "Skip" this section.



The screenshot shows a form interface with three rows of buttons. The top row contains a white button labeled "BACK" on the left and a grey button labeled "NEXT" on the right. The middle row contains a single white button with a blue border labeled "ADD A WAY TO HELP" in blue text. Below this button is the text "SKIP" centered. The bottom row contains a white button labeled "BACK" on the left and a grey button labeled "NEXT" on the right. The entire form is set against a light grey background.

When you select "ADD A WAY TO HELP" you will get a popup form. Enter a "Title" for the volunteering activity and a "Description" of the activity. Please enter data in all categories about the volunteering opportunity. Note, the "Specific Way to Help Address" is optional, but this may indicate a different location from the nonprofit address for the volunteering opportunity.

Way to Help Title
Testing Form

Way to Help Description
WTH used to be required

Ages

children (5-12) middle school (12-15)

high school (16-18) 21+

adults (18+) 55+

child with adult

Groups

individuals groups (2-10)

groups (10+) corporate teams

families

How Often

one-time occasional

weekly monthly

Training

none on-site

formal skilled

Type

physical office work

event support indoor

outdoor

When

weekdays evenings

weekends

Add Specific Way to Help Address

CLOSE SAVE

When “Save” is selected you will see your data as it will appear on the site, make sure all 6 categories of information have data in them. You can always edit the “Ways to Help” entry once you “Save” it.

BACK

NEXT

ADD A WAY TO HELP

Testing Form

WTH used to be required

 adults (18+)

 individuals

 weekly

 on-site

 indoor

 weekdays, weekends



BACK

NEXT

Step 6 Adding SDG, Causes, and Images.

Select all causes that apply to your organization. This will allow your organization to be selected by filtering on a cause.

Select one UN Sustainable Development Goal that best fits your organization. By selecting “Learn More” by this field you will get a description on all 17 goals.

You will have the ability to crop the images that you upload. At least one image of volunteering is required to be able to “Submit” the prior entered information.

The “Organizational Logo” image must be at least 300x300 pixels and it is best to fill the square area as much as possible. “Featured Image” must be at least 424x424 and should show a representative image of a volunteer helping an organization. “Volunteering Images” must be at least 420x387 pixels and are examples of volunteers engaged in helping at the organization.

The screenshot shows a web form interface with the following elements:

- At the top, there are two buttons: "BACK" (white) and "SUBMIT" (grey).
- Below the buttons are two dropdown menus: "Causes" and "UNSDG".
- Under the "Causes" dropdown, the text "Click all that apply" is displayed.
- Under the "UNSDG" dropdown, the text "UN Sustainable Development Goal" is displayed, followed by a link "Learn More".
- There are three main image upload sections:
 - Organization Logo:** A box containing an "UPLOAD IMAGE" button.
 - Featured Image:** A box containing an "UPLOAD IMAGE" button.
 - Volunteering Images:** A larger box containing the text "Requires 1 Image (0/1)", the heading "Add New Image", and an "UPLOAD IMAGE" button.

Here is an example of Causes, UN SDG, and the various image types.

Causes
Education, Poverty, Health UNSDG
3 - Good Health and Well-Being

Click all that apply UN Sustainable Development Goal [Learn More](#)

Organization Logo



CHANGE IMAGE

Featured Image



CHANGE IMAGE

Volunteering Images



CHANGE IMAGE



CHANGE IMAGE

Add New Image

Once all the information is entered, you can “Submit” the form to be reviewed and approved.