



## 2020 VtSHARES Campaign Application Instructions

### Vermont State Employees Charitable Appeal

VtSHARES is a workplace giving campaign which offers Employees with the State of Vermont to designate payroll deduction donations to specific Nonprofit organizations here in Vermont.

#### **HOW TO APPLY AS A NONPROFIT (New and Renewals)**

Please read the eligibility criteria listed in the applications to see if your Nonprofit qualifies. The campaign includes only those Nonprofits based in Vermont, who have a physical presence and provide direct services to Vermonters.

Please read the application thoroughly and carefully. All attachments **must** be labeled as stated in the instructions in order to be accepted. **The application and all attachments must be saved in ONE pdf file by Nonprofit Name, (example file name: AWARE-APP.pdf) and be emailed in PDF format to your Umbrella contact** (see below for list of Umbrellas).

VtSHARES Applications:

- The 2020 VtSHARES Campaign **New Nonprofit Application** is for organizations new to VtSHARES or who did NOT participate in VtSHARES in 2019. If you are filling out the New Nonprofit Application, you will need to complete **Attachments A & B** as well as fill out the online **50 Word Nonprofit Description form**.
- The 2020 VtSHARES Campaign **Nonprofit Renewal Application** is for organizations which were approved and participated in the 2019 VtSHARES Campaign. If you are filling out the VtSHARES Nonprofit Renewal Application you will need to complete the online **50 Word Nonprofit Description form**.
- The 2020 online **50 Word Nonprofit Description form** is for all organizations applying to be a part of the VtSHARES campaign. The description is public facing and will be what your potential donors will see on the [VtSHARES site](#). To complete the form please select the below link to the Umbrella that your organization will be applying under.

[United Way of Addison County](#)   [Green Mountain United Way](#)   [United Way of Northwest](#)

[United Way of Lamoille](#)

[Rutland & Bennington](#)

[United Way of Windham](#)

**Becoming a part of the VtSHARES Campaign will not limit your fundraising activities, but we do ask that your organization does not knowingly solicit State employees.**

#### **NOTIFICATIONS**

After review of your application by the VtSHARES Campaign Committee you will be notified via email of your application status. The review process and notification occurs in the month of May or June.



## 2020 VtSHARES Campaign Application Instructions

### Vermont State Employees Charitable Appeal

#### **Umbrella Organizations in Vermont**

A Nonprofit may apply to be listed under more than one county on the VtSHARES online directory if the organization serves Vermonters in multiple counties in the state. For organizations whose service area includes multiple counties, the application should be submitted to the county where the Nonprofit's headquarters resides. For example, if the main office is in Barre but some service occurs in Burlington and Middlebury, the application would be submitted to Green Mountain United Way. We are no longer requiring Nonprofits to submit secondary applications.

#### **Umbrella Organizations and Contact by County**

| <b>County or Counties</b>   | <b>Umbrella Name and Contact Information</b>  |
|---|---|
| <b>Addison County</b>   | <b>United Way of Addison County</b><br>48 Court Street<br>PO Box 555<br>Middlebury, VT 05753<br><b>Contact:</b> Erin Reed <b>Phone:</b> 388-7189<br><b>Email:</b> <a href="mailto:erin@unitedwayaddisoncounty.org">erin@unitedwayaddisoncounty.org</a>  |
| <b>Caledonia County, Essex County,<br/>Orange County, Orleans County,<br/>Washington County, Windsor County</b> | <b>Green Mountain United Way</b><br>73 Main Street - Ste 33<br>Montpelier, VT 05602<br><b>Contact:</b> Beckie Blouin or Carrie Stahler <b>Phone:</b> 613-3989<br><b>Email:</b> <a href="mailto:vtshares@gmunitedway.org">vtshares@gmunitedway.org</a>   |
| <b>Chittenden County, Franklin County,<br/>Grand Isle County</b>  | <b>United Way of Northwest Vermont</b><br>412 Farrell Street, Suite 200<br>South Burlington, VT 05403<br><b>Contact:</b> Cari Kelley <b>Phone:</b> 861-7851<br><b>Email:</b> <a href="mailto:cari@unitedwaynwvt.org">cari@unitedwaynwvt.org</a>         |
| <b>Lamoille County</b>  | United Way of Lamoille County<br>20 Morrisville Plaza, Suite B<br>Morrisville, VT 05661<br><b>Contact:</b> Jim Curran <b>Phone:</b> 888-3252<br><b>Email:</b> <a href="mailto:jim@uwlamoille.org">jim@uwlamoille.org</a>                                |
| <b>Rutland County<br/>Bennington County</b>   | Green Mountain United Way<br>73 Main Street - Ste 33<br>Montpelier, VT 05602<br><b>Contact:</b> Beckie Blouin or Carrie Stahler <b>Phone:</b> 613-3989<br><b>Email:</b> <a href="mailto:vtshares@gmunitedway.org">vtshares@gmunitedway.org</a>          |
| <b>Windham County</b>   | <b>United Way of Windham County</b><br>P.O. Box 617 - 1 Holstein Place<br>Brattleboro, VT 05302<br><b>Contact:</b> Kara Orfanidis <b>Phone:</b> 257-4011 X112<br><b>Email:</b> <a href="mailto:kara@unitedwaywindham.org">kara@unitedwaywindham.org</a> |