



Virtual Giving Circle Launch

[Launch Timeline](#)

[Setting Up Your Donation Cycle & Collection](#)

[Editing your giving circle](#)

[First post](#)

[Inviting your network](#)

[Reminder Notices](#)

[Midweek](#)

[End of this week](#)

[Meeting Day](#)

[Meeting Details & Schedule](#)

[Follow up Donation Reminders](#)

[Day or Two After Meeting](#)

[Week after meeting](#)

[Post Types: Moving forward](#)

[Tracking Donations](#)

[Selecting Where to direct donations](#)

We're always here to help. If you have questions or need support please reach out to me at emilys@grapevine.org.

Launch Timeline

- **This Week** - Add the first post to your giving circle and make sure you're comfortable with the About us, logo, donation collection etc.
- **Mid week** - Invite your network to join your giving circle and register for the virtual meeting via Zoom.
- **End of this week** - Send a reminder to everyone to sign up for Grapevine and register for Zoom meeting.

- **Early next week**- Send the day before reminder for Grapevine sign up and Zoom meeting.
- **Meeting Day** - Final reminder for the day of to sign up for Grapevine and join the Zoom meeting.
- **Meeting Day** - Host meeting via Grapevine and Zoom.
- **Day or two after the meeting** - Reminder for everyone to get their donations in through Grapevine.
- **Week after the meeting** - Final reminder for everyone to make their donations for Grapevine.

Setting Up Your Donation Cycle & Collection

First set up your donation cycle, you can do this by heading to the LEFT hand side of the page and selecting the “Impact” section. There are two ways that you can collect donations:

1. Regularly recurring: For fundraising on a regular interval, like monthly or quarterly. When you set a schedule all donations to your giving circle will be processed on the same day each month or quarter. For example If you have a monthly schedule that starts on April 15th, all donations made to your giving circle will be scheduled and processed on April 15, May 15th, June 15th etc.
2. Occasional: For fundraising that's thematic, one-time, or doesn't follow a set schedule. You decide when to create your next donation cycle.

Editing your giving circle

Make sure you're logged in and navigate to the LEFT hand side of the page and select the “About” section. Here you can edit the following:

- Privacy settings
 - Public: Everyone will see the circle's posts, content, and members. Anyone can automatically join the circle.
 - Closed: Everyone will see the circles basic info and members, but only members will see the posts and content. Admins will need to approve all members wishing to join the circle.
- Posting options:
 - All member: Anyone can post to the circle
 - Admins only: Only administrators can create posts, but members can still add comments.
- Name: Select the name that you'd like to use for your giving circle.

- Profile image: Upload a profile image, make sure that this will fit well in a circle.
- Description: Add the purpose and any specific information for your giving circle.

First post

After your circle is set up and edited in a way that works for you and you've determined how you'd like to run your circle, share a first post. This way when you start inviting your network, they won't arrive to an empty circle.

Example: Welcome to our online giving circle giving home! Our online circle will allow our members to set up recurring quarterly donations, discuss upcoming meetings, share photos, and even take votes on nonprofits.

While working to maintain social distancing, we feel that it's more important than ever to come together virtually within our community and support local organizations. That's why we'll be hosting our meeting virtually via Zoom and Grapevine. Please register for our Zoom call: {LINK} and make your donation through Grapevine at the top of the page.

Inviting your network

How to sign up for a circle:

- You can direct people right to your circle page to sign up.
- You can direct people to join your Zoom meeting using the link provided.
- If your circle is closed, you'll need to approve new members. As an admin of the circle you'll get an email when new members request to join where you'll be able to approve them. On the circle page you can also go to the left hand navigation and select "members." On the right of this page you'll see any pending new members for you to approve.

Example:

Subject: Instructions for Virtual 100 Women Who Care Meeting

Hi Everyone,

While working to maintain social distancing, we feel that it's more important than ever to come together within our community and support local organizations. That's why we'll be hosting our meeting virtually via Zoom and Grapevine.

Grapevine is a collaborative giving platform that's designed specifically to help giving circles come together to collect donations, communicate, hold votes, and collaborate more easily online.

Please head to the link below to sign up for our giving circle. Just click "Sign up to join this community" on the upper right side of our page.

Join our Giving Circle on Grapevine

Then, you can set up your recurring quarterly donation (or one time if you'd like) through Grapevine.

Next, register to attend our virtual Zoom conference call where we'll be able to connect and do our nonprofit presentations. Make sure to have your cocktail and appetizers ready!

Register for our Zoom Conference Call

We've attached a one-pager that has instructions, FAQs and other information. If you still have questions, please don't hesitate to reach out. If you have specific questions for Grapevine, you can always reach them at info@grapevine.org.

Looking forward to connecting with everyone!

Reminder Notices

Midweek

Subject: Reminder - Instructions for Virtual 100 Women Who Care Meeting

Hi Everyone,

A big thanks to everyone who has signed up for our online giving circle on Grapevine, registered for our Zoom virtual conference call and set up their donation!

If you haven't yet, the detailed instructions are below. Looking forward to connecting with everyone next week!

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End of this week

Subject: Virtual 100 Women Who Care Meeting!

Hi everyone,

Our meeting is next week! We can't wait to connect with everyone virtually tomorrow. If you haven't already, there are two things that you want to make sure that you do.

- 1) Sign up and make your donation through our online giving circle via Grapevine.*
- 2) Register for our virtual Zoom meeting.*

Additional details are below.

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Meeting Day

Subject: Tonight's Virtual 100 Women Who Care Meeting!

Hi everyone,

We can't wait to connect with you tonight! As a final reminder, If you haven't already, there are two things that you want to make sure that you do.

- 1) Sign up and make your donation through our online giving circle via Grapevine.*
- 2) Register for our virtual Zoom meeting.*

Additional details are below.

While working to maintain social distancing, we feel that it's more important than ever to come together within our community and support local organizations. That's why we'll be hosting our meeting virtually via Zoom and Grapevine.

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Meeting Details & Schedule

- **7:00:** Welcome - share that you're grateful for everyone to try out this virtual meeting and donations. Give people a few more minutes to join.
- **7:05:** Rose, Bud, and Thorn ice breaker activity for those that'd like to participate.
- **7:30:** First pitch
- **7:35:** Second pitch
- **7:40:** Third pitch
- **7:45:** Emily S. will add the options to a poll in Zoom, then direct everyone to the poll to cast their vote for the nonprofit of their choice.
- **7:50:** Emily S. to give a quick overview of Grapevine and answer any questions, direct everyone to set up their donation.
- **7:55:** Close voting and announce the winning nonprofit. Remind everyone to make their donations in the Grapevine circle at the top of the page.

Other Ice Breaker Ideas

Who is it?

Have people submit via private chat a unique, strange, or unexpected fact about them on a piece of paper. Then randomly select an individual's responses to reach aloud. Allow everyone to try and guess who wrote it. After they guess, ask the person who wrote the fact to identify themselves and give any further context if necessary.

One Word Pulse Check

For this icebreaker, have everyone go around and share a word or phrase that represents how they feel that day.

Fun Questions

- What was the first concert you ever went to?
- Best book you've read recently?
- Best TV Show you've watched during quarantine
- Favorite recipe you've made this year

Follow up Donation Reminders

Day or Two After Meeting

Subject: Thanks for a great first virtual meeting! 100 Women Who Care

Hi everyone,

Thank you so much to everyone who joined us last night! It was so amazing to be able to connect with everyone - even if it wasn't in person, we're still making an impact together.

The winning nonprofit was XYZ.

If you haven't yet, you can join our online giving circle on Grapevine here and make your donation.

As things evolved, we'll keep you updated on our plans for our next meeting.

Week after meeting

Subject: Final Donation Reminder 100 Women Who Care

Hi everyone,

Thanks again for our incredible meeting last week - it felt so good to connect with everyone even in these times. I wanted to send out one final reminder to make your donation through Grapevine.

Set Up Your Donation!

We'll provide more details on our next meeting soon!

All our best,

Post Types: Moving forward

Now that you have some members in your circle, you can start sharing with them.

Each time you add a comment to your circle members will get an email notification. They can easily change these notifications in the upper right of their circle page.

Post Types

- Nonprofit: Add any of the 1.1M nonprofits that are in good standing with the IRS. When you add a new post, just select the nonprofit button and search for the nonprofit you'd like to include. You can add up to 5 nonprofits in one post. If a nonprofit isn't showing up, please reach out to me emilys@grapevine.org and I can investigate and add it for you.
- Fund: This is a group of nonprofits that you'd like to share in one fund. If you'd like to add a fund to Grapevine, please reach out to emilys@grapevine.org. This might be around a specific crisis, for someone's birthday or event etc.
- Photo: Add a few photos from your last in person event, nonprofit site visit etc.
- Poll: Include a poll to decide what nonprofit to grant funds to, what cause area to research, what time to hold your next meeting etc.

Tracking Donations

- You can see donations to your giving circle by heading to the Impact tab on the left hand side of the page.
- There you can see the total donations for each quarter.
- You'll see the ability to click into each quarter by selecting "Donation admin pool."
- In the donation admin pool you can see the donation amount, name, and if it's a recurring or one-time donation.

Selecting Where to direct donations

- When you're ready to direct the donations for your giving cycle, head to the "donation pool admin," which can be found on the "Impact" tab on the LEFT side navigation OR on the home page of your giving circle under your current donation pool.
- On the page select "pick nonprofits" this should be done as soon as you know where you'll be directing your donations - it can be before you've collected any donations, after you've collected all donations, or anytime in the middle. The most important thing is to let us know how to direct donations as soon as your group has decided.