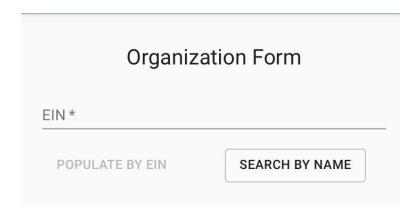# How to complete this form for your organization

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
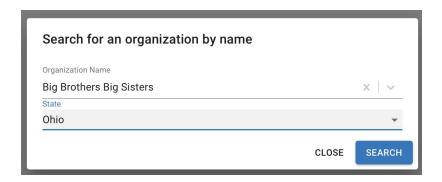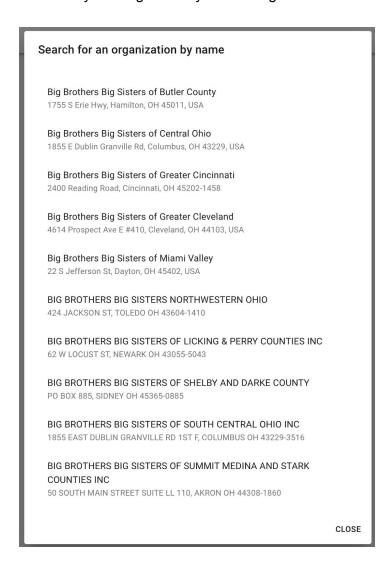
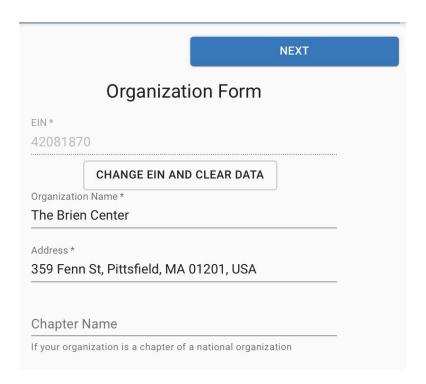04-2081870 needs to be 42081870

Or search by name

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   ✕ | ⌄

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
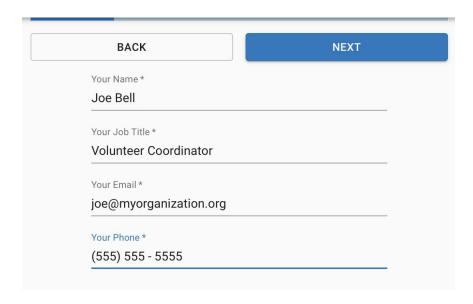50 SOUTH MAIN STREET SUITE LL 110, AKRON OH 44308-1860

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.

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".
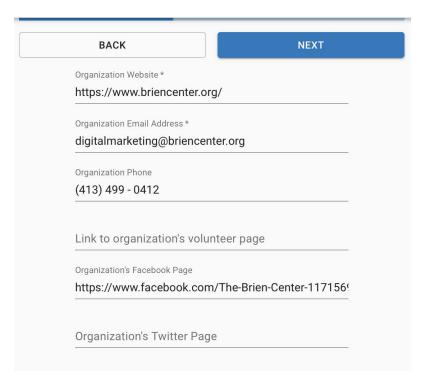
Step 2 Enter Your Information

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

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.

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.

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.
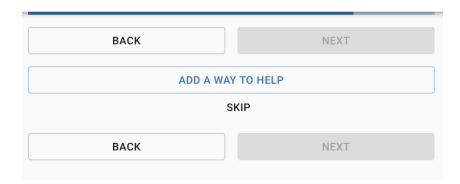
About Us *

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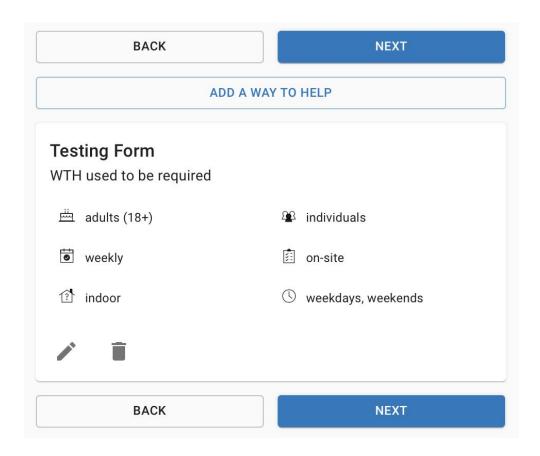
Adding a "Way to Help". If there are no volunteering opportunities at the moment then you can "Skip" this section.

BACK	NEXT

ADD A WAY TO HELP

SKIP

BACK	NEXT

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.
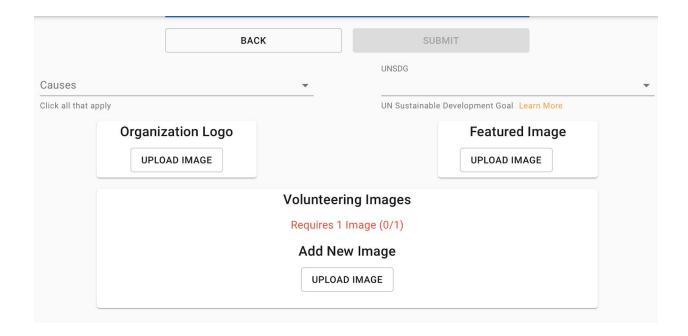
ADD A WAY TO HELP

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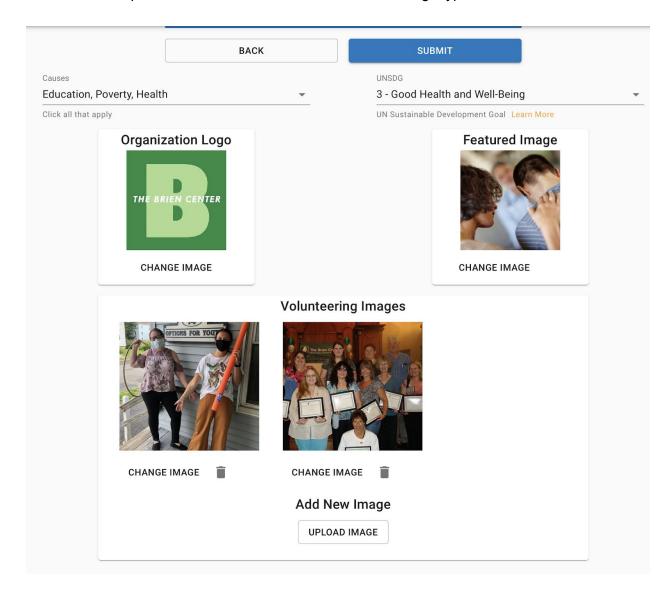
Select one UN Sustainable Development Goal that best fits your organization. By selecting "Learn More" by this field you will get a description on all 17 goals.

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.

BACK	SUBMIT

UNSDG

Causes ▼

Click all that apply

UN Sustainable Development Goal Learn More

Organization Logo

UPLOAD IMAGE

Featured Image

UPLOAD IMAGE

Volunteering Images

Requires 1 Image (0/1)

Add New Image

UPLOAD IMAGE

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

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