



## On-Boarding Checklist

When joining the GLIMPSE platform we are seeking to help you increase the amount of potential donors you will have, help you with direct marketing strategies, and ensure that international charity space becomes more available. During the process there are documents and information we will need. This checklist will provide the documents you need to guarantee that you are prepared for a safe and easy on-boarding process.

- Submitted and Received Letter of Intent to: [Support@glimpse.global](mailto:Support@glimpse.global)
- Filled out GLIMPSE Survey: <http://goo.gl/forms/55VyfyLZgmFTcMOD3>
- Filled out Online Registration Process:
  - a. Certify through contract that you are able to represent your company, or have signed or been given permission to represent your company during the registration process.
  - b. Certify that you are a company that provides charitable work and can meet the following criteria
    - i. Must show proof not on OFAC List
    - ii. Must show proof of Charitable Organization (Government Documents) in addition:
    - iii. It is organized exclusively for a charitable, educational, or other 501(c)(3) exempt purpose;
    - iv. It is operated primarily for a qualified exempt purpose;
    - v. It does not engage in any transactions that would result in private inurement or a prohibited private benefit;
    - vi. Its assets, upon dissolution, would be distributed to another nonprofit for a qualified exempt purpose or a government instrumentality;
    - vii. It does not engage in substantial lobbying; and
    - viii. It does not engage in prohibited political campaign intervention.
    - ix. Must show proof that you support international causes and not international non-profits in specific. This proves you are not a "money conduit" but instead a charitable organization.
  - c. Provide Headquartered Country
  - d. Provide Business Registry Number Equivalent for your country
  - e. Provide Logo of "Given Dimensions"
  - f. Upload Government Registration as Charitable Company
  - g. Provide Charity Contact Information (Person completing application)
  - h. Provide Financial Contact Information

- i. Submit PDF(s) of last year's and previous year's financial documents
- i. Bank Details
  - i. Account Number
  - ii. Bank Name
- j. Provide Charity Description
  - i. Give a brief description of your Charity (Max 1000 characters)

Example: "Cause4Good is an Australian based organization that exists to provide medical care for families in countries all around the world. We improve the health of many people while educating the local healthcare professionals with newer medical technologies. By supporting this charity, you are supporting millions of people around the world, and giving them a better chance of a healthy life."

- ii. What causes do you support?
    - iii. What countries do you aid?
- k. Other Social Channels You Use
  - i. Facebook URL, Twitter Handle, LinkedIn, Instagram, YouTube
- l. Certify that you have read the GLIMPSE Fee Sheet, GLIMPSE Donation Terms and Conditions, GLIMPSE Platform Terms and Conditions, and GLIMPSE Privacy Policy.

- Follow us on Twitter and Facebook: @GlimpseGlobal & Glimpse, A New Perspective. Repost and share our partnership (image of us meeting, or image of our logo) with #TakeAGlimpse and requesting people to follow us. We will then begin sharing your content occasionally on our profile until launch. This will help your charity to gain followers because other charities will be aggregating users to our page as well. At launch, a stronger community will be established.