



Thank you for your interest in adding important non-profits to the JChoice Tzedakah platform. As our goal is to Make Tzedakah Happen, JChoice will review any non-profit for inclusion.

Please review the following directions.

How to become a JChoice Cause Ambassador

If you would like to see a cause featured on JChoice that is not currently listed, email Dave Rizzotto at drizzotto@jchoice.org and explain who you are and provide your user name. Dave will grant you ambassador access, which will allow you to login to build cause pages.

How to create a JChoice Cause Page

- Determine if the cause you want to add is a 501c3 non-profit. This is a basic requirement. This information is usually in the **about** section of their website. Sometimes you may need to call or email them. If they have this tax-exempt status, please proceed.
- Obtain contact information for the particular organization (usually this is someone in development or fundraising.) Connect with this point person and explain the mission of JChoice and the benefits of having a cause page. Remember to emphasize that 100% of donations to the cause go directly to that organization.
- Send the JChoice Tzedakah Application found here - <http://www.jchoice.org/BecomingaJchoiceCause.aspx> - to this contact person via email and give this contact person a deadline for completion. Periodically follow up with this contact person if he/she has not sent back the Tzedakah Application within two weeks.
- Once the application is received, ensure that all forms have been filled out and using your ambassador login on the JChoice admin, create a new cause and fill in the appropriate information. Ensure you have uploaded the appropriate social media and RSS feeds into the "Feeds" link in the admin (on that organization's cause page). Also, be sure to upload any videos, photos and other content that the organization has provided.
- Once this is complete, notify Dave Rizzotto, who will review the application and contact the cause with further instructions and eventually an agreement form.
- When the cause page is live, you will be informed. Begin fundraising, PR & marketing for this cause.