

sparkgood™



Spark Good Associate Engagement
How-to Guide For Nonprofits



Associate Engagement



When it comes to strengthening communities, our associates are leading the way. Whether it's the gift of time, money or a combination of the two, the Associate Giving Program and Volunteerism Always Pays work to support the efforts of Walmart associates. To participate in these programs, organizations must be CyberGrants FrontDoor verified. If the organization is already a CyberGrants recipient or has a CyberGrants account, it must still become verified through FrontDoor to participate. To become verified, click [here](#). For additional help, check out the FrontDoor Verification [How-To Guide](#).



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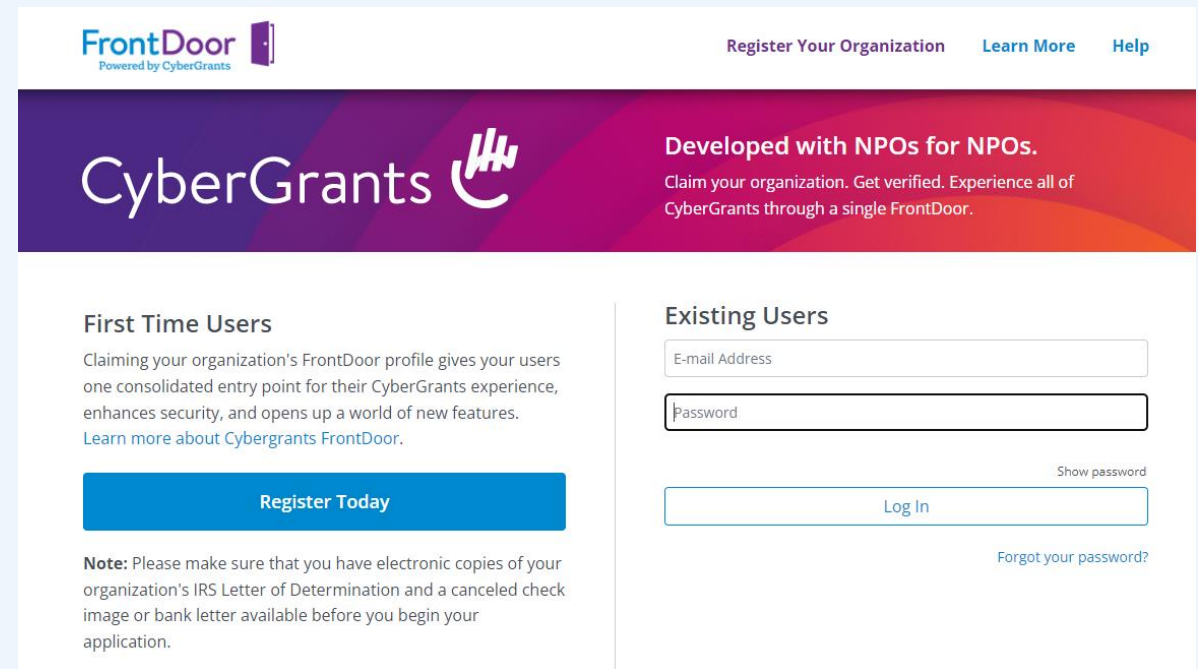
Additional resources

Log in to FrontDoor:

Step 1

Log into [CyberGrants FrontDoor website](#) to review pending associate grant requests or volunteer hours that need your confirmation.

If you have not registered with FrontDoor, you can start the non-profit verification process from this same page. Click “**Register Today**” and see FrontDoor Verification Process Guide for more details.



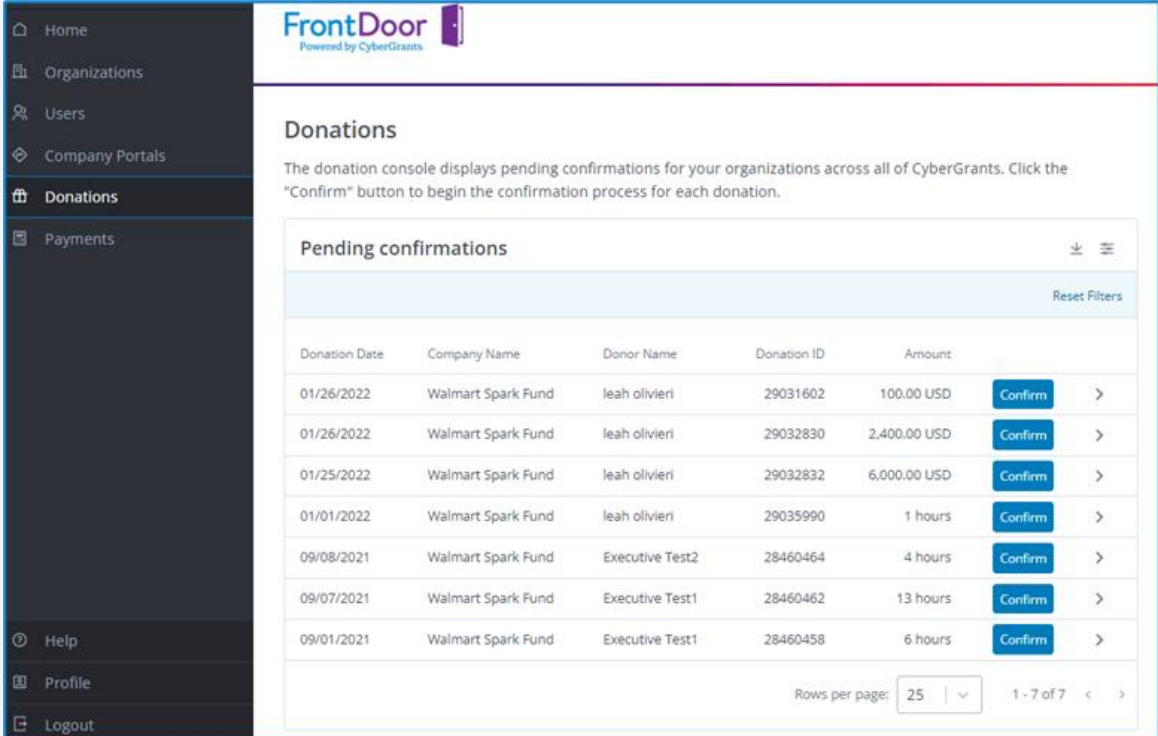
The screenshot shows the FrontDoor website interface. At the top left is the 'FrontDoor Powered by CyberGrants' logo. To the right are links for 'Register Your Organization', 'Learn More', and 'Help'. A purple and red banner features the 'CyberGrants' logo and the text 'Developed with NPOs for NPOs. Claim your organization. Get verified. Experience all of CyberGrants through a single FrontDoor.' Below the banner, there are two main sections: 'First Time Users' and 'Existing Users'. The 'First Time Users' section includes a paragraph about claiming an organization's profile, a 'Register Today' button, and a note about providing IRS and bank documents. The 'Existing Users' section has input fields for 'E-mail Address' and 'Password', a 'Log In' button, and links for 'Show password' and 'Forgot your password?'.

Review pending confirmation:

Step 2

Once logged in, click **“Donations”** tab from the Navigation on the left side of the page. Make sure to let pending confirmations load.

Note: only the primary user will be able to complete this step.



The screenshot shows the FrontDoor interface, powered by CyberGrants. The left navigation menu includes Home, Organizations, Users, Company Portals, Donations (highlighted), and Payments. The main content area is titled "Donations" and contains a table of pending confirmations. The table has columns for Donation Date, Company Name, Donor Name, Donation ID, and Amount. Each row includes a "Confirm" button and a right-pointing arrow. The bottom of the table shows "Rows per page: 25" and "1 - 7 of 7".

Donation Date	Company Name	Donor Name	Donation ID	Amount	
01/26/2022	Walmart Spark Fund	leah olivieri	29031602	100.00 USD	Confirm >
01/26/2022	Walmart Spark Fund	leah olivieri	29032830	2,400.00 USD	Confirm >
01/25/2022	Walmart Spark Fund	leah olivieri	29032832	6,000.00 USD	Confirm >
01/01/2022	Walmart Spark Fund	leah olivieri	29035990	1 hours	Confirm >
09/08/2021	Walmart Spark Fund	Executive Test2	28460464	4 hours	Confirm >
09/07/2021	Walmart Spark Fund	Executive Test1	28460462	13 hours	Confirm >
09/01/2021	Walmart Spark Fund	Executive Test1	28460458	6 hours	Confirm >

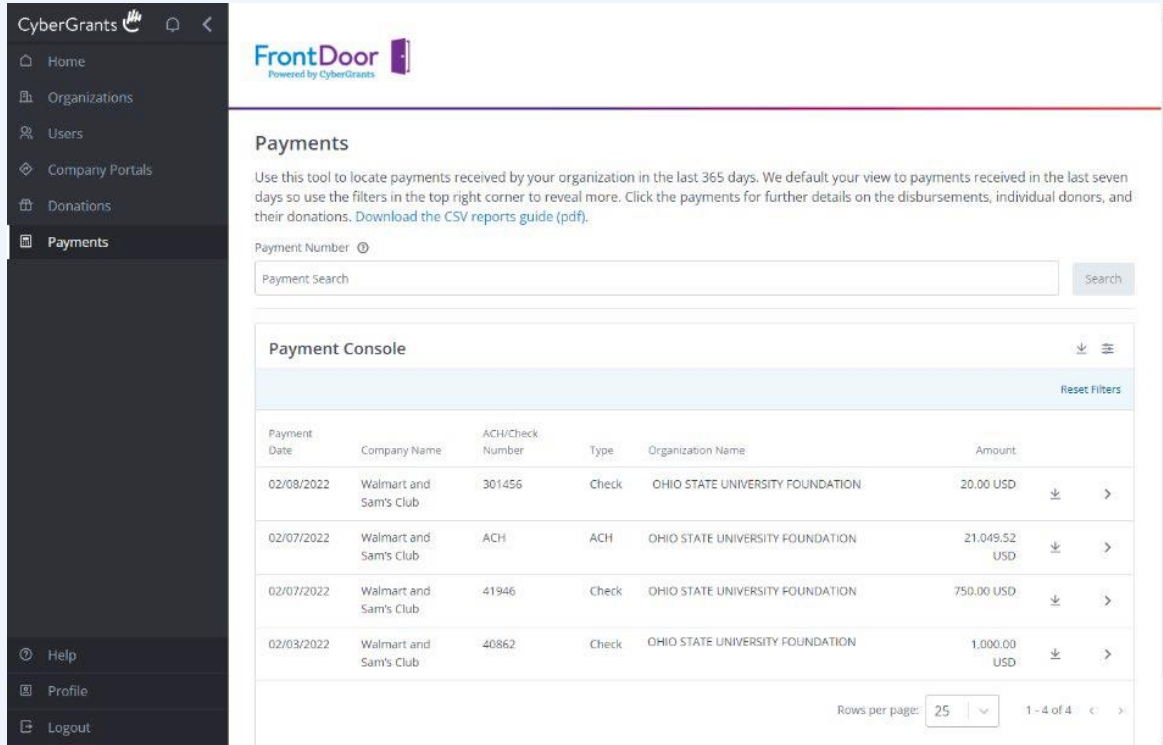
Pending confirmations					⌵	☰
Reset Filters						
Donation Date	Company Name	Donor Name	Donation ID	Amount	Confirm	>
01/26/2022	Walmart Spark Fund	leah olivieri	29031602	100.00 USD	Confirm	>
01/26/2022	Walmart Spark Fund	leah olivieri	29032830	2,400.00 USD	Confirm	>
01/25/2022	Walmart Spark Fund	leah olivieri	29032832	6,000.00 USD	Confirm	>
01/01/2022	Walmart Spark Fund	leah olivieri	29035990	1 hours	Confirm	⌵
Program Name		Volunteerism Always Pays (VAP)				
Organization Name/Address		CyberGrants Solutions, Two Dundee Park STE 600, Andover, MA, 01810, US				
Donor ZIP/Postal Code		01810				
09/08/2021	Walmart Spark Fund	Executive Test2	28460464	4 hours	Confirm	>
09/07/2021	Walmart Spark Fund	Executive Test1	28460462	13 hours	Confirm	>
09/01/2021	Walmart Spark Fund	Executive Test1	28460458	6 hours	Confirm	>

Confirm requests:

Step 3

Click **“Confirm”** next to the request. Start reviewing the matching grant request.

Note: the particular program name will appear so you know which Walmart & Sam’s Club Associate Engagement program the pending donation is tied to.



Monitor grant disbursements:

Step 4

Payments will be disbursed monthly from the *Walmart Spark Fund for Charities*.

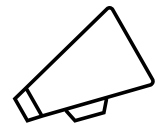
Payment will be sent by check directly to the organization's address in your Cybergrants FrontDoor profile or via Electronic Payment if ACH payment is set up.

Note: only the primary user will be able to complete this step.

Additional resources:



Frequently Asked Questions



Promotional Tools

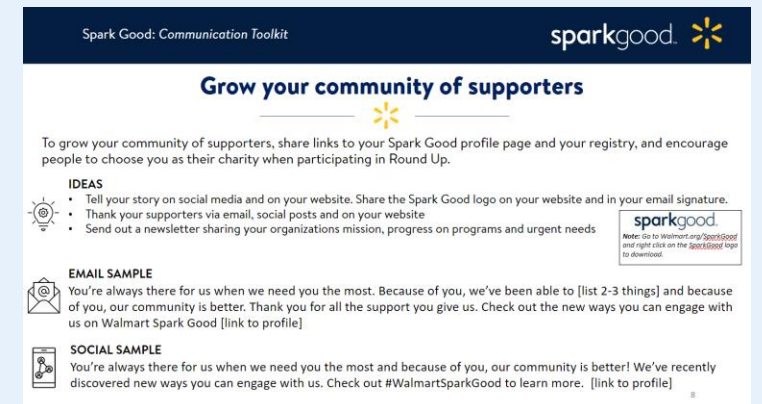


FrontDoor Verification Guide



Q1: What is Walmart Spark Good?	+
Q2: What is FrontDoor?	+
Q3: How do I start the FrontDoor verification process?	+
Q4: Who are authorized users?	+
Q5: What do I do if an organization's authorized user is no longer with the organization and we need to delete the user?	+
Q6: Who do I contact if I have questions or issues with the FrontDoor verification process?	+
Q7: What is the Spark Good Nonprofit Portal?	+

Note: Scroll down to the bottom of the program page for FAQs



Spark Good: Communication Toolkit

Grow your community of supporters

To grow your community of supporters, share links to your Spark Good profile page and your registry, and encourage people to choose you as their charity when participating in Round Up.

IDEAS

- Tell your story on social media and on your website. Share the Spark Good logo on your website and in your email signature.
- Thank your supporters via email, social posts and on your website.
- Send out a newsletter sharing your organizations mission, progress on programs and urgent needs

EMAIL SAMPLE

You're always there for us when we need you the most. Because of you, we've been able to [list 2-3 things] and because of you, our community is better. Thank you for all the support you give us. Check out the new ways you can engage with us on Walmart Spark Good [link to profile]

SOCIAL SAMPLE

You're always there for us when we need you the most and because of you, our community is better! We've recently discovered new ways you can engage with us. Check out #WalmartSparkGood to learn more. [link to profile]

Note: Go to Walmart.org/SparkGood and sign in on the sparkgood logo to download.