



STARTUP GUIDE

By creating this fund, you have an incredible opportunity to make a meaningful difference in the lives of others and carry forward your loved one's values and passions. It is through acts of generosity and compassion that we can perpetuate their spirit and create a lasting impact.

Below you will find a short list of items that needs to be completed in order to start the memorial fund. We are always here to help so please don't hesitate to reach out if you have any questions.

You can reach us by phone: (530) 999-2143 or by email: executivedirector@charitysmith.org

Complete these simple steps to have your memorial fund setup in no time:

- Please complete the Build A Fund Worksheet [here](#).
- Please choose a website template and complete the memorial fund administrator form [here](#).
- Please sign and return our simple and straightforward contract [here](#).
- Please pay the start-up fee [online](#) or mail a check, and familiarize yourself with our [fees](#).
- Please send at least 1 (or as many as 12) image(s) for the site and at least one paragraph that describes the fund. Don't worry, you can start with just a picture and a small blurb and we will be happy to help you expand on it after the fund is up and running.
- Please choose from one of the following website layout templates:
1. [Simple](#) • 2. [Graphic Header](#) • 3. [Multiple Galleries](#) • 4. [Centered](#)

We want to assure you that we are here to support you every step of the way. We are available to provide guidance, share ideas, and lend our expertise to ensure the success of this memorial fund. Together, we can bring comfort, hope, and a lasting tribute to the memory of your loved one.