



Nonprofit & Church Tech Discounts — TechSoup, Google & Microsoft

Free & Discounted Software for Your Group TechSoup, Google, Microsoft, Canva
& more — for churches, clubs, and small charities An Extended Guide · No. 2070

————— **An Extended Guide · No. 2070** —————

Tech Made Simple. Service Made Personal.

Bill Davis — Bill's Home Tech

(330) 200-8042 · bill@billshometech.com · Atwater, Ohio

Book a visit — billshometech.com/book

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1. The Whole Idea on One Page If you read only one page, read this. Here is the whole plan as a short checklist. If your church, club, or small charity is a registered nonprofit, a surprising amount of good software is free or deeply discounted for you — email, documents, design tools, even some hardware. The companies offer this on purpose, but you have to ask, and you have to prove you qualify. This guide shows you how.

- 1 Find your IRS 501(c)(3) determination letter — it is the key to almost everything.
- 2 Get validated once through TechSoup, or directly through a partner's checker (Goodstack).
- 3 Apply to Google for Nonprofits for free email and documents with your own name.
- 4 Check Microsoft's nonprofit offers — a free basic plan is still available.
- 5 Add free design tools like Canva for Nonprofits for flyers and bulletins.
- 6 Mark your calendar to confirm your status each year so nothing lapses. **GOOD TO KNOW** The single thing that unlocks the most doors is your 501(c)(3) status. If you have it, you are most of the way there. If you do not, this guide explains how to get it. The rest of this guide walks through each program gently — who qualifies, what you get, and how to apply — in plain language. You do not need to be the tech person to follow it. **WHY IT MATTERS** 2. Why This Is Worth an Afternoon Small groups run on thin budgets, and every dollar spent on software is a dollar not spent on the mission. The nonprofit tech

programs were built to help with exactly that. A church office that would otherwise pay month after month for email and documents can often get the same tools at no charge, simply by proving who it is. The savings are not small. A handful of email accounts, document storage, a design tool, and the occasional discounted computer can add up to hundreds of dollars a year for even a tiny group. Spread across a decade, the afternoon you spend setting this up is one of the best returns on time your group will ever see. Free or cheap email and documents, with your group's own name on them. Design tools for flyers, bulletins, and social posts at no cost.

TIP

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Discounted or donated computers and software through a central catalog.

All of it built for nonprofits, so you are not bending the rules — you are using them. Treat this as a one-time project with a lasting payoff. A few hours of paperwork once can save your group money every single year that follows. **THE KEY 3.** Your 501(c)(3) Letter Is the Key Nearly every program in this guide asks the same question first: are you a recognized nonprofit? In the United States, the answer they want is a 501(c)(3) — a charity, church, or similar group that the IRS has formally recognized as tax-exempt. The proof is a letter from the IRS called a determination letter, and it is worth knowing exactly where yours is. A 501(c)(3) is a nonprofit the IRS recognizes as tax-exempt and charitable. The proof is your IRS determination letter, issued when you were approved. You will be asked for your group's legal name and tax ID number (EIN) too. Keep a copy of the letter somewhere the officers can always find it. **GOOD TO KNOW** Churches are a special case. Many are automatically treated as tax-exempt and never applied for a letter. But most of these tech programs still want to see a formal 501(c)(3) determination, so a church may need to apply for one even if it has operated for years without it. If you are not sure whether your group has this status, that is the first thing to settle. The next page explains how to find out and what to do if you do not have it yet. **NO LETTER YET 4.** If You Don't Have 501(c)(3) Status Some small groups — a social club, a booster group, a brand-new ministry — are nonprofits in spirit but have never been formally recognized by the IRS. That is common, and it is not a dead end. It simply means a couple of the best programs are out of reach until you take the step of applying, while a few others may still help. Check first: your group may already have status it has forgotten about. If not, applying to the IRS is a real project, often done with an accountant's help.

WATCH OUT**5. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

Some clubs are a different kind of nonprofit, such as 501(c)(7), which many programs exclude. A few tools offer free or cheap tiers to anyone, nonprofit or not — those are still open to you. Not every 'nonprofit' qualifies. Many programs accept only 501(c)(3) groups and turn away other kinds, such as social clubs and some associations. Check each program's rules before you count on it. If getting 501(c)(3) status feels worthwhile for your group, it is a conversation to have with a local accountant or attorney. This guide focuses on what you can do once you have it, which is where most of the value lies. **TECHSOUP 5.** TechSoup — The Front Door for Many Programs TechSoup is a nonprofit that acts as a kind of clearinghouse for donated and discounted technology. Many companies ask TechSoup to confirm that a group is a genuine nonprofit before handing over free or cheap software. So for a lot of programs, your first stop is to create a TechSoup account and get your organization validated. TechSoup verifies that your group is a real, qualifying nonprofit. Once validated, you can order donated and discounted products from its catalog. Some partners ask for a 'validation token' from TechSoup to confirm you — a short code. You generally do not need a token to order from the TechSoup catalog itself. **GOOD TO KNOW** You may also see the name Goodstack. Some companies now use Goodstack to check nonprofit status instead of TechSoup. They do the same job — proving you are who you say you are — so do not be thrown by seeing either name. Getting validated takes a little patience — it can take a few days — but it is a one-time step that opens many doors at once. Start it early, before you need any particular program in a hurry.

GOOGLE

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6. Google for Nonprofits — Free Email & Documents One of the most valuable programs is Google for Nonprofits, which gives qualifying groups a free version of Google Workspace. That means email with your own group's name after the @ sign, shared documents and spreadsheets, a calendar, video meetings, and storage — the everyday office tools, at no charge, for a small group. Free Google Workspace at the basic level for eligible 501(c)(3) groups. Email at your own name, like office@yourchurch.org, instead of a personal Gmail. Shared documents, a calendar, video meetings, and generous storage. Apply at google.com/nonprofits; approval commonly takes a few days to two weeks. TIP Email at your own name does more than look professional. It is harder to fake, easier for members to trust, and it stays with the group when a volunteer moves on. That alone is worth the application. As of late 2026, Google relies on a partner such as Goodstack to confirm your nonprofit status, and asks you to renew that confirmation each year. Government bodies, hospitals, and schools are generally pointed to other programs instead. Check the current terms when you apply, as details shift. GOOGLE, CONTINUED 7. Setting Up Google for Nonprofits Well Once Google approves your group, a little care in the setup pays off for years. The most important choice is to create accounts in the group's name, held by the group, rather than tying everything to one volunteer's personal login. Done well, the whole office moves to the next secretary or pastor without missing a beat.

- 1 Apply at google.com/nonprofits with your group's details and status.
- 2 Once approved, set up your group's domain name so email reads @yourgroup.org.
- 3 Create accounts for the key roles — office, treasurer, pastor — not just people.
- 4 Store the main administrator password where two or more officers can reach it.
- 5 Confirm your nonprofit status when Google asks, once a year, so access never lapses.

WATCH OUT

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If you let the whole account hang on one person's login and they leave on bad terms — or simply forget the password — the group can be locked out. Share administrator access carefully with your officers. If the domain-name and administrator parts sound daunting, that is a reasonable place to ask for an hour of help. Once it is set up correctly, the day-to-day use is as easy as any email. MICROSOFT 8. Microsoft Offers for Nonprofits Microsoft also has nonprofit offers, though the program changed in recent times, so it is worth understanding the current shape of it. There is still a free tier, and there are deeply discounted paid tiers for groups that want the full installed Office programs like Word and Excel on their computers. A free Microsoft 365 Business Basic grant is still offered to eligible nonprofits, for a number of users. The free tier is web-and-mobile — it runs in a browser and on phones, not as installed programs. For installed Word, Excel, and Outlook, the paid nonprofit plans are heavily discounted. You validate your nonprofit status much the same way as with the other programs. WATCH OUT Microsoft retired its older free 'Business Premium' grant for nonprofits at renewals starting in mid-2025. Some groups lost licenses they assumed were permanent. If you rely on a Microsoft grant, check your plan's status and renewal date so you are not surprised. Whether Microsoft or Google is right for you depends on which tools your people already know. The library has a separate guide comparing the two for small groups, if you would like to weigh them side by side.

GOOGLE OR MICROSOFT

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9. Which Office Suite to Choose If your group is starting fresh, you may wonder whether to build on Google or Microsoft. There is no wrong answer, and both have strong nonprofit offers. The honest tiebreaker is usually which one your volunteers already know, because the best tool is the one people will actually use without frustration. Google tends to be simpler for a small, volunteer-run group starting from scratch. Microsoft feels familiar to anyone who grew up on Word and Excel on a desktop. Both give free email with your group's name and shared documents. You can move between them later, though it is easier not to switch once you settle. TIP Pick one and commit, rather than running half the group on each. A single home for your email and files prevents the confusion of 'which account was that in?' down the road. For most small churches and clubs new to this, the free Google Workspace is the gentlest starting point. Groups with a Windows-heavy, Office-trained set of volunteers often lean Microsoft. Either serves you well. CANVA 10. Canva for Nonprofits — Free Design Canva is a friendly design tool that lets non-designers make polished flyers, bulletins, social posts, and signs by starting from ready-made templates. For eligible nonprofits, the upgraded version — Canva Pro — is offered free, which unlocks a large library of images and handy features for a volunteer making the Sunday bulletin or a club's event flyer. Canva for Nonprofits offers the upgraded Canva Pro free to eligible 501(c)(3) groups. Make flyers, bulletins, posters, and social graphics from templates — no design skill needed. Apply at canva.com/canva-for-nonprofits with your group's details and status. Approval is at Canva's discretion and is typically checked through a verification partner. GOOD TO KNOW Canva generally accepts 501(c)(3) charities but excludes some other nonprofit types and foundations. As with the others, meeting the basic criteria does not guarantee approval, so apply and see.

ADOBE & OTHERS

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Even the free, no-application version of Canva is useful, so a club without 501(c)(3) status is not shut out of good-looking flyers. The nonprofit version simply adds more templates, images, and polish for those who qualify. 11. Adobe and Other Discounted Tools Beyond the big names, many other companies offer nonprofit pricing, from the Adobe design programs to accounting software, website builders, and video tools. The pattern is almost always the same: prove your nonprofit status through TechSoup or a partner like Goodstack, then claim the discount. It is worth a quick search before paying full price for any tool your group needs. Adobe offers discounted plans for its design programs to eligible nonprofits, verified through Goodstack. Many accounting, website, and survey tools have a nonprofit tier — ask before you buy. Zoom, Dropbox, and others have offered nonprofit discounts at various times. The habit to build: check for a nonprofit price on anything before paying retail. TIP Before your group buys any software or online service, spend two minutes searching the product name with the word 'nonprofit.' More often than you would expect, there is a discount waiting. No single list stays current for long, because these programs change. The durable skill is the habit of asking. Make 'is there a nonprofit price?' a standing question whenever your group considers a new tool. HARDWARE 12. Discounted and Refurbished Computers It is not only software. Through TechSoup and similar programs, nonprofits can often buy refurbished computers and discounted hardware at well below retail. For a group that needs a reliable office computer or a laptop for the treasurer, this can stretch a small budget a long way. Refurbished, warranted computers are often available to nonprofits at low prices. Discounted software licenses for those machines may come through the same catalog.

GOOD TO KNOW

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A refurbished machine from a reputable program is usually a safe, sensible buy.

Match the computer to the job — a simple office PC does not need to be fancy. A good refurbished computer, cleaned up and set up properly, will serve a church office or club for years. You rarely need the newest and most expensive machine for everyday office work. If you are buying a computer for the group, it is worth a hand to make sure it is set up safely, with the group's accounts and a backup in place from day one. That is an easy thing to get right at the start and a headache to fix later.

APPLYING 13. What You'll Need to Apply

Applications go faster when you gather your paperwork before you start. Nearly every program asks for the same handful of things, so collecting them once lets you breeze through several applications in a sitting rather than hunting for documents each time. Your group's full legal name, exactly as registered. Your tax ID number (EIN) and your IRS 501(c)(3) determination letter. Your group's website or, if you have none, basic details about what you do. A contact person with an email address tied to the group, not a personal one.

TIP Make a simple folder — paper or digital — holding your determination letter, EIN, and a short description of your group. You will reach for it again every time you apply for a new program. With those few things in hand, most applications are short. The slow part is usually the behind-the-scenes verification, not the form itself, so apply with a little lead time rather than the day you need the tool.

HOW LONG 14. How Long

Verification Takes Patience is the main thing these applications ask of you. Because a real person or service is checking that your group is genuine, approval is rarely instant. A few days to a couple of weeks is normal, depending on the program and how busy they are.

GOOD TO KNOW

11. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

Plan on anywhere from a few days to two weeks for most approvals.

Apply well before a big event or deadline, not the day you need the tool. If asked for extra documents, send them promptly to avoid starting over. Once validated with TechSoup or a partner, later applications often move faster. The first validation is the slow one. After a service like TechSoup or Goodstack has confirmed your group once, other programs that use the same checker can often approve you much more quickly. Think of it like opening an account at a bank: the first visit takes paperwork, and after that things move along. Start early, and the waiting will not get in your way. RENEWING 15. Keeping Your Status Current Getting approved is not quite the end. Most programs ask you to confirm, once a year, that your group is still a qualifying nonprofit. Miss that renewal, and a free account can quietly stop working at the worst possible moment. A simple yearly reminder keeps everything alive.

- 1 Note the renewal date for each program when you are first approved.
- 2 Set one yearly reminder on the group's shared calendar to check all of them.
- 3 When a program asks you to re-confirm your status, do it promptly.
- 4 Keep your determination letter and details current so re-confirming is easy. WATCH OUT A lapsed verification can switch off a free account. Because the warning emails go to the group's address, make sure someone actually reads that inbox, or the first you hear of it may be when email stops working. One shared yearly reminder covers all of this. Tie it to a date you already remember — the start of the year, or your annual meeting — and these programs will keep serving your group without interruption.

GRANT CHANGES

12. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

16. When a Free Program Changes It is worth going in with eyes open: these programs are gifts, not guarantees, and companies do change them. Microsoft's shift away from one of its free nonprofit plans in recent times caught some groups off guard. That is not a reason to avoid the programs — the savings are real — but it is a reason not to build your group's whole life on a single free offer with no backup plan. Treat free tiers as generous gifts that could change, not permanent rights. Keep a copy of your important files somewhere you control, not only in one service. Watch the group's email for notices about program changes or renewals. If a free plan ends, there is usually a discounted paid option to fall back on. **GOOD TO KNOW** The best protection against any program change is a simple one: keep your own backup of your documents and your member list, so your group's records never depend entirely on one company's generosity. Used wisely, these programs save real money for years. Just keep a backup and an eye on your renewals, and a change at one company becomes a minor adjustment rather than a crisis. **SCAMS 17.** **Avoiding Fake 'Nonprofit Discount' Traps** Wherever there is money to be saved, someone sets a trap. A few shady sites and emails promise cheap software to nonprofits and either take your money for nothing or hand you a bad, possibly illegal, license. A little caution keeps your group safe while it chases the real, legitimate savings. Apply through the company's own website or through TechSoup — not a random reseller. Be wary of 'too cheap to be true' software keys sold on marketplaces. Never give your group's banking login to anyone promising a discount. If an offer pressures you to act immediately, slow down and verify it.

WATCH OUT

13. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

A real nonprofit program never needs your group's bank password or a gift-card payment.

Anyone asking for those is running a scam. Hang up or close the page and go to the company's official site directly. Stick to the official sites named in this guide and the established clearinghouse, TechSoup, and you will stay well clear of the traps while getting every bit of the genuine savings. A STARTER SET 18. A Sensible Starter Set for a Small Group With so many programs available, a new group can feel unsure where to begin. Here is a simple, sensible starter set that covers the needs of most small churches and clubs without overwhelming the volunteers who have to run it. Google for Nonprofits (or Microsoft) for email in your name, documents, and a calendar. Canva for Nonprofits for flyers, bulletins, and social graphics. A TechSoup account on file, so other discounts and hardware are easy to claim later. A simple backup of your files and member list that the group controls. TIP Resist the urge to sign up for everything at once. Start with email and a design tool, get comfortable, and add more only as a real need appears. A few tools used well beat a dozen half-used. This starter set handles the everyday work of a small group — communicating, keeping records, and making things look nice — for little or nothing. Everything else can be added later, as needs grow. WHO DOES IT 19. Naming Who Looks After It Like a shared calendar or a bank account, these programs work best when one person is clearly responsible for them. That person does not have to be a computer expert — they just need to keep the paperwork, handle the yearly renewals, and know where the passwords are kept. Name one officer or volunteer as the keeper of the group's tech accounts. They hold the application paperwork and handle each year's renewals.

GOOD TO KNOW

14. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

They keep the administrator passwords where other officers can also reach them.

When they step down, the accounts and paperwork pass to the next person. This is a fine role for a reliable, organized volunteer who prefers paperwork to heavy lifting. It is real, valued service, and it keeps the group's savings from quietly slipping away through a missed renewal. With one clear keeper and a shared place for the passwords, these programs become a dependable part of how your group runs, rather than a tangle only one vanished volunteer ever understood. WHAT 'FREE' MEANS 20. What 'Free' Really Covers It helps to be clear-eyed about what 'free' means in these programs, so there are no surprises. The free tiers are genuinely free — no catch, no bill — but they cover the basic version of a tool, not every bell and whistle. For most small groups the basic version is plenty, but it is worth knowing where the lines are drawn. Free usually means the basic tier — enough for a small group's everyday needs. Extra storage, advanced features, or more users may cost, even for nonprofits. Paid nonprofit tiers are still deeply discounted when you do need more. Hardware is discounted, not free — a refurbished computer still has a modest price. GOOD TO KNOW Do not let the word 'free' make you grab the biggest plan. Start with the free basic tier, and upgrade to a discounted paid one only if your group genuinely bumps into a limit. Going in with a clear picture keeps the programs a pleasant saving rather than a source of confusion. Free covers the basics beautifully; the discounts handle the rest when you grow into them.

AD GRANTS

15. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

21. Google Ad Grants — Free Advertising One program deserves special mention because it is so generous and so often overlooked: Google Ad Grants. Eligible nonprofits can receive a monthly allowance of free search advertising — the sponsored links that appear when someone searches. For a group trying to reach new members, volunteers, or people who need its services, this can be a real gift. Ad Grants gives eligible nonprofits a monthly allowance of free Google search ads. It is a separate application from Google for Nonprofits, with its own rules. The ads help people find your group when they search for what you offer. It takes some setup and upkeep, so it suits a group with a willing volunteer. GOOD TO KNOW Ad Grants is in-kind advertising, not cash, and comes with rules about how the ads must be run. It is powerful for the right group, but it does ask for ongoing attention, so weigh whether you have someone to tend it. If reaching more people is a goal — new families for a church, new members for a club, clients for a service nonprofit — Ad Grants is well worth a look once your basics are in place. NEWSLETTER TOOLS 22. Discounts on Email Newsletter Tools If your group sends an email newsletter, the tools that do that properly — keeping your member list, handling unsubscribes, and making the message look nice — often have nonprofit pricing too. Many have a free tier for small lists already, and a nonprofit discount on the paid tiers once your list grows. Popular newsletter tools often have both a free small-list tier and a nonprofit discount. The free tier is usually fine for a small church or club mailing list. A nonprofit discount softens the cost once your list outgrows the free limit. The library has a separate guide on starting a newsletter with free tools. GOOD TO KNOW Before your group pays for a newsletter tool, check both its free tier and its nonprofit pricing. Between the two, a small group can usually send a proper newsletter for little or nothing.

SECURITY FIRST

16. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

A proper newsletter tool is worth it over plain email once your list grows, because it handles unsubscribes and the law around mass email for you. The nonprofit pricing just makes that step easier on the budget.

23. Protecting Your Free Accounts A free nonprofit account is still a real account, holding your group's email, documents, and perhaps its member list. That makes it worth protecting, because a group account that gets broken into can cause real trouble. The good news is that the single most powerful protection is free and takes only a few minutes to turn on. Turn on two-step verification for the group's main accounts — it is the big one. Use strong, unique passwords, kept where officers can find them safely. Limit who has administrator access to a trusted few. Be alert to fake 'your account will be closed' emails aimed at the group. WATCH OUT Group inboxes are a favorite target because many people may know the password. Two-step verification — a code on a phone in addition to the password — stops the great majority of break-in attempts cold. A few minutes of security setup protects everything else your group builds on these accounts. It is the cheapest insurance there is, and it is included free with every program in this guide.

TRAINING 24. Helping Volunteers Use the New Tools Getting the tools is only half the job; the other half is helping your volunteers actually use them without frustration. A free email system no one checks, or a design tool no one opens, saves nothing. A little gentle training turns the new tools into something the group genuinely relies on. Spend part of a meeting walking everyone through the new email or tool together. Write a one-page cheat sheet: how to sign in, and where to go for what. Pair a confident volunteer with anyone who finds it harder, so no one is stuck. Keep it light — people learn a tool by using it for something real, not by a lecture.

GOOD TO KNOW

17. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

The groups that get the most from these tools are not the most tech-savvy — they are the ones that took an hour to show everyone the ropes and wrote down the basics. Patience beats expertise. A short, kind walk-through, plus a cheat sheet to fall back on, is usually all it takes. Once a tool is part of the routine, it quietly does its job without anyone thinking about it.

KEEP A RECORD 25. A One-Page Record of What You Have As a group collects accounts and programs, it is easy to lose track of what it has, where things live, and when each renews. One simple page — kept with the officers — solves this. It turns a tangle that only one volunteer understood into something the whole board can see and hand on. List each program the group uses and what it is for. Note where the login lives and who the administrator is — not the password itself. Record each program's yearly renewal date in one place. Keep the actual passwords in a safe, shared spot the record points to. **TIP** Keep the passwords themselves out of this record and in a proper safe place it points to. The record is a map of what you have; the keys live behind a lock, shared only with the officers who need them. This one page is the difference between a group that owns its tools and one that is at the mercy of whichever volunteer happened to set them up. It takes minutes to make and saves hours later.

WHEN TO PAY 26. When It's Worth Paying Anyway Chasing every discount is not always the wisest use of a volunteer's time. Sometimes a small paid tool that just works, with no application and no yearly renewal, is the better deal once you count the hours. It is fair to weigh the savings against the effort, especially for inexpensive tools. If a tool costs only a few dollars a month, the application effort may not be worth it.

TIP

18. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

A tool the group will use for years is worth the paperwork; a one-off may not be.

Your volunteers' time has value too — do not spend ten hours to save ten dollars. The big, lasting savings — email, documents, design — are always worth claiming. A simple rule: chase the discount when the tool is important and you will keep it for years. For a cheap, short-term tool, just pay for it and spend your energy elsewhere. The point of all this is to free up money and time for the mission — so spend both wisely. Claim the big, durable savings, and do not let a small discount turn into a time-consuming chore. **STACKING UP** 27. How the Savings Add Up It is worth seeing how the pieces stack together, because each one alone seems modest but the total is real. Email and documents in your group's name, a design tool for every flyer, discounted hardware when a computer wears out, and free advertising to reach new people — together they replace a budget line that would otherwise quietly drain a small group every month. Email and documents: a recurring cost for most small businesses, free for you. Design tool: another monthly cost elsewhere, free or discounted for your group. Hardware: a refurbished office computer at a fraction of retail when you need one. Advertising: a monthly allowance of free search ads for groups that qualify. **GOOD TO KNOW** No single program is life-changing, but stacked together they can save a small group a meaningful sum every year — money that goes straight back into the work the group exists to do. That is the quiet power of these programs: not one dramatic gift, but a steady set of savings that, kept current, support the group's real work year after year.

WORTH THE EFFORT

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28. Why It's Worth the Effort Stepping back, it is worth remembering why any of this matters. Every dollar a small group saves on software is a dollar that goes to its real work — the food pantry, the youth program, the repairs to the hall. The nonprofit tech programs exist precisely so that mission-driven groups can keep more of their budget for the mission. The effort is front-loaded. The paperwork, the validations, the setup all happen once. After that, the savings roll on year after year with only a light yearly touch to keep things current. Few things a volunteer group can do pay back so reliably for so long. GOOD TO KNOW Think of the setup afternoon as planting a tree. A little work now, and the group sits in the shade of the savings for years. The sooner you plant it, the sooner it pays. So if the list of programs feels long, remember you do not have to do it all at once. Start with email and a design tool, save real money from day one, and add the rest as your group grows into them. COMMON QUESTIONS 29. Answers to Common Questions A few questions come up whenever a group looks into nonprofit tech programs. Here are short, honest answers to the ones heard most. 'Is it really free?' Often yes for the basic tiers — but you must qualify and renew yearly. 'We're a small club, not a charity — do we qualify?' Maybe not; many programs want 501(c)(3) only. 'Is a church automatically eligible?' Not always; many programs still want a formal 501(c)(3). 'How long does it take?' Usually a few days to two weeks for the first approval. 'What if the free plan ends?' There is almost always a discounted paid option to fall back on. GOOD TO KNOW If one of these answers leaves you unsure whether your group qualifies, that is worth settling before you spend time applying. A short talk with someone who has done it can save a lot of guessing.

GETTING STARTED

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Most groups find the programs more generous and the process more manageable than they feared. The paperwork is modest, and the savings last. 30. Getting Your Group Started You now know the whole shape of it: your 501(c)(3) status is the key, TechSoup or Goodstack is the front door, and from there a handful of programs give your group free or cheap email, documents, design tools, and hardware. The best time to begin is soon, before the next bill for something you could be getting at a discount.

- 1 Find your determination letter, EIN, and group details, and put them in one folder.
- 2 Create and validate a TechSoup account for your group.
- 3 Apply to Google for Nonprofits (or Microsoft) for email and documents.
- 4 Add Canva for Nonprofits for your flyers and bulletins.
- 5 Set one yearly reminder to renew every program's status. **GOOD TO KNOW** You do not have to remember all of it. You just have to remember you can call. Friendly, in-home help, and I come to you — (330) 200-8042. A few hours of paperwork, done once, can save your group money every year that follows. Gather your documents, start with email and design, and build from there at your own pace. **BILL'S HERE TO HELP 31.** You Don't Have to Do This Alone If the applications, the domain name, or the account setup feel like more than you want to take on, that is exactly the kind of thing I help local groups with. There is no such thing as a silly question, and I am glad to sit down with your officers and get the whole thing working from end to end. I can help you find your paperwork, get validated, apply to the right programs, set up your email and documents in the group's name, and leave you with a simple written cheat sheet and your passwords safely recorded. Then the group owns it, and the savings keep coming.

GOOD TO KNOW

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Friendly, in-person tech help for people and groups around Portage County. I come to you.

If you are not happy with a visit, I will make it right. (330) 200-8042. Whether you set it up yourself with this guide or give me a call, the goal is the same: your group paying little or nothing for the tools it needs, so more of your budget goes to the work that matters.

CHEAT SHEET Everyday Cheat Sheet Keep this page handy. It points you straight to what to do for each task. I want to... Do this Find the key Locate your IRS 501(c)(3) determination letter and your EIN Get validated Create a TechSoup account; some partners use Goodstack to check you Free email & docs Apply to Google for Nonprofits (or Microsoft) at google.com/nonprofits Check Microsoft A free Business Basic grant remains; Premium is now a discounted paid plan Free design Apply for Canva for Nonprofits for flyers, bulletins, and social posts Ask every time Search any product name with 'nonprofit' before paying full price Avoid traps Apply through official sites only; never give bank logins for a 'discount' Renew yearly Set one shared reminder to re-confirm your status for every program Get help Call Bill: (330) 200-8042

HOW I CAN HELP

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Your Visit — and My Promise In-home visit — \$99 flat for your first visit. No contracts and no surprise charges, and a 30-day follow-up is included. Remote Support — \$49 for a screen-share session. I only connect with your permission, you watch the whole time, and you can end anytime. If I can't fix it over the screen-share, I refund the \$49 — and if it turns out you need me in person, that \$49 goes toward your visit. It's included free for Support Plan members (\$39/mo). GOOD TO KNOW My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full \$99. No questions, no awkwardness. That's how I'd want to be treated. Call or text (330) 200-8042 · Book a visit: billshometech.com/book · bill@billshometech.com This free guide is for general information only — not professional advice, and no substitute for your device's own manual. Any prices or outside products mentioned can change; please confirm current details before you buy. Please use your own good judgment and follow it at your own risk — for anything involving electricity, gas, water, or heights, stop and call a licensed professional. Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results. © 2026 Bill's Home Tech, LLC.

AT A GLANCE

A Picture to Follow Along

One Status Unlocks Many Doors

Your 501(c)(3) letter is the key that opens most nonprofit tech programs.

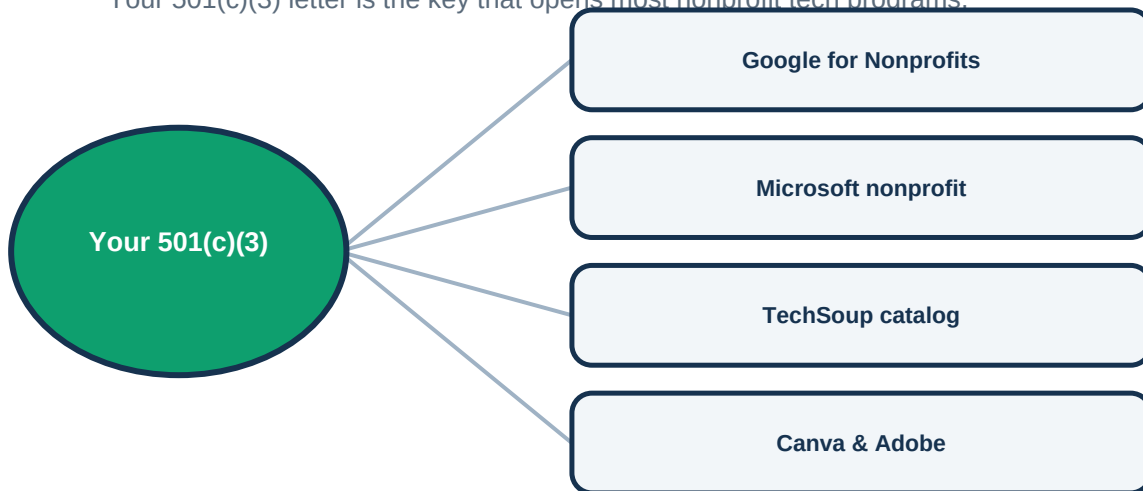


Illustration — a schematic. Set-up screens differ; each takes only a few minutes.

AT A GLANCE

A Second Look

The Path to the Discounts

Each step takes a little time, then the savings last for years.

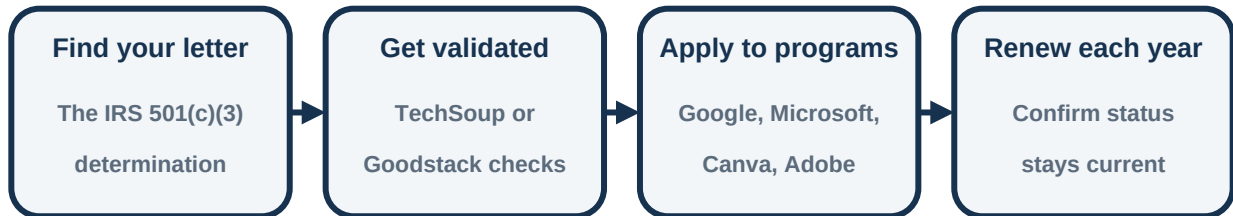


Illustration — a schematic. The order is a suggestion; do one box at a time.

A schematic of the plan — company steps vary; the order does not have to.

BEFORE YOU GO

A Note From Bill

A quick note from Bill. I write these guides to make home tech a little less frustrating, and I do my best to keep every step accurate and up to date. Still, every home, device, and setup is a bit different, so I can't promise a guide will match yours exactly or fix your particular problem. These guides are for general information only — they're not professional, legal, or financial advice, and they don't replace your device's own manual or the manufacturer's instructions. Please go slow, use your own good judgment, and use everything here at your own risk. If a step involves electrical wiring, a gas appliance, a water heater, plumbing, or climbing a ladder — or if anything just doesn't feel safe — please stop and call a licensed professional (or give me a call at 330-200-8042). Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results.



HOW I CAN HELP

Your Visit — and My Promise

In-home visit — \$99 flat for your first visit. No contracts and no surprise charges, and a 30-day follow-up is included.

Remote Support — \$49 for a screen-share session. I only connect with your permission, you watch the whole time, and you can end anytime. If I can't fix it over the screen-share, I refund the \$49 — and if it turns out you need me in person, that \$49 goes toward your visit. It's included free for Support Plan members (\$39/mo).

GOOD TO KNOW

My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full \$99. No questions, no awkwardness. That's how I'd want to be treated.

Call or text **(330) 200-8042** · Book a visit: **billshometech.com/book** · **bill@billshometech.com**

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