



Quality Services. Adequate Funding. Measurable Results.

GUIDESTAR SEARCH TIPS

Link to Guidestar: <http://www2.guidestar.org/Home.aspx>

You need to have a login ID and password in order to search their database.

1. Enter charity you're searching for in the search box, then click "start new search"
2. When the search page comes up, you can filter the results by state, by city, by income.
3. After filtering, you may see multiple search results. This is because the search picks up keywords (for example: a search for Childrens Home and Aid in Chicago, IL returns "Childrens Home & Aid Society of Illinois", "Childrens Home & Aid Society Foundation", "School Childrens and Society", etc.) On this page, you may see a dollar amount sign next to income. Rather than just use this number, we like to click on the organization to verify what Form 990 that number is coming from (Is it a current 990? Is it a 990 from 5 years ago?, etc.)
4. After clicking on the organization name, you're taken to the "Guidestar Quick View" page. We try to verify the address on the left side of the page to make sure we're looking at the right organization – looking at an organization's website is helpful for this. Scroll down the page and on the right side, click the tab that says "Forms 990 & Docs." If Guidestar has copies of an organization's 990, they will populate here
5. Under the header "Forms 990 Received from the IRS," click on the most current form. When the PDF opens up, scroll down to the line item that reads "Total Revenue" (it's usually line item #12) and look at what the organization has reported for the current year.