



## How Optimist Clubs Can Obtain Microsoft 365 Nonprofit Offers

**Presented by: Jody Archambault Stormont Community Optimist Club.**

As Optimist Clubs continue to grow and modernize, using the right digital tools can make organizing, communicating, and collaborating much easier. Microsoft offers a **Nonprofit Program** that gives registered community groups and charities access to **Microsoft 365** tools—such as Outlook, Word, Excel, Teams, and OneDrive—either **free** or at a **significant discount**.

Here's how Optimist Clubs can get set up:

### 1. **Confirm Nonprofit Eligibility**

Optimist Clubs are eligible as community service nonprofits. You'll need your **registered nonprofit or charitable number** (for example, through your national Optimist registration or incorporation documents).

### 2. **Register with Microsoft Nonprofits**

Go to [www.microsoft.com/nonprofits](http://www.microsoft.com/nonprofits) and click **"Get Started."** You'll use your club's official email and basic information to begin the process.

### 3. **Verification Through TechSoup**

Microsoft partners with **TechSoup Canada** to verify that your club is a legitimate nonprofit. You may need to upload proof of your registration (such as your Optimist charter, incorporation papers, or CRA charity number).

### 4. **Approval and Access**

Once verified—usually within a week—you'll receive an approval email. From there, you can access nonprofit pricing and free plans, including:

- **Microsoft 365 Business Basic (free for nonprofits)**
- **Microsoft Teams for collaboration and meetings**
- **Outlook email with your club's domain name**
- **SharePoint and OneDrive for file sharing**

### 5. **Getting Started**

After approval, your club can set up accounts for board members, committees, and youth programs. You can use Teams for meetings, store documents in OneDrive, and manage club communication all in one place. There is some backend work to direct your mail to the new service, if you need help with this please reach out to me, I have over 30 years of experience as an I.T professional and can help you get up and running. 613-913-1535, [jody@surgenor.com](mailto:jody@surgenor.com)

## Why It Matters for Optimist Clubs

Having access to Microsoft 365 helps your club—like the **Stormont Community Optimist Club**—stay organized, communicate efficiently, and collaborate on community projects. It's also a great way to modernize club operations and make life easier for new members joining in leadership roles.