



FUNDRAISING GUIDELINES

We love partnering with community organizations to raise money and do great work – and fundraising is just a little bit easier when delicious panini are involved! Any non-profit or community organization is welcomed to apply for a designated fundraiser night at Hot Table, where we will donate 20% of your event sales to your group.

HERE'S HOW IT WORKS

Before your event:

- Begin planning your event several weeks in advance to allow for proper promotion.
- Work with your organization to identify several dates and times that would work for you.
- Contact us at charity@hottable.com to finalize a date for your fundraising event and start the approval process.
- Once you have received approval, we will provide you with a Hot Table branded flyer and evites promoting your event.
- Send out your flyers and evites to all of your supporters, and ask them to bring them along on the day of the event.

At your event:

- Have your supporters present your flyers or evites to the cashier when they check out. This allows us to earmark all sales that should go toward your fundraiser.

After your event:

- Within a few days after your event, we will call you with a final amount of money your organization raised.
- You should receive a check from us within two weeks of the event, totaling 20% of event sales based on the redeemed flyers and evites.

IS MY GROUP ELIGIBLE?

Charities, churches, schools, athletic teams, scout troupes, or other community organizations considered non-profits by the IRS are welcomed to apply. We will also review applications from community recreational clubs without non-profit status. These groups must provide supporting W-9 tax ID information. See the Fundraiser Agreement on the reverse side for details. Hot Table reserves sole discretion in approving organization's fundraising requests.

RULES OF ENGAGEMENT

We want your fundraising event to be a success, and to that end, we ask that you please follow these guidelines:

- Please do not distribute flyers in the restaurant, parking lot, or vicinity.
- Coupons or other offers cannot be redeemed in conjunction with a fundraising event.
- Please instruct your supporters to only use one flyer or evite.

FUNDRAISER AGREEMENT



The following information must be completed in order to process and schedule your event. Our fundraiser program is a charitable donation program – not a discount. Hot Table reserves sole discretion in approving organization’s fundraising requests. Please present this completed form to the manager of the restaurant where you wish to hold your event.

TODAY’S DATE:

YOUR ORGANIZATION:

RESTAURANT LOCATION FOR EVENT:

DATE/TIME OF EVENT:

ORGANIZATION INFORMATION

ORGANIZATION NAME:

ADDRESS:

CITY:

STATE:

ZIP:

CONTACT NAME AND TITLE:

PHONE:

FAX:

EMAIL:

Would you like us to email you a digital flyer and evite? No Yes

MAILING ADDRESS FOR CHECK

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

IMPORTANT TAX INFORMATION NEEDED

ORGANIZATION’S FEDERAL TAX I.D. #

Please check one box below that applies to your organization.

Recognized by government as a non-profit organization (or authorized sub-group). Please attach a copy of your tax-exempt certificate or other official documentation recognizing non-profit status. If your organization is a public school, government agency, church, or local chapter of a national non-profit group, no documentation is required.

Not recognized by government as a non-profit organization. Please note that you will be required to complete a Tax ID form (W-9) in order for your check to be processed. You will be asked to complete and sign this form by the general manager.

AGREEMENT TERMS

Approval of this agreement is at the sole discretion of Hot Table. The organization listed above will be the sole promoter of this fundraising event, valid only at the designated Hot Table location. The proceeds for the event will be 20% of the pretax sales receipts for food and beverage. No other discounts or coupons may be applied towards guest checks during the scheduled fundraiser time. By signing this contract, I understand that all flyers are to be distributed prior to the event, and under no circumstances are flyers to be handed out in the restaurant, parking lot, or general vicinity of Hot Table. A check will be mailed to the organization within two weeks after the event and after I submit all necessary tax information. No guarantees or warranties of any kind are made by either party here to as to the anticipated success of this event.

These terms above are agreed to and accepted by:

ORGANIZATION REPRESENTATIVE

ON THIS DATE OF

(not valid until signed by organization representative and general manager of designated restaurant and returned to organization’s contact)



FUNDRAISING REMINDERS

FUNDRAISER DATE:

We're so glad you chose Hot Table as your fundraising partner. In order to make your event successful, we've put together a few ideas to help you:

1. The Hot Table location where you will hold your event will provide you with a Hot Table branded flyer to use in promoting your fundraiser. You will receive both a hard copy and a digital copy via email, as well as an evite to send out to supporters.
2. Feel free to forward the evite and/or digital flyer to your friends and colleagues. The more people that turn out, the better for you!
3. Make sure to distribute the flyers and send out evites at least a week in advance to allow your supporters to save the date. A few tips on how to maximize the turnout:
 - Announce the event at your group's next meeting and pass out the flyers / send out evites.
 - Advertise by inserting a copy of the flyer into your group's newsletter.
 - Post an eye-catching sign on your bulletin board. Keep a supply of the flyers nearby.
 - Invite a person who would be a "VIP" or special person to your supporters (e.g., a school principal) to be your greeter on the night of the event.
 - Send an email reminder 48 hours prior to your event.
4. Remind your supporters to bring their flyer or evite on their phone!

The success of your fundraising effort depends on how well you are able to promote your event. Get people excited both in person and via email and social media. We can't wait to host you and your supporters! Thanks so much for partnering with Hot Table.

KEEP THIS PAGE!