



## **EAT & EARN**

### **PROGRAM GUIDELINES**

Francesca's Restaurant Group is proud to play an active role in supporting the welfare and interests of the communities that we serve. In addition to our ongoing philanthropic efforts, we gladly contribute to the fundraising initiatives of our local non-profit organizations through our Eat & Earn Program.

If you are interested in hosting an Eat & Earn event, please complete an Eat & Earn Application online. Only completed applications will be considered. Due to the high volume of applications we receive, we appreciate your understanding that we cannot support every request for an event.

#### **WHAT IS THE EAT & EARN PROGRAM?**

Invite your organization's supporters to enjoy lunch, dinner or carry-out at a designated Francesca's Restaurant Group restaurant location on a designated, pre-arranged date, and 10-15% of all sales (pre-tax) attributed to your Eat & Earn event will be donated back to your organization as a cash payment.

#### **HOW DOES IT WORK?**

You publicize your event ahead of time by distributing an event flyer in person and via email to your supporters. When these guests dine for lunch, dinner or carry-out, they bring the flyer with them and present it to the server during their visit. Participating guests are required to present a valid fundraiser flyer at each table or with each carry-out order to receive credit for the fundraiser. Flyers may not be distributed inside the restaurant or within 50 feet of the restaurant before or during your event.

#### **WHO QUALIFIES?**

Any government recognized non-profit organization with a tax-exempt status and a Tax ID number.

#### **WHERE CAN WE HOLD OUR EVENT?**

Host your fundraiser at any Francesca's Restaurant Group restaurant location, including Francesca's Restaurants, Davanti Enoteca, Fat Rosie's Taco and Tequila Bar, or Disotto.

#### **WHEN CAN YOU HOLD YOUR EVENT?**

Eat & Earn events may only occur on a Monday, Tuesday, or Wednesday. Call your local Francesca's Restaurant Group restaurant location and speak with the General Manager to check availability.

#### **SETTING UP AN EVENT**

Your organization has the opportunity once a year to host an Eat & Earn event at your local Francesca's Restaurant Group restaurant location. To set up an event, please complete the following:

#### **FRANCESCA'S RESTAURANT GROUP**

Francesca's Restaurants • Davanti Enoteca • Fat Rosie's Taco & Tequila Bar • Disotto

2200 E. Devon Avenue, Suite 250 | Des Plaines, IL 60018 | P: (773) 334-8368 | [www.miafrancesca.com](http://www.miafrancesca.com)



1. Complete the Eat & Earn Application online. You will need your organization's Tax ID number.
2. If approved, a representative will contact you to confirm your event.
3. Submit your event flyer to the General Manager for approval.
4. Advertise! Email and hand out flyers to everyone you know!
5. Your charitable organization will receive 10-15% of each qualifying sale when your flyer is presented to the server on the day/night of your event. A qualifying sale includes food and beverage purchases only. Sales tax, gratuity, gift cards, and retail purchases will not be included in the donation calculation.
6. Your fundraiser check will arrive 2-4 weeks after the event.

#### **WHAT HAPPENS AFTER YOUR FUNDRAISER?**

Your fundraiser check will arrive 2-4 weeks after your event, provided all follow-up and verification materials are received by the Francesca's Restaurant Group Corporate Office from the participating store. Please contact the General Manager of the restaurant where you held the event to find out how much money your organization earned.

#### **GUIDELINES**

- Eat & Earn events may only occur on a Monday, Tuesday, or Wednesday.
- 10-15% of Eat & Earn qualifying sales will be donated to the sponsored organization.
- Eat & Earn qualifying sales will be determined by the total amount of dine-in and carry-out orders accompanied by an event flyer.
- All applications for Eat & Earn events must be received a minimum of 30 days prior to your event. Only complete applications will be considered.
- Only one event/donation per organization will be approved per location, per year.
- The organization must be registered as a non-profit and your 501(c)(3) Federal Tax ID number must be provided.
- Eat & Earn events are scheduled on a first come, first served basis (must meet all requirements). Only one Eat & Earn event per location can be scheduled for a particular date.
- Checks will be issued from the Francesca's Restaurant Group Corporate Office to the organization (not an individual) and mailed to the organization's address listed on the application 2-4 weeks after the completion of the event.

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- Application **DOES REQUIRE** corporate approval.

## RESTRICTIONS

- Francesca's Restaurant Group reserves the right to approve or deny support to any organization or group for any reason.
- Members of the organization may NOT solicit Francesca's patron's participation on the day of the Eat & Earn event (for example, stand outside and pass out flyers or tell guests to mention the organization).
- 10-15% donation of applicable net sales is non-negotiable.

## TIPS FOR MAKING YOUR EVENT A SUCCESS!

After you've reserved your Eat & Earn date, take these steps to create the biggest turnout and largest donation to your cause!

- Put a flyer in your organization's newsletter.
- Announce your Eat & Earn event on your website & add a link to the downloadable PDF of your flyer.
- Attach the flyer to an email going out to family, friends, office, etc.
- Call your local newspaper. They're always looking for charitable events in the community.
- Pass out flyers during large gatherings, group meetings, and area sporting events.
- Announce the fundraiser on the P.A. system at a local event.
- Share the link and information on all of your social media pages!

Most importantly, cast a wide net. Talk to everybody. The more people that come to your Eat & Earn event, the more money your organization will earn. And don't worry if anyone can't stay for dinner, they can order carry-out too! Sorry, we cannot include delivery orders or private parties in your Eat & Earn fundraiser (where applicable).

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## EAT & EARN EVENT APPLICATION

Thank you for your interest in the Francesca's Restaurant Group Eat & Earn Program. This application must be completed and submitted via the donation page on our website. Completion of this application does not guarantee a sponsorship. **Application must be submitted a minimum of 30 days prior to your requested event date.**

### ORGANIZATION DETAILS

Organization Name \_\_\_\_\_ Tax ID # \_\_\_\_\_

Organization URL \_\_\_\_\_

Please Tell Us About Your Organization (*Fundraising Goals, Membership, Activities, Etc.*)

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*A Taxpayer Identification Number is required to set up an Eat & Earn event in order to identify the group as a non-profit organization. For some entries, this is the Employer ID Number. By submitting this application, you affirm that your organization is recognized as a non-profit organization (501c3 tax status) by the government. This number is also required for internal tax purposes when issuing a non-taxable form of payment. You can find this number by contacting the head of your organization/school/group to receive this number prior to submitting a fundraiser application.*

### EVENT DETAILS

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Estimated Number of Guests \_\_\_\_\_

Event Location \_\_\_\_\_

Event Description \_\_\_\_\_

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**CONTACT INFORMATION**

Contact Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Extension \_\_\_\_\_

Contact Email \_\_\_\_\_

Make check payable to \_\_\_\_\_

*(Eat & Earn donation check will be issued to an organization. The organization must be related to a Federal Tax ID number. Not payable to an individual.)*

Mail in care of \_\_\_\_\_

Mailing Address \_\_\_\_\_

*(Check will be mailed to the address provided 2-4 weeks after your Eat & Earn event.)*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How did you hear about the Eat & Earn Program? \_\_\_\_\_

**Application must include documentation with proof of 501(c)(3) status to be considered.**

**TERMS AND CONDITIONS**

An approved Eat & Earn event may be terminated and/or cancelled by the organization at any time during the term of this agreement but with 48 hours notice of the scheduled event. Failure to do so can result in the termination of future fundraisers or your organization being prohibited from scheduling in the future. Participating fundraiser guests are required to present an approved event flyer with each order to receive credit for the fundraiser. Flyers may not be distributed inside or within 50 feet of the restaurant before or during your event. No guarantees or warranties of any kind are made by either party as to the amount of success of the event. Francesca's Restaurant Group reserves the right to cancel Eat & Earn events for any reason and/or withhold payment of associated donation funds if the Eat & Earn Program Guidelines are not followed.

By signing below, I agree to and accept these terms.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Internal Use Only – Corporate Office</b>	
Corporate Officer _____	Date Received _____
Approved _____ Denied _____	Signature _____

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