

FUNDRAISING GUIDELINES



Get Started:

Please review the following guidelines and complete the application page.

The DLP is proud to support the communities in which we serve. When evaluating fundraising partners, ideal organizations are those that strengthen families, promote a safe, nurturing environment for children and youth and emphasize student academic achievement and personal development. DLP's donations are **NOT** intended to be used by individuals or groups collecting personal or corporate profit or causes that are in contrast to our family-based values.

How DLP's fundraisers Work:

Each organization reserves a Sunday thru Thursday. The organization may only select one week. Fundraisers will be scheduled based on availability and are not available on holidays.

Each organization will be emailed a .pdf version of a flyer with detachable tickets four weeks before the event. It is the responsibility of the organization to email and/or print the flyers to distribute to their supporters. For a successful fundraiser, we recommend distributing at least 500 tickets.

All flyers will have detachable tickets which must be turned in to servers at the restaurant on the reserved days. Tickets may be turned in for dine in or carryout. Tickets cannot be used for purchasing gift cards. Servers will attach the flyer ticket to the guest

check and the organization will receive 10% of all food sales that have tickets attached to guest checks on the reserved days. Guest purchases of any DLP's daily promotion specials at a pre-discounted price (Wing Special, Kids Eat Free Promo, etc.) will not be included in the fundraiser.

Fundraiser Rules:

Dates must be requested at least four weeks in advance. Due to limited availability, schedule as much as three months in advance. The organization must provide a copy of their W9 form which verifies their EIN (or Federal Tax Identification Number). Any donation check for the organization's fundraiser will be mailed solely to the address listed on the W9.

Guests must have a ticket to have their sales counted in the total tally.

Guests can visit multiple times during your week.

Seating cannot be guaranteed for large parties without a reservation. DLP strongly encourages all guests to make a reservation to guarantee seating. Even though it is the organization's scheduled days, DLP cannot give preferential seating. Encourage friends and family to dine at DLP throughout the week.

Organizations cannot distribute tickets on premises of DLP (this includes our parking lot). This must be communicated by the organization to all persons distributing tickets. Distributing tickets in this manner will result in the forfeiture of the entire donation.

Organizations may however setup a table at our entrance on their scheduled nights to display signage and other propaganda. A container for collecting donations may be placed on the table as long

as it's staffed by someone from your organization. Distribution of tickets is still prohibited. Raffles and 50/50s may only be conducted by those organizations with a Small Games of Chance License.

Organizations must receive approval from ANY private property owner if they wish to distribute/solicit flyers on premises (i.e. placing flyers on cars, handing out at shopping centers, mailboxes, etc.). The organization will be responsible for paying any littering or postal fines accrued if this rule is violated. DLP strongly discourages this method of flyer distribution.

Organizations bringing in over \$1000 in sales will be permitted to schedule an additional fundraiser after 90 days from the initial fundraiser date based on availability.

DLP Provides:

The great atmosphere that we always offer for the organization's fans, friends and families to enjoy!

An electronic version of a flyer with detachable ticket, via email.

The Organization Provides:

Distribution of 500 flyers (not on DLP's premises).

Encouragement and enthusiasm to dine at DLP on the selected dates!

W-9 with a Federal Employer Identification Number (##-#####) of organization. DLP will not be able to write a check without it!