



COLONIAL CARES FUNDRAISING PROGRAM OUTLINE

Eligibility

- School club/sports organizations
- Community club/sports organizations
- Not-or-profit/church organizations
- Fundraiser event for ill or injured individuals

Program Parameters

- Organizations are allowed to book one night a month with a one month lead time (for proper promotion of event)
- Not available on Holidays
- Based on pre-tax net sales (excluding any discount or promotion applied to the sale), the donation structure is:
 - 10% for sales between \$500 - \$750
 - 15% for sales between \$751 - \$1,000
 - 20% for sales equal to or above \$1,001
- Donation checks will only be payable to an organization not an individual

Organization's Responsibility

- Submit Event request in writing on Organization's letterhead
- Book date with GM
- One week prior to event: confirm date and estimate group's participation with GM to help with staffing
- Promote/Advertise event before **and** after
- Provide box for receipt collection to fit on front counter (Colonial can provide a barrel w/lid if needed)

Restaurant Responsibility

- Post event on outdoor marquee on the day of the event
- Provide collection barrel if necessary
- Issue receipts to guests associated with the organization
- Event hours are 4:30 pm to Close
- Tabulate **net** sales, guest count, and # of receipts and fax summary form to the corporate office (and to event contact if requested)
- Checks will be mailed from the corporate office within two to three weeks after the event