



# City Barbeque Fundraiser Application



\*Required Fields

## Fundraiser Guidelines:

City Barbeque fundraiser events are for non-profit organizations only. You must present your current tax ID number before scheduling your event.

Applications for fundraisers are available at any City Barbeque restaurant.

Applications for fundraisers must be received by City Barbeque *at least* three weeks prior to the requested event date. It is suggested that you apply at least one month in advance of the requested event date to allow enough time to get the word out!

Guests must turn in a copy of the flyer to receive credit for the event.

Flyers will be emailed to the contact person listed on the application. If you would like to print flyers, we recommend using PIP Printing. Feel free to contact Mel Smith at [msmith@pipcols.com](mailto:msmith@pipcols.com) or call 740-657-3199 to discuss printing options.

Each fundraising event must raise at least \$25 in order for your organization to receive a check. Due to administrative costs, City Barbeque is unable to issue donation checks for less than \$25. Checks will be mailed out within 3 weeks of your fundraiser.

Flyers cannot be passed out on City Barbeque property.

Customers may NOT stuff the fundraising flyers in mailboxes- it is a federal offence to place a flyer in a mailbox. If they want to mail the flyer, they may do so with appropriate postage through the US postal service.

Fundraising events must have the potential to generate both carry-out and dine-in orders. If you are looking for a charitable discount for a banquet, awards ceremony, or other dinner event, please contact one of our General Managers at any of our restaurants or our Catering Department. We would be happy to make other arrangements for outside non-profit events.

The 25% rebate is applicable to food and product purchases only. Gift card purchases are not eligible to be included toward the rebate. Sales tax is not eligible toward the rebate. However, food and products that are purchased with a non-promotional gift card will be included toward the rebate.

Fundraising events may not be combined with any other promotional offers (coupons, promotional gift certificates, etc.).

Donation checks will be mailed within three weeks of your fundraising event.

For City Barbeque use ONLY: Date of Application \_\_\_\_\_ GM Initials \_\_\_\_\_



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## How to arrange for a great fundraising event With City Barbeque!

- Fill out a fundraiser application by visiting the City Barbeque restaurant where you would like your fundraiser to occur.
- Plan your fundraising date with your City Barbeque contact (Manager of store from which your fundraiser will occur) & your fundraising committee for your group.
- Flyers will be emailed to you after the fundraiser date is set.
- The flyer is very important to the success of your event. It serves as an invitation for your guests and as a way for us to track your donations.
  - *Guests must turn in copies of the flyer when ordering to receive credit for their purchase.*
- Sit down with representatives from your group and brainstorm on a distribution list. Develop a plan on how your team will distribute information.
  - *Make announcements in local papers, school newsletters, church bulletins & websites 2-3 weeks in advance*
  - *Another great tool is Facebook- make an event page and invite all your friends!*
  - *Email flyers 1 week before the event*
  - *Email reminders 2-3 days in advance*
  - *Make reminder phone calls the day before*
- Eat out with your friends & families while knowing that you are helping support a great cause. What a great way to raise money for your group! Have Fun!!
- Use our convenient Online Ordering feature at [www.citybbq.com](http://www.citybbq.com) to order barbeque in advance. Just go to [www.citybbq.com](http://www.citybbq.com), click on "Order Online", choose your local City Barbeque and place your food order and time you want to pick up your order. Pay when you pick up! It's that easy. Choose from our Pig Up 'n Go Menu and Dine In Menu.

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