



## Famous Hamburger Fundraiser Night – Organization’s Steps

### Guidelines

Famous Hamburger will support organizations that are in the communities we serve excluding the following:

- Third party giving
- Individuals seeking aid
- Programs that promote religion (e.g. churches, temples, mosques, bible study groups, religious camps, etc.)
  - We DO support religious schools where the funds raised go directly towards educational purposes
- Political organizations or candidates
- Capital campaigns
- Conferences, seminars or reunions
- Research projects
- Organizations with which Famous Hamburger does business with

### How do I get a fundraiser set-up?

First, connect with your local Famous Hamburger General Manager at least 30 days prior to your fundraiser date. You and the restaurant General Manager will discuss the details of your organization. After your conversation, you will complete the fundraiser application (page 3) and give it back to the General Manager. The fundraiser is not approved at this point. The General Manager will send this application to the Famous Hamburger fundraising director for approval. Once approved, the General Manager will contact you to discuss next steps.

### When can I host a fundraiser?

Famous Hamburger hosts fundraisers Monday – Wednesday and the time frame and percentage is decided on by you and the restaurant General Manager.

### How can I ensure my fundraiser is a success?

Once your fundraiser is approved, you can begin spreading the word! Follow these easy steps below to ensure your fundraiser night is a success.

1. Start the process early: We request 30 days notice prior to your desired fundraiser date. This allows plenty of time for you to spread the word and for us to prepare for your fundraiser.
2. Distribute the fundraiser flyer (physical & email copies!): The General Manager will provide you one copy of the fundraiser flyer for you to produce more of and distribute. We also provide you with social media & electronic formats of the flyer. The success of your fundraiser depends on the number of people that attend. For example, if you’d like to raise \$100, you will need to bring in \$1,000 worth of sales (based on a 10% donation), which is about 90 people.
  - a. NOTE: In order for the sales to be tracked, the guest must bring in the paper fundraiser flyer.
  - b. Handing out fundraiser flyers in the restaurant prior to or the night of your fundraiser is prohibited.

### When will my organization receive the money raised?

You should receive your check approximately 14 days after the night of the fundraiser. If you don’t, please contact the restaurant GM.

***Thanks for thinking of Famous Hamburger for your next fundraiser night! We look forward to working with you!***

### Your local Famous Hamburger Restaurant Contact Information:

**General Manager & Phone Number:** \_\_\_\_\_



## Restaurant Fundraiser Application

### Restaurant to Complete:

Restaurant name & Number: \_\_\_\_\_

Percentage donated to organization: \_\_\_\_\_

General Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Organization to Complete:

Organization Name: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Requested Fundraiser Date (Sun-Wed only): \_\_\_\_\_

Requested Time Frame: \_\_\_\_\_

How many people do you anticipate: \_\_\_\_\_

How will the funds raised be used: \_\_\_\_\_

What is your fundraising goal? \_\_\_\_\_

*Example: if you want to raise \$250 you need to bring in \$2,500 in sales the night of your fundraiser. This equates to approximately 227 guests, assuming an average check of \$11 per person.*

Famous Hamburger is not permitted to donate more than the percentage specified above. Handing out fundraiser flyers at Famous Hamburger the night of the fundraiser is not allowed. By signing this document, you acknowledge that you understand that the success of the fundraiser depends on how many guests come in from your organization with a flyer. By signing below, you also acknowledge that you understand and agree to the guidelines outlined in this document. **The application process is not complete without all required signature of approval.**

Organizations Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_