



City Barbeque Fundraiser Application



*Required Fields

Non-Profit Organization Name*

(Must match tax records)

Organization Tax ID Number

Group Name*

(To be listed on Flyer)

Organization E-mail Address

Organization Address*

(Must match tax records)

City* State* Zip*

Phone Fax

Choose Restaurant Location*

- Upper Arlington Powell Westerville Beavercreek Hyde Park
- Gahanna Polaris Reynoldsburg Centerville West Chester

Contact Name*

Contact Address*

(Flyers & check will be mailed to this address)

City* State* Zip*

Contact E-mail Contact Phone*

Requested Fundraiser Date* (Mondays or Tuesdays ONLY)

Number of Flyers Requested* 100 200 500

Comments:

Note: Filling out an application for a fundraiser with City Barbeque does not guarantee a fundraiser will be scheduled. All applications are subject to approval by City Barbeque. Please read "Fundraiser Guidelines" before filling out the fundraiser application for important information.

For City Barbeque use ONLY: Date of Application _____

GM Initials _____



City Barbeque Fundraiser Application



*Required Fields

Fundraiser Guidelines:

Things you should know before scheduling your fundraiser

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!

The requested number of flyers (minimum 100) will be mailed via USPS to the event contact within one week of receiving the application.

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.

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

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. 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_____



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 mailed to you within one week after receiving your application.
- 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*
 - *Send home 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 to order barbeque in advance. Just go to 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.