



Spageddies Italian Kitchen Papa's Partners Organization's Guidelines

Spageddies Italian Kitchen is proud to support the communities in which we operate. Papa's Partners is another way to be involved in the community and to support not-for-profit organizations.

What is Papa's Partners?

Papa's Partners is a community involvement program where Spageddies helps raise funds for not-for-profit organizations. Not-for-profit organizations must be in the Spageddies trade area and have a valid tax ID number. The fundraising event takes place at your local Spageddies restaurant on a specified evening. The benefiting organization will promote the Papa's Partners to community members. The organization will receive 10% of the sales (excluding tax and gratuity) from the organization's guests when an event voucher is presented.

Papa's Partners events are available Monday and Thursday nights for a minimum of three hours. The event time will be scheduled by the General Manager upon event approval.

The organization will be e-mailed the Papa's Partners flyer (PDF format, two per page on 8-1/2x11 sheet) with detachable event voucher at least three weeks before the event. It is the responsibility of the organization to distribute the promotional flyer and event voucher via email and/or print to their supporters. For a successful fundraiser, at least 500 flyers are recommended. Papa's Partners event vouchers must be turned in to servers or To Go staff member at the restaurant during the reserved Papa's Partners event. Vouchers cannot be used for purchasing gift cards. Servers will attach the event voucher to the guest check and the organization will receive 10% of all food and beverage sales from the Papa's Partners event.

Papa's Partners Guidelines & Application:

Review the following guidelines and complete the attached Papa's Partners application. If your organization meets the Papa's Partners criteria, return completed application to the local Spageddies Restaurant Manager a minimum of five weeks prior to your requested Papa's Partners event date.

Ideal Spageddies Papa's Partners are organizations that strengthen families, promote a safe, nurturing environment for children and youth and emphasize student academic and physical achievement. Spageddies 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. Spageddies Papa's Partners participants must be a not-for-profit with a valid tax ID #.

Organizations not able to participate include:

- Individuals seeking aid
- Organizations without a not-for-profit tax ID #
- Political action groups
- Political candidates
- Private club, fraternity or sorority (unless the group is raising money for a not-for-profit organization that meets the Papa's Partners organization requirements)
- Travel expenses for individuals or groups



Papa's Partners Rules:

- Application must be submitted to Restaurant Manager a minimum of five weeks in advance of requested Papa's Partners event. Due to limited availability, schedule as far in advance as possible.
- Guests must have a valid Papa's Partners voucher in order to have the sale counted.
- Seating cannot be guaranteed for large parties. Even though it is the organization's scheduled day, Spageddies cannot give preferential seating. A large party may have an additional wait or may not be able to be accommodated due to business volume.
- *Organization members cannot distribute flyers on premises of Spageddies Restaurants* (this includes Spageddies parking lot). This must be communicated by the organization to all persons distributing flyers.
- In accordance with our no solicitation policy, organizations are not permitted to display or distribute any signage, pamphlets or other propaganda for the organization's scheduled fundraiser on premises of Spageddies without the permission of Spageddies management.
- You must receive approval from ANY private property owner if you 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 if this rule is violated.
- **If the organization fails to bring in a minimum of \$500.00 in sales, the 10% donation will be made in the form of Spageddies promotional Be Our Guest Certificates** (redeemable for future food and beverage purchases at Spageddies).
- For the purpose of extending realistic expectations, if the Papa's Partners fundraiser brings in \$1500 (excluding tax and gratuity), the 10% donation would be \$150 to the organization.
- Inform the Spageddies Restaurant Manager approximately how many Papa's Partners event vouchers were distributed at least one week prior to the event.

Spageddies Provides:

- A casual atmosphere and Unmistakably Italian, Unbelievably Good food.
- An electronic version (PDF) of a flyer with event voucher customized with organization information and date/time of the event.

The Organization Provides:

- Completed application with a valid tax ID #.
- Promotion of event and distribution of flyers and vouchers.

Tips to Planning a Papa's Partners:

- **Personally delivering flyers and chatting about the event is by far the best way to get people to come to your Spageddies Papa's Partners.** Friends, family and volunteers are the perfect resource for this type of event. Encourage them to hand the flyers out at work, meetings, etc. Make sure they understand Spageddies and private property restrictions.
- Send out press releases and public service announcements to local newspapers, radio stations, and television stations.



- **Set realistic expectations.** Consider the dollar amount of funds you want to receive from the fundraiser. For example, if you want to earn \$200, your organization needs to bring in \$2,000 in sales. If the average guest spends \$10.00, then approximately 200 people will need to participate in the fundraiser to reach your goal.
- **Promote, Promote, Promote.** Ultimately, the enthusiasm of the organization's members to promote the event is the biggest factor in success.
- **Distributing flyers to your supporters 1-2 weeks in advance** is optimal. You will receive an electronic version of the Papa's Partners flyer and voucher three weeks in advance of your scheduled event so you have enough time to print and/or email.
- **Remember email is a cost effective way to promote your event.** Be sure you instruct the recipient to print the event voucher to bring with them the day of the event.
- To open a PDF file, your computer must have an Adobe PDF reader. The most recent version is available for free – download at www.adobe.com.
- Include contact information in your email, just in case some recipients are unable to print the flyer.
- Please use the verbiage from the flyer in any communications about the fundraiser. It should be clear that the event does not discount meals; it simply raises funds for your group.
- **Utilize any print materials you already have.** Stuff the flyers in the newsletters or magazines already set to go out. Take advantage of any opportunity to announce your Papa's Partners event to groups willing to support your cause (i.e. group sporting events, PTA meetings, etc.)
- **Communicate with your Spageddies Restaurant Manager** regarding the status of your organization's voucher distribution.