



— PAPA'S
PARTNERS™
Organization Guidelines

Papa Vinos Italian Kitchen is proud to support the communities in which we operate. The Papa's Partners event program is one way we support not-for-profit organizations.

What is a Papa's Partners Event?

A Papa's Partners event is a fundraiser where Papa Vinos helps raise funds for not-for-profit organizations that provide a valid tax ID number. The fundraising event takes place at your local Papa Vinos restaurant on a specified evening. Your organization will promote the Papa's Partners event to community members and receive between 15% and 20% of sales (excluding tax and gratuity) generated by your guests who present the event voucher.

Papa's Partners events are usually held on a Monday or Thursday. The General Manager approves the date and time upon event approval.

A few weeks prior to your Papa's Partners event, you will be e-mailed customized vouchers.

It is the organization's responsibility to distribute vouchers to supporters via email, social media or print. Event vouchers must be turned in to servers or Take Out staff members at the restaurant during the reserved Papa's Partners event. Vouchers cannot be used to purchase gift cards. Corporate Discounts are not valid during Papa's Partners events. Restaurant servers will attach each voucher to the guest check.

Papa's Partners event Guidelines & Application

Please return your completed application to the local Papa Vinos Restaurant Manager a minimum of five weeks prior to requested Papa's Partners event date.

Ideal Papa Vinos Papa's Partners event partners are organizations that strengthen families, promote a safe, nurturing environment for children and youth and emphasize student academic and physical achievement. Papa Vinos 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.

Organizations NOT eligible participate include:

- Individuals seeking aid
- Organizations without a not-for-profit tax ID #
- Political action groups
- Political candidates
- Private clubs, fraternities or sororities (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 Event Rules:

- Guests must have a valid Papa's Partners event voucher in order to have the sale counted.
- Seating cannot be guaranteed for large parties. Please call ahead to make a reservation for parties of 8 or more.
- *Organization members cannot distribute flyers or display posters on premises of Papa Vino's Restaurants* (this includes Papa Vino's 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 Papa Vino's.
- You must receive approval from ANY private property owner if you wish to distribute flyers or display poster 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.

Papa's Partners Event Donation Match:

Event Sales	Donation Match
\$1,000 - \$1,999	15% Monetary or 25% Food
\$2,000 and up	20% Monetary or 30% Food
EXAMPLE:	If receipts from your organization (before tax and tip) total \$1,000, your organization may choose between a check for \$150 or \$250 in food from our restaurant.

After Your Event:

- A statement with the donation amount is emailed to the organization approximately one week after the event.
- The donation check is mailed approximately two weeks after the event.

Tips to Planning a Successful Papa's Partners event

- **Personally delivering flyers and chatting about the event is by far the best way to get people to come to your Papa Vino's Papa's Partners event.** Friends, family and volunteers are the perfect resource for this type of event. Encourage them to hand the flyers out at work, meetings, etc.
- **Promote, Promote, Promote!** Ultimately, the enthusiasm of the organization's members to promote the event is the biggest factor in success.
- **Distributing flyers and poster to your supporters 1-2 weeks in advance** is optimal.
- **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.
- **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.



Salad Dressing Sales

This fundraiser allows your organization to raise money by selling bottles of our popular Sweet Basil Vinaigrette house salad dressing. Your organization may choose to pre-order a specified number of cases of either product and then return any unopened, sealed bottles, or we can provide order forms.

Papa's Partners Salad Dressing Sales

Selling Price	You Pay	Profit
\$4 Per Bottle	\$2.50	\$1.50
Example: Sell 300 bottles of dressing, your profit is \$450.		

Pasta Dinner Buffet

This type of fundraiser allows your organization to raise money at a single, scheduled event. We provide the food, you take care of everything else. It works best if you have a group of volunteers, dedicated to a successful event outcome. Think of a good space you can use to hold the event.

You'll work with a Papa Vinos representative to decide your custom menu and per person cost. From there, we will recommend a price point for ticket sales and your organization will sell tickets to the event. We keep the "per person cost" and you keep the profits.

The week of the event, you let us know how many tickets you sold and we will prepare enough food for that number of people. A representative from your organization picks up the order from Papa Vinos at a designated time. You staff the event and raise money!

Pasta Dinner Buffet

Selling Price	You Pay	Profit
\$12 Per Person	\$6.00*	\$6.00
Example: Sell 150 tickets to your pasta dinner, your profit is \$900.		

If you've read through all of this and you still have questions, we're here to help!
 Contact Kelli Stopczynski, Director of Marketing kmstopczynski@qdi.com 574.243.6365