



PAPA'S PARTNERS™ Organization Guidelines

Papa Vino's 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 Vino's helps raise funds for not-for-profit organizations that provide a valid tax ID number. The fundraising event takes place at your local Papa Vino's 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. Papa Vino's management approves the date and time of your event. A few weeks prior to your event, the Papa Vino's marketing team will email you a customized voucher or a link to order online.

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 date(s) of your scheduled Papa's Partners event. Restaurant servers will attach each voucher to the corresponding guest check. **Vouchers cannot be used to purchase gift cards.** Corporate Discounts are not valid during Papa's Partners events.

Papa's Partners Application & Event Guidelines

Please submit your completed application via www.PapaVinosItalianKitchen.com a minimum of five weeks prior to requested Papa's Partners event date.

Ideal Papa Vino's 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 Vino's 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 Papa Vino's premises.
- 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% Donation
\$2,000 and up	20% Donation
EXAMPLE:	If receipts from your organization (before tax and tip) total \$1,000, your organization receives a check for \$150.

After Your Event

- A 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, creating a Facebook event and telling friends in-person is, by far, the best way to get people to participate in your Papa's Partners fundraiser.** Friends, family and volunteers are the perfect resources. Encourage them to hand the flyers out at work, church, meetings, etc.
- **Promote, Promote, Promote!** Ultimately, the enthusiasm of the organizations' members to promote the event is the biggest factor in success.
- **Distributing vouchers or a flyer 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.

Family-Style Online Pre-Order Sales

This type of fundraiser allows your organization to raise money through a custom link created for your organization on the Papa Vino's website. Your supporters order a family-style meal that includes pasta, salad and bread for 4-5 people, as well as a la carte options such as wine, extra bread and dessert. Guests may select a pick-up date and time best-suited for them.

You'll work with a Papa Vino's representative to decide your custom menu and per person cost. Your organization receives 15-20% of all sales, excluding gratuity and tax. Guests also have an option to donate additional funds to your organization.

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	\$3.25	\$0.75
Example: Sell 300 bottles of dressing, your profit is \$225.		

If you've read through all of this and you still have questions, we are here to help!



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