



— 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 over the course of 4 days (Monday-Thursday). 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 Vinos management approves the dates of your event. A few weeks prior to your event, the Papa Vinos 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 or shown on a mobile device at the restaurant during the date(s) of your scheduled Papa's Partners event. When possible, restaurant servers will attach each voucher to the corresponding guest check. **Gift card purchases do not count toward the fundraiser.** 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 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 Vinos Restaurants* (this includes Papa Vinos 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 Vinos 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.
- Gift card purchases do not count towards the fundraiser.

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. A W-9 form from your organization is required in order to process the check.

Tips to Planning a Successful Papa's Partners Event

- **Personally delivering flyers, creating a Facebook event and telling friends in-person are the best ways 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.
- 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 Vinos website. Your supporters order a family-style meal from a limited menu 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.

Your organization receives 15-20% of all sales, excluding gratuity and tax. Guests also have an option to donate additional funds to your organization.

If you've read through all of this and you still have questions, we are here to help! Contact Kelli Kuczanski, Director of Marketing kkuczanski@gdi.com 574.243.6365