

SIGN-UP SHEET

Restaurant  
FUNDRAISING NIGHT



Event Date: \_\_\_\_\_

From: 11:AM To: 8:00PM

Store Address Where Fundraiser Will Be Held: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Is this organization recognized by the government as a non-profit organization?  No  Yes

If yes, a copy of you IRS letter, 501(C)(3) is required.

Organization's Federal Tax Identification Number: \_\_\_\_\_

Organization's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Contact Person's Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Store Manager's Pre-Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**Terms of Agreement:** Please note this agreement must be approved at least (2) weeks before scheduled fundraiser event. The organization is responsible to promote the fundraising event with its members. All flyers are to be distributed prior to the event, and under no circumstance are flyers to be handed out in the restaurant, in the parking lot, or vicinity of the restaurant. A check with 20% of the pre-tax sales amount **will be mailed to the organization listed on the W-9 within 2-4 weeks after the event. A current W-9 must be filled out and sent in with fundraiser request, along with a copy of form 501(c)(3) if you are a nonprofit organization.**

Restaurant Store Number: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager's Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Officer / Representative of the Corporation having Fundraiser: \_\_\_\_\_

Pre-Tax Sales Total: \_\_\_\_\_