



Qdoba Donation Request Guidelines

QDOBA Donation Request Guidelines

1. Requests by phone are not accepted. Donation requests must be emailed to Community Relations at community@qdoba.com. QDOBA will contact you directly if we have questions.
2. The recipient must be a 501-C (3) nonprofit organization. A copy of the 501-C (3) letter from the IRS must accompany the application. This letter comes from the Treasury Department and is different from the state tax-exempt form.
3. The application must be received 12 weeks before the “event date” in order to be considered. All applications are reviewed on a first-come-first serve basis, so early submission of your application is recommended. Please note that your donation request is not approved until you hear from someone from our team.
4. QDOBA believes in being an active community member. Requests from other civic and charitable groups will be considered if the organization is in the immediate vicinity of a restaurant location and funding is available.
5. QDOBA does not provide charitable donations for the following types of organizations:
 - Individuals, individuals seeking pledges;
 - Individual study, research or travel grants;
 - Religious groups for religious purposes;
 - For-profit ventures;
 - Capital campaigns, endowment funds or memorials;
 - Lobbying, political or fraternal activities;
 - Multiple requests from the same organization or organizations and / or causes

Each approved organization is restricted to one donation per year from any and all QDOBA locations.

*School groups fall into a different category and may apply for more than one donation per year as each group represents a different part of the student body. For example: If a PTA group and Lacrosse Team from the same school apply for a donation, it will be considered two different requests.

6. Past support of an organization or event is not a guarantee of future support. *An organization may only receive one donation per year.* Please do not apply for additional donations.

7. Although we would like to support every worthwhile cause, due to the volume of applications, it is not possible for QDOBA to fulfill every request. We will make an attempt to respond by email to all of those who have not been granted their requests.

Please email requests and completed documents to Community@qdobacom

Donation Application

Your complete application must be sent electronically to community@qdobacom 12 weeks in advance of your event date in order to be considered. All applications are reviewed on a first-come-first serve basis. We have two different donation formats but please keep in mind that options will vary by market.

Please read all guidelines on page 1 of this application before submission.

Today's Date: _____ Event Date: _____

Organization: _____ 501-C (3) Number: _____

Which restaurant would you like to work with, please provide address (find us at Qdoba.com):

Contact: _____ Title: _____

Phone: _____ Alternate Phone: _____

Email: _____ Fax: _____

Description of event: _____

What are you requesting for your donation event?:

- Free Entrée Card
- Catering Bar (<https://www.qdobacom/mexican-food-catering>)
 - 10 person
 - 20 person

How will your organization promote the Local Partnership to your members/supporters and to the public? Email blast, signs, web pages, etc. _____

How will Qdoba be acknowledged for this donation? _____

Please email this completed application along with an IRS 501-C (3) determination letter, and any relevant information to community@qdobacom in order to ensure that it is received. Incomplete requests will not be accepted.