



Restaurant Fundraiser Guidelines

Qdoba's fundraising program is structured in a way to maximize the donation amount back to your organization. Our structure is as follows:

- Option 1: If your group brings in \$1000 in sales than they will receive 20% back to the organization.
- Option 2: If your group brings in \$1500 in sales than they will receive 30% back to the organization.

Frequently Asked Questions:

How do I get a fundraiser set-up?

- Qdoba requires 12 weeks in advance of your event date in order to be considered. Please email this application and include a completed W9 form to community@qdoba.com. The Community Relations Specialist will review all applications and respond within 2 weeks of submission. Once the application is approved you will be contacted with additional details.

When can I host an in-store fundraiser?

- Qdoba host's in-store fundraisers Tuesday-Thursday during lunch or dinner and recommends a 3-4 hours time slot. Times may vary depending on the Restaurant Manager's recommendation.

How can I make my fundraiser a success?

1. Start the process early: Qdoba requests 12 weeks notice prior to your desired fundraiser date. This allows plenty of time for you to spread the word and for us to prepare for your fundraiser.
2. Complete and attach a W9. Qdoba will not accept applications without providing this information.
3. Promote the fundraiser flyer (physical & email copies): Utilize your current communication resources for distribution. This may include social media, email blasts, Friday folders, TV screens, PA announcements etc. Qdoba will provide branded electronic materials for your event. The organization will need to print the materials provided.
4. The success of your fundraiser depends on the number of people that attend the event.
 - a. Option 1: If your group brings in \$1000 in sales than they will receive 20% back.
 - b. Option 2: If your group brings in \$1500 in sales than they will receive 30% back.

Thanks for thinking of Qdoba for your next fundraising event and we look forward to working with you.

Internal Use Only:

CR Received By Date: _____ Approved By Store/Marketing Manager: _____



Restaurant Fundraiser Application

Before you email community@qdoba.com, please make sure you include the following information:

Application **W9**

Today's Date: _____ Event Date: _____ (*Tues-Thurs only*) Time: _____ AM/PM

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: _____

Mailing Address for Check (following the event): _____

What is your fundraising goal? _____

To help us plan, how many people do you think your group would be able to bring in during a fundraising event: _____

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? _____

What will the funds be used for?

Internal Use Only:

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