



What are the available times to have the Flapjack Fundraiser?

Saturday mornings from 8:00 a.m. to 10:00 a.m.

What information do I need to get my organization's Flapjack Fundraiser set up?

- Log on to NRPneighborhood.com and click on the **Get Started** button.
- Select an available date on the calendar.
- Provide your contact information and your organization name and address.

Can I conduct other activities during the fundraiser like tip jars, raffle tickets, t-shirt sales to raise extra money?

We are happy to accommodate most ideas. Please talk to the Applebee's restaurant manager prior to the event to discuss what you would like to do. Unfortunately, we cannot allow sales of baked goods or food products during the time of the event.

What is served at the breakfast?

Three pancakes, syrup, butter, 2 sausage links and a beverage choice including coffee, tea, juice, milk and sodas. (sorry, no refills or second portions)

How many tickets may we sell?

- No more than 400 tickets may be sold for an event in order to ensure timely execution and that everyone is served prior to the restaurant opening.
- Ticket confirmations of 25 and under will be canceled any ticket sales should be refunded in full by the organization.
- The Flapjack Fundraiser program is a dine-in only occasion. If you have guests with disabilities or special circumstances that do not allow them to dine-in, we will accommodate only very limited requests of to go meals. We ask that you do not sell tickets for general to go purposes.

How much should we charge?

- Flapjack Fundraiser tickets can be sold for \$5, \$6 and \$7. Your organization decides what amount they will sell the tickets for.
- Remember, Applebee's requires that \$2 from the sale of each ticket redeemed be provided back to the restaurant to help cover food and labor costs.

When should we start selling tickets?

Groups should plan at least three to four weeks prior to their event to sell tickets and distribute flyers to ensure a successful event.

Where do we get the tickets?

Applebee's will provide a user name and password to log onto NRPneighborhood.com and download the customized, printable, ticket template.

When do I need to let you know how many tickets we've sold?

You will receive an email on the Sunday prior to the event asking for you to use your custom code to log back onto the site to register your total guest count by 9am on Monday. This gives us the opportunity to make sure that we have the needed food supplies on hand to accommodate your event.

How many volunteers do we need to help host the event?

- The organization is responsible for the volunteer service staff including greeters, seaters, servers and bussers.
- Applebee's will supply kitchen staff.
- All volunteers must turn in a signed liability release waiver during volunteer orientation. Those volunteers under the age of 18 must have a parent or legal guardian sign the form on their behalf. If a liability release waiver is not properly signed or turned in, then the volunteer may not participate in the event. No exceptions.
- For safety reasons, no one except volunteers, over 18 years of age, will be allowed in kitchen (servers or bussers). No one will be allowed behind the cooks' line (expo).
- Volunteers under 18 years of age may only perform duties in the dining area of the restaurant (greeter or seater).
- If you are ill, do not plan to work.
- Food and beverages brought in from outside are not allowed.

Do we need to give the volunteers any special instructions?

- Volunteers must arrive at 7:30 a.m. sharp the morning of your event for orientation.
- Your Applebee's manager will give the volunteers a quick tour of the restaurant and explain a few pointers for greeting, seating, serving and cleaning up after your guests.
- Most importantly, your volunteers should relax and have fun while welcoming and thanking the guests for their support.
- **Volunteer Dress Code Policy: Non-slip, rubber-soled, closed toe shoes.**
- Depending upon your type of organization, encourage your group to wear coordinating t-shirts or uniforms so guests can easily identify the volunteers.

Here is an estimated number of volunteers needed based on ticket sales:

Volunteer Matrix

# Tickets Sold	Greeters	Seaters	Food/Beverage Servers	Bussers
25-50	1	1	4	1
51-100	2	2	6	2
101-200	2	3	7	2
201-300	3	3	8	3
301-400	3	4	9	4

Can I book multiple events?

- We want to offer as many organizations as possible the ability to book their event. Therefore we ask that events not be booked for the same organization within 60 days of the previous event.

What if I need to cancel or reschedule my event?

- Cancellation of the event due to scheduling conflicts or low ticket sales must be done at least one week prior to the event. Any cancellations under this time frame will affect future requests from your organization to participate in the Flapjack Fundraiser program. Respond to the email you received when your event was scheduled to cancel.