



## **Flapjack Fundraiser FAQ's**

### **What are the available times to have the Flapjack Fundraiser?**

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

### **Who can host a Flapjack Fundraiser?**

Non-profit organizations 501(c) (3) or other not-for-profit with a tax ID number.

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

See available dates by going to **NRPneighborhood.com** and selecting Flapjack Fundraisers. Select REGISTER YOUR FUNDRAISER, fill in your state and Applebee's location to view the calendar. Once you have chosen a date, complete the registration form and submit for approval.

### **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 fundraiser to discuss what you would like to do. Unfortunately, we cannot allow sales of baked goods or food products during the time of the fundraiser.

### **Are the Flapjack Fundraiser breakfasts available To Go?**

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. If you are interested in a To Go fundraiser please check out the **Carryout for a Cause** program.

### **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 a fundraiser in order to ensure timely execution and that everyone is served prior to the restaurant opening.

If less than 25 tickets are sold the organization is responsible for canceling the fundraiser and fully refund your supporters who purchased tickets.

**How much do we charge for tickets?**

Flapjack Fundraiser tickets can be sold for \$7 - \$14.

Your organization decides what amount they will sell the tickets for.

Remember, Applebee's requires that \$5 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 fundraiser to sell tickets and distribute flyers to ensure a successful fundraiser.

**Where do we get the tickets?**

Your customized tickets and flyer will be generated upon fundraiser approval and are downloadable from your user account. Go to the Neighbor Login link at the top of the webpage and enter your email address and password to log on to your dashboard.

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

You will need to log into your user account the Wednesday before your fundraiser and enter the total amount of tickets sold. We understand that you may sell a few more tickets in the days leading up to your fundraiser and that not every ticket may be redeemed. The ticket count entered above gives us an estimate of how many breakfasts to be prepared for. The final ticket count will be calculated after the fundraiser. At that time your organization will be charged \$5 per ticket redeemed. This is payable via cash or credit card.

**How many volunteers do we need to help host the fundraiser?**

The organization is responsible for the volunteer service staff including greeters, seaters, food/beverage servers and bussers.

Applebee's will supply kitchen staff.

Use the Fundraising Calculator to determine the number of volunteers needed.

Food/Beverage Servers & Bussers must be 18 or older.

For safety reasons volunteers under the age of 18 are not allowed in the kitchen.

Greeters & Seaters can be under the age of 18.

No one will be allowed behind the cooks' line (expo).

All volunteers must sign the liability waiver before the fundraiser. Liability waivers for volunteers under the age of 18 must be signed by a parent or legal guardian.

If a liability waiver is not properly signed, the volunteer may not participate in the fundraiser. No exceptions.

Volunteers cannot work if they are experiencing any symptoms of illness.

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. the morning of your fundraiser for orientation. Volunteers will receive a tour of the restaurant and pointers for providing exceptional service to your guests. Most importantly, 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 fundraisers?

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

## What if I need to cancel or reschedule my fundraiser?

Cancellation of the fundraiser due to scheduling conflicts or low ticket sales must be done at least one week prior to the fundraiser. Any cancellations under this time frame will affect future requests from your organization to participate in the Flapjack Fundraiser program. To cancel your fundraiser you will need to log into your user account and submit a cancellation request.