



FUNDRAISING PROGRAM

REQUEST FOR CAMPAIGN

3774 Lee Mulroy Road, Marcellus, NY 13108
Ph: (315) 673-4098 Fax: (315) 673-4050
email: alyson@chocolatepizza.com

Today's Date: _____

Our group, _____, is requesting an opportunity to raise money using your Fundraising Program. We are requesting our campaign to

Start on: _____ (date) **and** **End on:** _____ (date)

We will report the final product totals to you not later than: _____

We would like the product ready to be picked-up* on or about: _____

** normally 7-10 days after the final sales totals are reported to Chocolate Pizza Co. on the "Fundraising Reporting Form" provided by Chocolate Pizza Company at the time your campaign is approved.*

The purpose of our fundraiser is: _____.

Number of Fundraiser Sales Flyers needed: _____ Tax-Exempt: Yes No**

***Organizations that are not tax exempt are responsible for collecting and paying applicable taxes.*

Primary contact person for our Fundraiser is:

Name: _____ Work Phone: _____

Address: _____

Email: _____ Cell: _____

Our group would like to participate in Chocolate Pizza Company's Fundraising Program. We understand that Chocolate Pizza Co. makes no guarantee on the total amount raised and that we are responsible for selling and distributing the product. **At the conclusion of our campaign, we will total sales from all participants and report those totals to Chocolate Pizza Company using the "Fundraising Reporting Form"** which was emailed to our primary contact person at the time our fundraiser was approved. **Customers pay our group directly when they order** and our organization is responsible for any sales tax that may be applicable. Once our group reports the final product totals on the "Fundraising Reporting Form", Chocolate Pizza Company will generate an invoice reflecting 60% of the total products sold. Our group retains 40% of the total sales. **Payment by check or credit card is due (and payable to) Chocolate Pizza Company when the product is picked-up.** Orders are sorted by participant with order forms attached – Chocolate Pizza Company prepares and double-checks every order for completeness. Please note that any discrepancy in product count must be reported to Chocolate Pizza Company within 3 days of pick-up.

Product cannot be released without full payment. Product appearance may differ from the brochure as handcrafted chocolate is unique by design. All products are produced in a facility that uses peanuts, tree nuts, egg, dairy, soy and wheat on shared equipment. Products must be transported and stored out of direct sunlight in a temperature controlled area below 72 degrees. Once the product is picked up from our facility it is our group's responsibility. Chocolate Pizza Company reserves the right to accept, deny or postpone the requested dates. Our fundraising campaign is not final until approved by the Director of Retail.

Signature of Group Representative (Client)

Date