



FUNDRAISING PROGRAM

REQUEST FOR CAMPAIGN

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

THIS FORM IS A REQUEST BY YOUR GROUP TO RUN A FUNDRAISING CAMPAIGN. CHOCOLATE PIZZA COMPANY ACCEPTS A LIMITED NUMBER OF FUNDRAISING CAMPAIGNS AND NOT ALL DATES ARE AVAILABLE. **NO CAMPAIGN REQUEST IS ACCEPTED UNTIL APPROVED BY OUR DIRECTOR OF RETAIL.**

GROUP NAME: _____ TODAY'S DATE: _____

Address or School Information: _____

ARE YOU TAX EXEMPT? YES (MUST PROVIDE PROOF OF TAX EXEMPTION): _____ (initial)

NO (YOU AGREE TO COLLECT & PAY SALES TAX): _____ (initial)

Primary contact person for our Fundraiser is:

Name: _____ Work Phone: _____

Email: _____ Cell: _____

We are requesting a fundraising campaign: **To Start On:** _____ **End On:** _____

Please provide us with _____ (number) of Fundraiser Sales Flyers & Order Forms

Our group will report final product totals to Chocolate Pizza Company not later than: _____

I agree and acknowledge:

_____ (initial) Chocolate Pizza Co. makes no guarantee on the total amount raised and that we are responsible for selling and distributing the product.

_____ (initial) Customers pay our group directly when they order and our organization is responsible for any sales tax that may be applicable. Chocolate Pizza Company will generate an invoice reflecting 60% of the total products sold. Our group retains 40% of the total sales.

_____ (initial) To report final product totals using the "Fundraising Reporting Form" provided by Chocolate Pizza Company at the time our campaign was approved.

_____ (initial) Product will normally be ready for pick-up 7-10 days after I report the final product totals.

_____ (initial) Payment by check or credit card is due (and payable to) Chocolate Pizza Company when the product is picked-up. Product cannot be released without full payment.

_____ (initial) All products are produced in a facility that uses peanuts, tree nuts, egg, dairy, soy and wheat on shared equipment. Product appearance may differ from the brochure.

_____ (initial) 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.

_____ (initial) Orders are sorted by participant with order forms attached and double-checked for completeness by Chocolate Pizza Company. Any discrepancy in product count must be reported to Chocolate Pizza Company within 3 days of pick-up. After that, no replacement product will be issued. Additional product can be bought in our retail store.

Signature of Group Representative

Date