



# FUNDRAISING PROGRAM

## REQUEST FOR CAMPAIGN

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

**NO CAMPAIGN REQUEST IS ACCEPTED UNTIL APPROVED BY OUR DIRECTOR OF RETAIL**  
**Please request your campaign during the following dates: September-October, or February 15-May 31<sup>st</sup>**  
**Groups are required to generate a minimum of \$1,500 in total orders or make up the difference**

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 and pay all sales tax): \_\_\_\_\_ (initial)

**Primary contact person for our Group's Fundraiser (must have access to a computer with email):**

Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Number of Participants: \_\_\_\_\_ (We will supply sales brochures/order form for each Participant)

On behalf of the Group, I am authorized to agree and acknowledge:

\_\_\_\_\_ (initial) Chocolate Pizza Company makes no guarantee on the total dollars raised. Our Group is responsible for selling a minimum of \$1,500 in total orders before any orders are processed by Chocolate Pizza Company. Our Group is responsible for distributing the product. Chocolate Pizza Company, owner and associated entities is held harmless from any claim or action arising from this campaign.

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

\_\_\_\_\_ (initial) Final order totals must be submitted using the provided, *Fundraising Reporting Form*.

\_\_\_\_\_ (initial) Product is normally ready for pick-up 7-10 days after the *Fundraising Reporting Form* is submitted.

\_\_\_\_\_ (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 (milk), soy and wheat on shared equipment. Products are handcrafted and may differ in appearance 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.

\_\_\_\_\_  
Signature of Group Representative

\_\_\_\_\_  
Date