



# FUNDRAISING PROGRAM

## REQUEST FOR VIRTUAL CAMPAIGN

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**NO CAMPAIGN REQUEST IS ACCEPTED UNTIL APPROVED BY OUR DIRECTOR OF RETAIL**

**Campaign dates are limited and Chocolate Pizza Company reserves the right to limit the number of groups**

To meet the needs of organizations for a contact-free fundraising program during this pandemic, Chocolate Pizza Company (CPC) has created a virtual fundraiser conducted totally online. Your group requests fundraising campaign dates and once approved we add your group to the menu option on each fundraising product. Your marketing efforts should direct Supporters to our Fundraising webpage where they will place and pay for their orders choosing either in-store pickup (no charge) or shipping (standard rates) for their order. **Please note, per New York State law, all items purchased on our website must be taxed even if the organization the sale supports is non-profit or tax-exempt.** Orders are fulfilled as they come in. At the campaign's conclusion, CPC will pay your group 40% of the total products ordered (excludes tax, shipping). No individual participant sales information is reported by CPC and no prizes are earned or awarded. Your organization will receive documentation showing orders received for their campaign.

GROUP NAME (who payment will be made to): \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ Today's Date: \_\_\_\_\_ # of Participants: \_\_\_\_\_

Mailing Address for payment: \_\_\_\_\_

**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:** \_\_\_\_\_

*Maximum campaign duration is 14 calendar days. Campaign link will be removed after the campaign ends.*

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

\_\_\_\_\_ (initial) Chocolate Pizza Company (CPC) makes no guarantee on the total dollars raised. Chocolate Pizza Company, owner, employees and associated entities are held harmless from any claim or action arising from this campaign.

\_\_\_\_\_ (initial) Customers must place fundraising orders on the specific Fundraising page of Chocolate Pizza Company's website (chocolatepizza.com) and must designate our group as receiving credit for the order. No phone or walk-in fundraising orders will be accepted\*. Customers may select in-store pickup (no fee) or ship their order (standard rates).

\_\_\_\_\_ (initial) Chocolate Pizza Company will pay our group 40% of the online fundraising product orders placed during our campaign (excludes taxes, shipping costs). Payment is by check mailed to the address noted above.

\_\_\_\_\_ (initial) Our group will receive printed copies of all orders placed during the campaign. Chocolate Pizza Company will not track individual referral results and participant's do not earn individual prizes from CPC.

\_\_\_\_\_ (initial) All products are produced in a facility that uses peanuts, tree nuts, egg, dairy (milk), soy and wheat on shared equipment.

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

\_\_\_\_\_  
Date



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## HIGHLIGHTS OF A VIRTUAL CAMPAIGN

**Overview:** The pandemic has changed the way we live, work and interact so we have to adjust. The goal of Chocolate Pizza Company's Virtual Fundraising Program (VFP) is to offer organizations/groups a way to raise money with a contactless process. We do this by designating a limited number of Chocolate Pizza Company (CPC) products as fundraiser eligible and donating back 40% of the price of those items to your group. The group is responsible for advertising its fundraiser to family, friends and the community and directing them to this site where Supporters can place orders online. They designate either in-store pickup (no charge) if they are local or they have the order shipped to them with standard shipping costs. At the end of the campaign (maximum 14 calendar days), CPC totals the product orders placed on your specific fundraising page and pays your organization 40% of the product totals (excludes any applicable tax or shipping).

### Highlights:

- VFP allows groups to fundraise using Chocolate Pizza Company's popular gourmet chocolate specialties. These are proven products that many people already recognize and enjoy.
- The VFP format has order collection, payment and distribution conducted online, minimizing contact to participants and Supporters. By ordering online, Supporters automatically receive confirmation of their order, a receipt and package tracking information (if applicable) by email.
- Fulfillment times for this program are quicker over past formats because orders are processed and filled as they come in. Supporters receive their products directly and without your group having to inventory, store, sort and distribute individual orders.
- Your group does not have to handle money in this fundraiser. CPC is paid directly by Supporters and returns 40% of total product ordered (excluding tax, shipping) to your group via check after the campaign ends.
- In order to comply with New York State tax law, the products purchased on our website for fundraising campaigns must be taxed even if the group benefiting from the purchase is tax exempt.
- Supporters who live locally can schedule to pick-up their order at CPC's Marcellus store free of charge. Supporters outside the area can have their order shipped via common carrier at standard rates.
- If they prefer, Participants from your group can still take orders from family/friends, enter the information as one order and either schedule to pick it up at the Marcellus store (no charge) or ship to them (standard rates) and then distribute the products themselves.
- Only products ordered online from the group's specific fundraising page count toward the campaign totals. No phone, email or walk-in orders can be accepted for inclusion in the final fundraising total\*.
- Tax-exempt groups who want Supporter purchases to be tax-exempt, can purchase Fundraiser item(s) from CPC in bulk and then sell the products themselves. Customers would pay your group directly for the products and thus not have to pay sales tax. CPC would discount the bulk product purchase by 40% giving your group the same margin that it would have returned to you via the VFP.

*Note: CPC reserves the right to edit the logo or group message as necessary when adding their fundraising page to our website. CPC limits the number and timing of fundraising campaigns so please make your request as early as possible but a minimum of 3 weeks prior to your desired start date.*

*\*EXCEPTION: Customers who identify themselves as visually impaired will be assisted with placing their order and receive the same documentation and information as unimpaired customers. Their order will be entered into the online system and count toward the campaign total.*