



Roti Mediterranean Grill - Fundraising

Fundraising events will last for up to two hours (6-8 pm on weekdays, flexible on weekends). Twenty percent of what the partnership group brings in during the event time frame will go back to the partnership group. Fundraiser attendees will need to present a flyer, email, or social media invite to show their association with the group to the Roti cashier.

Responsibilities of the Partnership Group

- Provide a main contact for the day of the event
- Promote the event via the following:
 - o Email
 - o Social Media
 - o Flyers: Roti will provide a flyer template for the partnership group to use
 - o Word of Mouth
- Provide estimated number of attendees prior to event date

- ****NOTE**** While the partnership group may approach passersby *outside* the restaurant during the fundraiser, they may not approach customers who have already entered the restaurant on their own accord. Additionally, no flyers may be distributed within the restaurant, only outside.

- Provide a contribution receipt once the event has ended
 - o Contribution receipts need to include the following:
 - Federal Tax ID number (if applicable)
 - Dollar amount that Roti donated to the organization
 - The name of the partnership group (if the receipt is being mailed please use official letterhead if possible)
 - The main contact at the partnership group
 - The date of the fundraising event
 - o Contribution receipts can be emailed to the main contact at the restaurant or mailed to 600 West Fulton, Suite 101, Chicago, IL 60661, Attn: Fundraising Dept.

Responsibilities of Roti

- Promote the event via:
 - o Email
 - o Social Media
- Provide a flyer template for partnership to use to help promote their event
- Cut a check for twenty percent of what the partnership group purchased during the time of the event.

****NOTE**** Roti would love to host more than one fundraising event per month. However, each partnership group can only host one event per month.