



Dear Fundraising Coordinator:

Thank you for your interest in The Dunkin' Donuts fundraising program.

This program is easy for your organization to implement. Steps are:

1. Set up dates for your fundraising program and fill out the attached Application Form.
2. Distribute one or more order form(s) to each member of your organization participating in the fundraiser.
3. Your organization's cost for each dozen donuts or each pound of coffee will be \$6.00. Participating members of your organization will then sell each dozen donuts or each pound of coffee for \$9.00 and they should collect this amount for each pound of coffee and each dozen donuts they sell. Checks are made payable to your organization. The order form should be filled out with the purchaser's name, address and phone number.
4. Members should make a copy of the order form(s) to keep for themselves and give the other copy to you along with the money collected.
5. At the end of your fundraising program, gather up all order forms. Complete the Dunkin' Donuts Summary Sheet which is attached. Make a business check or money order payable to Dunkin' Donuts (no personal checks will be accepted) and bring to the location listed below, or use a credit card at this location.

Dunkin' Donuts Address \_\_\_\_\_

Phone Number \_\_\_\_\_

6. Pick up the ordered products at this location (date and times to be decided). It will take 3 days for all donut orders and 7 days for all coffee orders once the Summary Sheet and payment have been submitted to the manager.
7. If you have any questions, please call Tina at 630-306-5181.

**\*\*NOTE: Pounds of coffee can only be ordered by organizations in cases. Each case holds 24 one-pound bags of coffee and will have to be the same coffee flavor.**



## APPLICATION FORM

### ORGANIZATION INFORMATION (i.e., Group having Fundraiser)

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Website Address (if any) \_\_\_\_\_

Organization State Sales Tax ID# (if any) \_\_\_\_\_

(Not required to receive Fundraising pricing; however a copy of your state Sales & Use Tax Exemption Certificate is required prior to purchase if the organization wishes to claim exemption from state sales tax where applicable)

Type of Organization: \_\_\_ Educational \_\_\_ Religious \_\_\_ Community \_\_\_ Charitable

### CONTACT INFORMATION (Person in-charge of, or responsible for your fundraiser)

Name \_\_\_\_\_ Affiliation with Organization/Title \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

PURPOSE OF FUNDRAISER\* \_\_\_\_\_

\_\_\_\_\_

\*If your Fundraiser is not for the benefit of your organization OR if you are a For-Profit organization, please indicate the organization/cause that will benefit from the proceeds of your Fundraiser

Benefitting Organization/Cause Name \_\_\_\_\_

Contact Name at Benefitting Organization/Cause \_\_\_\_\_

Contact Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

PROPOSED DATE OF FUNDRAISER \_\_\_\_\_

**I certify that I represent the Organization applying to purchase Dunkin' Donuts Fundraising products, that I have read the accompanying Qualifying Requirements and we meet the guidelines as stated and that any proceeds from any re-sale of Fundraising products purchased by this organization will be used for the purpose stated above and not for individual/commercial gain or profit.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**This portion is to be filled out by Dunkin' Donuts shop manager:**

Date received by Dunkin' Donuts \_\_\_\_\_ Shop # \_\_\_\_\_ Approved: \_\_\_ Y \_\_\_ N

Shop Manager's Signature \_\_\_\_\_



## QUALIFYING REQUIREMENTS

Dunkin' Donuts Fundraising programs are provided exclusively to assist groups and organizations who are raising funds to benefit the types of causes listed below. The Fundraising pricing structure reflects Dunkin' Donuts' commitment to helping our communities and is not designed to provide discounted pricing to individuals or groups to use our products for personal gain and/or commercial profit or for any purpose other than those described below.

Both for-profit organizations and not-for-profit organizations may be approved to conduct a Dunkin' Donuts Fundraiser when the Fundraiser proceeds will be fully used to benefit a group/cause that is one of the following types (verification required for approval):

**EDUCATIONAL** – proceeds are being used to support a school or educational institution or a school-related organization (e.g., club/student/parent group; athletics; band/chorus; school equipment; student development; scholarships).

**RELIGIOUS** – proceeds are being used to support faith-based activities or church-related organizations (e.g., youth group; missions; benevolent programs; building fund; congregational support).

**CHARITABLE** – proceeds are being used to support a registered 501(c) charitable organization.

**COMMUNITY** – proceeds are being used to support community-based activities devoted exclusively to charitable, educational, or recreational purposes and not for individual or commercial gain.





## DONUT FUNDRAISER SUMMARY SHEET

(This is the form you will submit, along with payment, to the Dunkin' Donuts manager with the totals of your organizations orders)

DATE: \_\_\_\_\_

Name/Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

### TOTAL NUMBER OF EACH SOLD:

Donuts

Glazed \_\_\_\_\_

Chocolate Frosted \_\_\_\_\_

Cake Sprinkles \_\_\_\_\_

**AMOUNT DUE TO DUNKIN' DONUTS** \_\_\_\_\_  
**(# of dozen donuts sold x \$6)**

Please bring above amount to the Dunkin' Donuts location at:

\_\_\_\_\_