



# Portillo's<sup>®</sup> for GOOD

## FUNDRAISERS

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## FAQs

### How do our fundraisers work?

- o Our fundraisers are held Monday-Thursday from 5-8pm, unless otherwise specified.
- o Portillo's will donate 20% of the sales that your organization earns!
- o Requirement: \$200 minimum total sales from your supporters to receive a donation.
- o The amount is donated from everyone who brings in the flyer (smart phone counts, too) or mentions your organization at checkout.
- o You are able to dine in, carry out, and go through the drive-thru. You may now also use your unique location code to place an online, app or phone order for take-out OR catering *pickup* on the date of the fundraiser.
- o If you order in the drive-thru, make sure to inform the first order taker that you are participating in the fundraiser.
- Discounts, special offers and gift cards may be used during fundraising nights for orders placed *in the restaurants* and *in the drive-thru only*. However, only the actual amount spent will be counted towards the fundraising total. Gift card sales are not included in the fundraising total.
- o Discounts and special offers may NOT be used for online, app, phone, and catering orders during fundraising nights.
- o Delivery and third-party orders will not count towards the fundraiser.
- o Online, app, phone, and catering orders placed without the correct code, for pickup on a date that is not the fundraiser date, or at a location other than the specified restaurant, will not be counted towards the fundraiser total.

### How do I make my fundraiser successful?

- o Promote! Use social media, create a Facebook event, post on your website, or send a large email blast to your friends and family.
- o Print out the flyer that we create for you and post them at relevant locations like schools, offices, gyms, etc.

### Fundraising Etiquette

- o Please don't promote your fundraiser on our restaurant's premises. We do not allow organizations to hand out flyers inside or outside (including the parking lot) of the restaurant.
- o Promotional tables, signs, and other displays are strictly prohibited during fundraising nights.

### How do I get the money we raised?

- o We will send you a check within 30-45 days.
- o We do require that you submit a W9 form in your application, we cannot approve your night or issue funds without one.