



Get Shaved “Get Funds Night” Organization Guidelines

Get Shaved is proud to support the communities in which we operate. The Get Funds Night program is another way to be involved in the community and to support not-for-profit organizations.

What is a Get Funds Night?

A Get Shaved Get Funds Night is a fundraiser where Get Shaved donates to non-profit organizations. Non-profit organizations must have a valid tax ID number. The fundraising event takes place at either one of our store locations or you can choose to have our truck come to your event on a specified evening. The benefiting organization will promote the Get Funds Night to community members. The organization will receive 20% of the sales (excluding tax and gratuity) from the organizations guests when the event voucher is presented.

A Get Funds Night is usually held on a weekday evening for a minimum of three hours. Additional or special hours may be requested; however, the event date/time will be determined by Get Shaved upon event approval.

No later than two weeks prior to your Get Funds Night, the organization will be e-mailed the following Get Funds Night promotional material in PDF format:

- Customized Poster with Vouchers (8.5” x 11” sheet, with 5 tear-off vouchers. Use scissors to make vertical cuts on dotted lines so vouchers can be torn off.); and
- Customized Poster (8.5” x 11”, 1 per page).

It is the responsibility of the organization to distribute the promotional flyer with event voucher and poster via email and/or print to their supporters. For a successful fundraiser, distribution of at least 500 flyers is recommended. Get Funds Night event vouchers must be turned in to Get Shaved Team Members at the store/truck (as applicable) during the reserved Get Funds Night event unless the truck is coming to your event, in which case vouchers are not needed. Vouchers cannot be used for purchasing gift cards. Get Shaved Team Members write the total amount on the event voucher and provide the receipt to the supporter and the organization will receive 20% of all sales from the Get Funds Night event.

Get Funds Night Guidelines & Application

Review the following guidelines and complete the attached Get Funds Night application. If your organization meets the Get Funds Night criteria, return completed application to Get Shaved (store or truck) a minimum of four weeks prior to requested Get Funds Night event date.

Ideal Get Shaved Get Funds Night partners are organizations that strengthen families, promote a safe, nurturing environment for children and youth and emphasize student academic and physical achievement. Get Shaved donations are NOT intended to be used by individuals or groups collecting personal or corporate profit, or causes that are in contrast to our family based values. Get Shaved Get Funds Night participants must be a non-profit with a valid tax ID number.

Get Funds Night Rules:

- Application must be submitted to Get Shaved (store or truck) a minimum of four weeks in advance of requested Get Funds Night Event. Due to limited availability, schedule as far in advance as possible.
- Guests must have a valid Get Funds Night voucher in order to have the sale counted, unless truck is located at event.
- *Organization members cannot distribute flyers or display posters on premises of Get Shaved* (this includes parking lot). This must be communicated by the organization to all persons distributing flyers.
- In accordance with our no solicitation policy, organizations are not permitted to display or distribute

- any signage, pamphlets or other propoganda for the organization's scheduled fundraiser on premises of Get Shaved.
- You must receive approval from ANY private property owner if you wish to distribute flyers or display poster on premises (i.e. placing flyers on cars, handing out at shopping centers, mailboxes, etc.). The organization will be responsible for paying any littering or postal fines if this rule is violated.
- If the organization fails to bring in a minimum of \$300.00 in sales, the 20% donation will be made in the form of Get Shaved Gift Certificates** (redeemable for future food and beverage purchases at Get Shaved).
- For the purpose of extending realistic expectations, if the Get Funds Night fundraiser brings in \$1000 (excluding tax and gratuity), the 20% donation would be \$200 to the organization.
Get Funds Night Donation Formula:
Estimated attendance x \$3.50 (average guest check) = Get Funds Night Sales x .20 (20%) equals the Get Funds Night donation
- Inform Get Shaved approximately how many Get Funds Night event vouchers were distributed at least one week prior to the event.

Get Shaved Provides:

- The fun and casual atmosphere that we always offer for the organization's fans, friends and family to enjoy!
- An electronic version (PDF) of a invitation/voucher and poster/vouchers customized with organization information and date/time of the event.
- A statement with the donation amount emailed to the organization approximately one week after the event.
- Mailing of the donation check or Get Shaved Gift Certificates approximately one week after the event.

The Organization Provides:

- Completed application with a valid tax ID number.
- Promotion of event, printing and distribution of flyers and vouchers or email distribution of the promotional material to their constituents.

Tips to Planning a Get Funds Night

- Personally delivering flyers and chatting about the event is by far the best way to get people to come to your Get Shaved Get Funds Night.** Friends, family and volunteers are the perfect resource for this type of event. Encourage them to hand the flyers out at work, meetings, etc. Send out press releases and public service announcements to local newspapers, radio stations and television stations.
- Set realistic expectations.** Consider the dollar amount of funds you want to receive from the fundraiser. For example, if you want to earn \$160, your organization needs to bring in \$800 in sales. If the average guest spends \$4, approximately 200 people will need to participate in the fundraiser to reach your goal.
- Promote, Promote, Promote.** Ultimately, the enthusiasm of the organization's members to promote the event is the biggest factor in success.
- Distributing flyers and poster to your supporters 1-2 weeks in advance** is optimal. You will receive an electronic version of the Get Funds Night flyer with event voucher and poster two weeks in advance of your scheduled event so you have enough time to print and/or email. Display the posters provided at your organization's meeting location and other community locations (with permission).
- Remember email is a cost effective way to promote your event.** Be sure you instruct the recipient to print the event voucher to bring with them the day of the event.
- To open a PDF file, your computer must have an Adobe .PDF reader. The most recent version is available for free – download at www.adobe.com.
- Include contact information in your email, just in case some recipients are unable to print the flyer.
- Please use the verbiage from the flyer in any communications about the fundraiser. It should be clear that the event does not discount meals; it simply raises funds for your group.
- Utilize any print materials you already have.** Stuff the flyers in the newsletters or magazines already set to go out. Take advantage of any opportunity to announce your Get Funds Night to groups willing to support your cause (i.e. group sporting events, PTA meetings, etc.).
- Communicate with Get Shaved** regarding the status of your organization's voucher distribution.