



Program Overview for Organization

Conduct a Flapjack Fundraiser with Applebee's during non-business hours (either Saturday or Sunday 8:00 a.m. to 10:00 a.m. based on restaurant manager approval).

Your organization sells a **maximum** of 250 tickets & provides volunteers to work at the function; your group will keep a majority of their ticket sales revenue, minus \$3.00 per attendee, or a minimum cost of \$100.

Each breakfast consists of 3 pancakes, 2 slices of bacon and unlimited beverages. If people request a second portion they can receive an additional 2 pancakes and 1 slice of bacon

Applebee's Responsibility	<ul style="list-style-type: none">• Provide hard copy templates:<ul style="list-style-type: none">- Flyers- Tickets- Online Event Page• Provide kitchen staff and food and beverage
Organization's Responsibility	<ul style="list-style-type: none">• Advertise and promote event utilizing templates.• Print and sell tickets (Recommended selling price: \$8-10 per ticket)• Provide volunteers to greet, seat, serve and clean up after the event (see "Volunteer Matrix" on Page 3)• Contact restaurant one (1) week prior to event with # of tickets sold and to discuss volunteer levels
Cost	<ul style="list-style-type: none">• Recommended ticket sale price is \$8-10; your organization will only be charged \$3.00 per person attending the day of the event, or a minimum cost of \$100 to assist Applebee's in covering some costs.
Cancellation Policy	<ul style="list-style-type: none">• Cancelling OR rescheduling your event less than 30 days in advance will result in being invoiced the \$100 minimum. Please login to your account (www.tlcneighborhood.com) to cancel OR reschedule 30+ days in advanced.

Action Items

Pre-Event

3-4 weeks before event:

- Review ticket, flyer, poster and script templates
- Determine number of volunteers needed, depending on size of event (consult with manager on volunteer matrix)
- Assign volunteers to each position:
 - Greeter: Greet Guests as they arrive
 - Seater: Seat Guests; manage wait list, if applicable
 - Pancake Server: Serve pancakes from kitchen
 - Beverage Server: Serve beverages (coffee, soda, juice)
 - Busser: Clear dishes and clean table

• Print and sell tickets to friends, family members... anyone supporting your organization!

1 week before event—call Applebee's location directly to:

- Confirm number of tickets sold with manager
- Confirm number of volunteers with manager.
- Confirm volunteer duties:
 - Greeter: Greet Guests as they arrive
 - Seater: Seat Guests; manage wait list, if applicable
 - Pancake Server: Serve pancakes from kitchen
 - Beverage Server: Serve beverages (coffee, soda, juice)
 - Busser: Clear dishes and clean table

Day-of Event

Morning of event:

- Volunteers arrive at 7:30 a.m. (park in rear of restaurant; enter through front door)
- Proper dress:
 - Pants or shorts (no more than 2 inches above the knee, for safety)
 - Non-slip shoes
 - Moderate jewelry
 - Hair washed/groomed (tied back if longer than collar length)

Day-of, Cont.**General Rules:**

- For safety reasons, no one except volunteers will be allowed in kitchen and none will be allowed behind the cook's line.
- Pouring coffee, carrying heavy plates, etc., are reserved for volunteers 16 years of age and up
- If you are ill, do not plan to work.
- Food from outside restaurant is not allowed.

7:30 a.m, day-of event:

- Meet manager at front door, attend Flapjack Fundraiser training

Tips for a Successful Event

- Recruit volunteers to sell tickets in advance of event date
- Designate a contact person so people interested in supporting your organization can inquire about your event date
- If used, place posters in high traffic areas; be sure to include your organization's contact information. They need to contact you to buy their Flapjack Fundraiser ticket benefiting your organization in advance.

Post-Event

- Submit your story to our blog: www.tlneighborhood.com/share-your-story -- share money raised, photos, how important the funds raised are, etc

Volunteer Matrix

# of Tickets Sold	Volunteers Needed				
	Greeters	Seaters	Pancake Servers	Beverage Servers	Bussers
25-50	2	2	5	3	2
51-100	2	2	5	3	2
101-150	2	3	7	4	3
151-200	2	3	7	4	3
201-250	3	4	7	5	3