

Schlotzsky's®

HOW TO SET UP A FUNDRAISER

We understand your time is very valuable, especially if you are a volunteer. To help, we have created some simple hints, tools and guidelines so you can easily promote your events without a lot of time and effort.

- 1.** Designate a Team Leader to coordinate your program, and have the Team Leader contact your local Schlotzsky's Restaurant listed at the bottom of this page.
- 2.** Based on your goals, consider multiple nights at Schlotzsky's (*ex. First Monday of every month*).
- 3.** Create a box labeled with your organization's name (*a copy of the flier can be sufficient*) that can be placed on the counter of the restaurant during your fundraiser.
- 4.** Prior to any fundraiser, review your organization's financial goals and share those goals within your organization.
- 5.** Schlotzsky's will provide you an informative flier that should be used to announce your event and count your contributions. We ask that you make quality reprints.
- 6.** Post the flier on your organization's website in a downloadable form (.pdf)
- 7.** Include the announcement and flier in your monthly newsletter (*preferably one month prior to the event*).
- 8.** Pass out the flier at meetings prior to the event; send extra copies home with members for them to distribute.

Contact Misty Malnassy for more information: (512) 694-8123 or mmalnassy@schlotzskys.com

