



Hello;

I would like to thank you for the opportunity to share this proposal with you and your organization.

We are a small locally owned, and operated Calgary based business. De Minico's mission is to help you bring your family back to the table by providing high quality food all members of your family will enjoy.

De Minico's guarantees to deliver our family's values through nutritionally wholesome fresh ingredients with no additives or preservatives – food you can trust. We look forward to having our food at your table.

We have formulated a fundraising plan we can use to work with organizations, such as yourself, that are currently active with fundraising efforts, or are looking to start a fundraising campaign to support your programs.

Please review and consider our options we have detailed below. In an effort to assist you with your fundraising efforts, we will provide samples of some of our popular products for your organization to try.

Please feel free to contact us at 403-454-6789, or send us an e-mail to [office@deminicos.ca](mailto:office@deminicos.ca).

Thank you,

*The De Minico's Team*



*As first generation Canadians born in Calgary we, at De Minico's, strive to help out around our community, the place where we grew up, and where our children are being raised. We opened De Minico's with the mission to help you bring your family back to the table by providing high quality food all members of your family will enjoy.*

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We have put this fundraising proposal together in order to continue giving back locally. By supporting our local organizations we support our local families, helping our children progress, grow and have fun doing what they love to do. We are always looking to work with local groups to further support various programs that keep our youth and community engaged. This document outlines our proposal for using our products to help you and your organization raise funds for the programs your organization requires.

## HOW IT WORKS

1. We have a customized fundraising order form that includes our most popular products.
2. We will send you a spreadsheet to track all the sales for each buyer. This will be used to package all the purchased products together for ease of delivery or pickup.
3. We will work with you to choose a duration of the sale. We suggest a minimum of 2 weeks of selling time. A deadline date that final numbers needs to be submitted to DeMinico's will be made clear to the Fundraiser Leader and will need to be relayed to everyone participating. De Minico's will review the final orders and quantities once they have been submitted and will schedule a delivery/pickup date of no less than 2 weeks after the closing date of the fundraiser.
4. All orders will be paid in advance to the group who is running the fundraiser. Funds for the orders are due by the delivery date of the orders. Funds can be sent directly to De Minico's via e-transfer to [office@deminicos.ca](mailto:office@deminicos.ca).
5. A sliding scale will be used to determine the amount of commission paid out for the orders. The proposed scale is as follows:
  - \$0-\$999 10% of total pre-tax sales
  - \$1000-\$4999 15% of total pre-tax sales
  - > \$5000 20% of total pre-tax sales
6. A summary of the earned commission will be verified and paid within 3 days after delivery of all the products via e-transfer.

## MILESTONES

### Order Cutoff Date

This date is at least 14 days prior to the Order Delivery / Pickup date. The tracking spreadsheet is due at this time to ensure De Minico's has the necessary information to assemble all the orders for each person who placed an order.

### Delivery Date

All orders will be made available at the specified delivery location. Due to the frozen nature of the products, a limited window will be available to ensure the product is delivered with minimal thaw. It is recommended that all of those individuals picking up frozen products bring a cooler to maintain the frozen integrity of the food.

### Commission Payment

Within 3 days after the delivery date, an e-transfer or a check can be delivered to the fundraising group. The calculations for this value will be based on the scale and directly related to the gross pre-tax sales the fundraiser was able to sell.

### Fundraising Agreement

Should your group decide to engage in a fundraising event with De Minico's, please review and sign the attached agreement, which we will review several points from this document, and help select the necessary milestone dates for your event.

If you have any questions about this fundraising event, please feel free to contact De Minico's by phone or by e-mail, and we will be happy to answer any of your questions.

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***Thank you for using De Minico's for your fundraising needs!***

# Fundraising Agreement



DE MINICO'S INC. AND \_\_\_\_\_

## Parties

This FUNDRAISING AGREEMENT ("Agreement"), dated \_\_\_\_\_, is made by and between \_\_\_\_\_ of \_\_\_\_\_ ("Fundraiser") and \_\_\_\_\_ of "De Minico's Inc. ("Restaurant"). The Fundraiser and Restaurant are herein referred to as "Party" and collectively as the "Parties". In consideration of the mutual promises and covenants in this Agreement, the Parties agree to the terms as follows.

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## Services

The Fundraiser engages the Restaurant to provide services in relation to the materials required to operate the fundraising event.

- Order tracking sheet.
- Order form in a fillable PDF format.

The Fundraiser will collect all orders, enter them into the order tracking spreadsheet, and collect all payments. Payment for all orders will be submitted on or before the delivery date via e-transfer to [office@deminicos.ca](mailto:office@deminicos.ca) or check payable to De Minico's Inc. Payment must be made prior to the delivery of the products.

The Fundraiser will choose the dates for the fundraising event.

- Start date: \_\_\_\_\_
- Delivery location: \_\_\_\_\_
- Order cut off date: \_\_\_\_\_
- Delivery drop-off time: \_\_\_\_\_
- Delivery date: \_\_\_\_\_  
(Minimum of 8 calendar days after the above order cut off date)

The Fundraiser will provide an email address for electronic communication and a central contact name and phone number.

- Email address: \_\_\_\_\_
- Phone number: \_\_\_\_\_
- Contact name: \_\_\_\_\_

The Fundraiser will indicate the preferred method of payment of any earned commission.

- E-transfer sent to: \_\_\_\_\_
- Check payable to: \_\_\_\_\_

## Terms and Conditions

### Compensation

The fundraiser shall be properly compensated based on the following commission payscale:

- Gross sales valued between \$0 – \$1000
  - The Fundraiser will receive a commission of 10% of all sales.
- When gross sales exceed \$1000, but not \$5000.
  - The Fundraiser will receive a commission of 15% of all sales.
- When gross sales exceed \$5000.
  - The Fundraiser will receive a commission of 20% of all sales.

**Invoice**

Three days following the delivery date specified above, the Fundraiser will be issued payment along with the calculations made to tabulate the payment. Payment will be made available as indicated above by the Fundraiser.

Below are the calculations that will be used to determine the amount of commission due to the Fundraiser.

Gross Sales in Payscale A: \$\_\_\_\_\_ x 10% = \$\_\_\_\_\_

Gross Sales in Payscale B: \$\_\_\_\_\_ x 15% = \$\_\_\_\_\_

Gross Sales in Payscale C: \$\_\_\_\_\_ x 20% = \$\_\_\_\_\_

The commission will be paid out via invoice from the Fundraiser to the Restaurant.

**Signature**

**Signature**

\_\_\_\_\_  
Fundraiser Signature

\_\_\_\_\_  
Restaurant Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Name (Please Print)