

**EVERGREEN CO-OPERATIVE ASSOCIATION
RETAIL OPERATIONS AND POLICY MANUAL**

NO: 630.00.03

DATE ISSUED: APRIL 17/18

REVISED: MARCH 10, 2020

SUBJECT:
**COMMUNITY FUND RAISING
PARKING LOT BBQ PROGRAM**

ISSUED BY: BOARD OF DIRECTORS

The promotional barbeque program will be offered to community organizations and non-profit groups as deemed acceptable by the donations policy. No. 810.00.01.

Each organization will be limited to one (1) fundraising event per calendar year. Applications are available at your Evergreen Co-operative Association administration office(s). All applications will be reviewed on a first come first serve basis. All applicants will be notified within three (3) weeks upon receiving their organization's application form filled out in its entirety.

Parking lot barbeques will be held on Friday's from 11:00 am to 2:00 pm in Rimbey and on Saturday's from 11:00 am to 2:00 pm in Rocky Mountain House. The program will run from May until September. Other dates may be available upon special request.

1. All barbeques will be held in the front of either the Rocky Mountain House Shopping Centre or the Rimbey Shopping Centre.
2. The Evergreen Co-op will provide the following:
 - a) BBQ and propane at no charge;
 - b) A cash float of \$50.00, which will be recovered from the funds collected and processed by the administration office;
 - c) Two (2) Co-op staff members to manage and supervise the event;
 - d) Signage frame, tables, garbage's, and cleaning supplies;
 - e) Special discounted pricing on Co-op brand hamburger patties, buns, ketchup, mustard, relish, cheese slices, soda pop, water, and napkins.
3. The fundraising group will be responsible for the following:
 - a) Must provide three (3) or more volunteers to assist with the event (including both set up and clean up);
 - b) Signage and advertising for the event.

4. All additional product and condiments required for the fund raising event must be purchased at the Evergreen Co-op. The Evergreen Co-op will provide the organization or non-profit group with special discounted pricing on all products needed for the event.
5. Pricing for the barbeque will be set by the Evergreen Co-op to provide fairness and consistency to all participants. The price for a single burger (with or without cheese) and a beverage will be set at \$5.00 and a double burger (with or without cheese) and a beverage will be set at \$7.00.
6. At the conclusion of the event the Evergreen Co-op will:
 - a) Collect all of the money raised and calculate the proceeds;
 - b) Deduct all expenses; cash float and all products consumed and/or taken by the fundraising group (*i.e. Any unopened cases may be returned to the Co-op. All opened products become the property of the group.*);
 - c) The administration office will issue a cheque to the group no later than one (1) week following the event. In addition, a full report of all proceeds and expenses will be provided.



**EVERGREEN CO-OP
PROMOTIONAL PARKING LOT BBQ PROGRAM
APPLICATION FORM**

Organization's Name: _____

Contact Person: _____ Title: _____

Address: _____ Town: _____

Postal Code: _____ Phone Number: _____

Email Address: _____

Event Requiring Sponsorship: _____

Preferred Dates (3): _____

Date of last Donation / BBQ: _____

Purpose of your organization, background, and the number of people involved:

Type of promotional materials (posters, programs) & other media (radio, TV, print), etc., used to promote Evergreen Co-op as sponsor:

What are the revenues going towards: _____

If this application is approved for sponsorship by Evergreen Co-operative Association, I/We agree to meet the above conditions. If the above requirements are not fulfilled, the Evergreen Co-operative Association will take into account any previous experiences on future applications.

Signed: _____

Date: _____