

HOW IT WORKS

STEP 1. APPLICATION

How do we apply?

- Go to Zippys.com/fundraising
- Click on "Begin Online Application" and fill out information
- Applications are not accepted at the stores
- If approved, an email will be sent 3-4 business days

Who is responsible for payment?

- The two applicants, who are representatives of the organization
 - Must demonstrate a financial ability (full-time employment) to pay for the sale
 - Must be 18 years or older
 - Cannot be related nor living in the same household.
 - Will be held responsible for the payment of the sale

Do we need to make an advance payment?

- A \$400.00 down payment will be required for:
- Organizations who are signing up for Benefit Fundraising for the first time
- If the organization or organization representative has not completed a Zippy's Fundraiser within the past two years
- Down payment will be applied towards final ticket order

STEP 2. CONTRACT SIGNING & TICKET ORDER

- One Contract Form email will be sent
- One Ticket Order Form email will be sent
- Both emails must be signed electronically by both parties, before tickets will be ordered
- Tickets take up to 5-working days to print

Is there a minimum ticket order?

- A minimum of 200 tickets must be purchased
- Your organization's cost for the tickets is \$1,200 plus applicable GET* (\$6.00 x 200 tickets plus applicable GET) and these tickets are not returnable
- If you sell less than 200 tickets, you will still be required to pay for a minimum of 200 tickets

How long is the fundraiser?

• Length of the fundraiser is 10 weeks

Where do I pick-up the tickets?

• Honblue will contact Organization when tickets are ready for pick-up:

Honblue 501 Sumner Street #3B1 Honolulu, HI 96817

• Hilo and Maui ticket pick up will be at the respective Zippy's location

What if we need more tickets?

You may order additional tickets during your sale period
To re-order, email the Fundraising department with the

amount of your re-order.

- Each reorder requires a minimum of 200 tickets, followed by increments of 50 (i.e. 250, 300, 350, etc.)
- Tickets have the same expiration date as the initial order

How are tickets redeemed?

- Tickets can be redeemed at any Zippy's location in Hawai'i
- Tickets cannot be redeemed online, through the app, or through phone orders

STEP 3. PROGRESS PAYMENT

- During the midpoint of the fundraiser (5 weeks), a progress payment will be due
- Progress payment is 50% of the total tickets sold.
- Remember that you will be responsible for all applicable state taxes on the sales
- Mail payments by check payable to FCH Enterprises, Inc, to:

Zippy's Restaurants ATTN: Fundraising 1765 S King St Honolulu HI 96826

- You can also make payments by making an appointment at the above location
- Credit card payments are not accepted for fundraising

STEP 4. END OF FUNDRAISER

What happens if we don't sell all the tickets?

- If your organization ordered more than 200 tickets, any of the unsold tickets in excess of the minimum 200 tickets may be returned
- Unsold tickets must be returned to Zippy's Administration office within seven working days after the ticket expiration date
- If you return 10% or more of your total order, your organization will be charged a printing fee of \$0.14 for each ticket returned plus applicable GET

Final Payment

• Payment is due within 10 days of receipt of the billing statement

What happens if tickets are lost or stolen?

- Tickets should be treated like cash, and should be handled with extreme care
- Lost or stolen tickets will not be replaced or refunded.
- Lost or stolen tickets cannot be identified at the store level due to the large volume of tickets being redeemed

What happens if tickets pass the expiration date?

- There are no refunds and no substitutions
- There is a a five-day grace period after the expiration date to redeem tickets