



CANDLELIGHT INN

HOME OF THE ORIGINAL CHICKEN GEORGE

2907 North Locust
Sterling, IL 61081
(815)625-2600

2200 First Avenue
Rock Falls, IL 61071
(815)626-1897

511 Riverview Drive
Clinton, IA 52732
(563)243-3200

Candlelight Inn Gives Back Fundraiser Program -Organization Guidelines and Information-

candlelight Inn is a proud community supporter and thrilled to partner with and "GIVE BACK" to organizations that impact the lives within our local communities.

Candlelight Gives Back Fundraising Opportunities are when the Candlelight Inn partners with local community groups or organizations from Sterling, Rock Falls, Clinton, or surrounding areas, which we give back 10% of the sales during a certain time frame on a designated night. The organization which benefits from this event is primarily in charge of promoting the event, with the assistance of the Candlelight Inn. We will hold these events on designated evenings and they will take place at the Candlelight Inn. They will typically be held for a 3-4 hour time period.

Organizations that we generally will partner with:

Non-Profit Organizations

Church Groups

Relief Organizations

School Groups ties to Music, Drama, Speech, Academics, Athletics, etc.

Civic Organizations

Families dealing with terminal illnesses', catastrophic events, or losses

There are also other groups that Candlelight Inn would consider partnering with.

Candlelight Inn values our community and looks forward to working with each group throughout the year.

Have Fun and Good Luck,

-Matt Prescott



Candlelight Inn Fundraiser Info:

Thank you for thinking of Candlelight Inn to host your fundraiser. Together, we can make your fundraiser a success. Here are some items to remember when planning your fundraiser:

- 1} All dates and communication must go through our Community Engagement Director and then be approved by our Store Manager. All fundraisers must be scheduled 4 weeks in advance.
- 2} We ask that when choosing a date, you choose a Monday or Tuesday evening.
- 3} 10% of the sales are from each person using a certificate will be donated to your organization.
- 4} At our Clinton location, fund raiser is limited to the months of Jan, Feb, March, April, October, November, and December. There may be some dates that are blacked out due to Holidays or other events.
- 5} All organization must submit
 - A} 501 (c) (3) including full name of organization
 - B} Logo
 - C} Fund raiser Contact with Name, Title, Email address, and phone number
- 6} It is the organizations responsibility to get the certificates out to whoever they see fit. The Candlelight will email the certificates to the fundraiser contact. These may be posted on line as well, but this is the responsibility of the organization.
- 7} We ask that the organization IS PRESENT during their fund raiser times to help and be visible. We will use volunteers to bus tables during the event. (Please see attached liability forms)
- 8} Certificates cannot be handed out at the door of our restaurant.
- 9} Good Luck and HAVE FUN!



PREPARING FOR YOUR EVENT:

We will schedule a FACEBOOK event on our Facebook page 2-4 weeks in advance of your fund raiser. It

would be helpful, if you could email the below information to event@saukvalleyevents.com.

- 1) Complete Name of your club, organization, school, etc. However you would like it advertised for your event.
- 2) Your facebook, twitter, website address, etc. These will help to promote the event even more.
- 3) A one sentence mission of your group, club, or organization.
- 4) What you plan to do with the funds.
- 5) A logo, image, or picture in JPEG format to be used on Social Media.
- 6) Use the Facebook event to invite volunteers and supporters from your organization. We think it is best if you create an event too, just to add more hype.

AFTER THE EVENT:

We will post a photo and other fun pictures from your event on social media. We would love someone from your group to take photos during the event. We will share the photos and thank everyone for attending.

**Thank you for choosing Candlelight Inn! We hope you
enjoy your experience!**

