



# 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 Inn partners with local community groups or organizations from Sterling, Rock Falls, Clinton or surrounding areas, and 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 at a Candlelight Inn location, typically 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

We would also consider partnering with other groups.

Candlelight Inn values our community and looks forward to working with each group throughout the year. Have fun and good luck!

~ Matt Prescott

### Fundraiser details

- All dates and communication must be approved by the hosting Store Manager.
- All fundraisers must be scheduled 4 weeks in advance and be scheduled for a Tuesday evening.
- 10% of the sales are from each person using a certificate will be donated to your organization.
- At our Clinton location, fundraisers are limited to the months of January, February, March, April, October, November and December.
- Some dates may be blacked out due to holidays or other events.
- Each organization must submit: 501c3 proof including full name of organization, logo and fundraiser contact information with name, title, email address, and phone number
- It is the organization's responsibility to get the certificates out to whoever they see fit. Candlelight will email the certificates to the fundraiser contact. These may be printed or posted online.
- We ask that representatives of the organization are present during their fundraiser times to help and be visible.
- We will use volunteers to bus tables during the event. (Please see attached waiver sheet.)
- Certificates cannot be handed out at the door of our restaurant.

### Preparing for your event

If you are creating a Facebook event, use the hosting store as the location of your event. You are also welcome to invite us to "co-host" your event. If you are not able to create a Facebook event, we will create one on our hosting store's Facebook page 2-4 weeks in advance of your fundraiser. In this case, it would be helpful if you could email the following information to us at [event@saukvalleyevents.com](mailto:event@saukvalleyevents.com):

- Complete name of your club, organization, school, etc.
- Your social media and website links. These will help to promote the event even more.
- A one-sentence mission of your group, club or organization.
- What you plan to do with the funds.
- A logo, picture or flyer image in jpg format to be used on social media.

We encourage you to use the Facebook event to invite volunteers and supporters from your organization.

### 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!**

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

