



## **Non-profit Organizations**

### **Nonprofit Service Group Requirements**

We are looking for dedicated, enthusiastic, friendly and professional adult non-profit service groups who share our mission to build a winning team and who can provide and commit to the following:

- Commit to provide staffing for events scheduled for the Wells Fargo Championship at Eagle Point Golf Club in Wilmington, NC from May 1-7, 2017.
- Commit to attend all training classes as determined by Levy Restaurants, including but not limited to – Creating Legends Orientations and Stand Leader classes, and the MANDATORY Online & On-site Alcohol Compliance Training.
- Completed W-9 with Tax ID number, copy of the IRS issued 501(c)(3) tax exempt letter, Certificate of Commercial General Liability Insurance, a Letter of Intent on organization letterhead stating how the funds raised will be used, completed NFP Questionnaire, and a signed contract.
- Commit to provide volunteers for events group has committed to work. All servers must be 18 years of age or older.
- Agree to comply with the rules, regulations and guidelines as established by Levy Restaurants, the Wells Fargo Championship and the PGA Tour.
- New Groups will receive as a Commission, 10% food and 8% beverage of the Net Sales for the locations they staff.
- Group Lead must submit to a background check

## **FREQUENTLY ASKED QUESTIONS**

As part of Levy Restaurants' commitment to the communities in which it does business, Levy provides fundraising opportunities for Not For Profit Groups ("NFPs"). All NFPs must operate for civic, charitable, religious, or educational purposes and be properly designated a 501(c) entity. All funds collected from Levy's donation must be used to support group activities, and **no payments or benefits may be made to individuals, directly or indirectly, for services rendered**. Each NFP shall receive a copy of these Frequently Asked Questions.

The following are some frequently asked questions regarding Levy's NFP Program.

### ***Can my NFP Group hire people to volunteer at the event?***

No, your NFP may not hire people or otherwise entice volunteers to show up at an event with the promise of receiving any direct or indirect benefit. Your organization must bring volunteers that are civic minded and volunteering their time with the sole purpose to help the NFP attain donations for that particular NFP. Volunteers should be committed, hard-working and enthusiastic about participating in the event for their organization.

### ***Is my NFP Group guaranteed a certain amount of donation?***

The amount of donation your NFP will receive is typically based on a percentage of concession sales made in the stands run by your NFP's volunteers. If sales are slow, Levy will provide a minimum donation, which is set forth in the Contract between your NFP and Levy. Bringing in qualified and enthusiastic volunteers may increase the amount of donation your group receives due to bringing in higher sales. In addition, bringing in the wrong volunteers can lead to decreases in your donation if financial losses are directly attributable to an NFP or its volunteers (e.g. in the case of theft or shortages).

### ***Who is responsible for supervising the volunteers at the event?***

Group leads from your NFP are required to supervise the volunteers. Levy will always be available for questions or concerns, and to assist in the concession process, but the NFP Group leads are responsible for supervising the volunteers to make sure they are complying with all processes and procedures set forth.

***Are there rules as to how the donation can be used?***

The following examples explain permissible and impermissible ways for NFP Groups to use its donations in accordance with Levy's policies. **Under no circumstances may volunteers receive any money or benefit whatsoever, directly or indirectly, in exchange for performing services.** Volunteers that receive gratuities at their concession stand are required to give that money to the NFP as part of the donation.

**TYPES OF GROUPS AND DONATION DISTRIBUTION**

**EXAMPLE: NFP Group whose purpose is to offer financial assistance to community members in need:**

- Donations must not be used to assist those with the most need.
- It is not permissible to promise any financial benefit in exchange for working as a volunteer (e.g. it is not allowed to promise to pay someone's electric bill if they agree to work an event).
- It is not allowed to provide a stipend for volunteer shifts worked (e.g. if you come and volunteer for me, I will give you a \$25 stipend).
- It is ok for volunteers to ultimately receive financial assistance from the NFP Group. However, **receiving the financial assistance cannot be conditioned upon volunteering.** For example, volunteers will not receive financial assistance based on every event in which they volunteer. On the other hand, there may be people that receive assistance through the NFP Group that have not volunteered at an event.

**EXAMPLE: Fraternity/Sorority:**

- All money collected should be used for the benefit of the entire group, and not for individual members or only those members who volunteer their time.
- For example, if there are 40 members of a fraternity but only 10 members volunteer, the donation should not be used solely to benefit those 10 members that volunteered.

**EXAMPLE: Private groups or clubs (dance group, boy scouts, etc.):**

- Donations must be used for the group as a whole, and not just benefit those members that volunteer their time.
- For example, if there is a dance group that has 10 members, and donations are used to pay for costumes and competition entrance fees. Volunteers are made up primarily of the parents of the girls on the dance team. **Donations collected should go to the dance team as a whole**, and there cannot be any correlation between parents who volunteer and the children who receive financial assistance.

**EXAMPLE: Religious Groups:**

- Donations should be used for the Religious Group and not be given to the individual volunteers. For example, if there is a mission trip for which volunteers are raising funds, the **donations collected should go to the group as a whole to fund the mission trip.**
- Donations should not be used to pay for salaries of any employees or members of the religious group.

**EXAMPLE : School Group (Booster Club, cheerleading group, band group, etc.)**

- Donations must go directly to the school or the group as a whole, and cannot benefit just those members that volunteer their time.
- For example, if the purpose of the group is to raise money to buy new band instruments, the money cannot just buy instruments for students of the parents that volunteer at the event.

**EXAMPLE: Military**

- Service members are not permitted to keep any donations, nor are they permitted to keep tips
- All money received must go to the division of the armed forces that the volunteers are working on behalf of.

# Non-Profit Organization Profile

## Organization Information

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

Brief description of purpose of organization:

\_\_\_\_\_

### Group Leader

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### Secondary Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

How many years has your group been active? \_\_\_\_\_

Has your group volunteered with Levy Restaurants in the past? YES NO

What is your group's fundraising/financial goal for this year? \$ \_\_\_\_\_

How did you hear about the Volunteer Program with Levy Restaurants?

\_\_\_\_\_

## COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENT

To be eligible to participate in the Levy Restaurants Fundraising Program at the Wells Fargo Championship, ALL Non-Profit Service groups must submit a Certificate of Insurance with the coverage listed below. The coverage must remain in effect throughout the entire contract term. It is clearly stated in the Non Profit Group Service Agreement (Contract) as follows to assist you in finding the correct coverage:

Group shall procure, and shall maintain in full force and effect at all during the term of this Agreement, insurance against risks as is customarily carried, paying as the same become due all premiums thereof, including, without limitation:

(i) Commercial General Liability insurance with limits not less than \$1,000,000 each occurrence and \$1,000,000 in the aggregate. The each occurrence limit and annual aggregate limit may be satisfied by using a combination of primary and umbrella (excess) insurance coverages. Such insurance shall include coverage for products-completed operations liability, personal injury, property damage and bodily injury liability.

(ii) The following entities are to be named as additional insured with respect to Commercial General Liability: Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Champions for Education, Inc., Eagle Point Golf Club, and all of these entities respective related partnerships, affiliates, corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, trustees, agents, employees and representatives, all as their interests may appear.

(iii) Upon execution of this Agreement, Group shall deliver a Certificate of Insurance to Levy evidencing the required insurance coverages.

The required Certificate of Insurance must be returned with the following **all at one time**:

- ❖ **Completed and signed Non Profit Group Service Agreement or contract (initials at bottom of each page & signed page 13;**
- ❖ **Copy of the IRS 501(c)(3) letter;**
- ❖ **Completed and signed W-9;**
- ❖ **Signed Letter of Intent on organization letterhead stating how funds raised will be used;**
- ❖ **Completed NFP Questionnaire for NFP Coordinator signature at bottom.**

Once you have been approved and certified to participate, you will be notified and invited to our training program.