

FUNDRAISER FAQs

How do Portillo's fundraisers work?

- o Our fundraisers are held Monday-Thursday from 5 pm – 8 pm unless otherwise specified.
- o Portillo's will donate 20% of the sales that your organization earns!
- o **Requirement:** \$200 minimum total sales from your supporters to receive a donation.
- o Fundraiser participants must either bring in the flyer (smartphone counts, too), mention your organization at checkout, or use their code online for orders picked up at the host location on the fundraiser date.
- o You can dine in, carry out, and go through the drive-thru. You may also use your unique participation code (found on your personalized flyer) to place an online order on the Portillo's website or app, for take-out OR catering pickup orders, or at a kiosk inside the restaurant on the fundraiser's date.
- o If you order in the drive-thru, inform the first order-taker that you are supporting the fundraiser.
- o Discounts and special offers may be used in-person during fundraising nights for orders placed **in the restaurants with an order-taker and the drive-thru only**. Only the amount spent will be counted toward the fundraising total. Online and app orders with discounts and special offers will not be applied to the fundraising total.
- o Delivery orders and orders placed through third parties (DoorDash, UberEats, etc.) do not count towards fundraisers.
- o Online, app, phone, and catering orders placed without the correct code for pickup on a date that is not the designated fundraiser date or at a location other than the specified restaurant, will not be counted towards the fundraiser total.
- o Alcohol purchases at the restaurant are included in the fundraising total.
- o The purchase of gift cards will not be included in the fundraiser sales total.

Where do I apply?

- o <https://www.portillos.com/good/apply/>
REMINDER: You will need a *completed & signed* copy of your organization's [W-9 form](#) to receive approval.

How do I make my fundraiser successful?

- o Promote! Use social media, create a Facebook event, post on your website, or send a large email blast to your supporters, friends, and family.
- o Print out the flyer Portillo's creates for you and post it at appropriate locations (ex. schools, offices, gyms, etc.)
- o Remind your supporters close to the fundraiser date!
- o Word-of-mouth! Talk about the fundraiser often and share the online ordering code.

How do we know if our online orders are counted toward the fundraising total?

- o Your order receipt will show a Coupon discount of \$0.01 once the specified code has been used – see an example below.

Subtotal	\$52.89
Coupon	-\$0.01

What is proper fundraising etiquette at Portillo's?

- o Please do not promote your fundraiser on our restaurant's premises. We do not allow organizations to hand out flyers inside or outside the restaurant (including the parking lot). Any groups that refuse to comply will have their fundraiser canceled immediately.
- o Promotional tables, signs, and other displays are strictly prohibited during fundraising nights.

How do I get the money we raised?

- o We will send you a check within 30-45 days.
- o You should receive an automated email the afternoon following your fundraiser with your fundraiser results.