Department:	All stores	Original Date: 1/27/14
Subject:	Philanthropy	HID #: 20

Purpose:

To support local groups, agencies and efforts that directly affect people's lives and to do so in a way that allows us to continue giving far into the future. All gift card donations must be distributed through the website. All other donations must be accounted for through the accounting office.

Guidelines:

1. Gift Card Request

- Graciously thank our guests for thinking of us
- Direct all inquiries to the BRF website
 - <u>www.bigredf.com</u>
 - Select the "donation" tab
 - Fill out application
- In an effort to effectively budget our philanthropic efforts, we ask all requests be submitted at least 6 weeks prior to any event
- Decisions on all requests will be granted on the 2nd Tuesday of each month
- If management would like to advocate for a particular donation, please email <u>Diana@bigredf.com</u> directly to request the donation

2. Experiential Donation

- 2 available/ year: donation specifics to be defined by Chef and GM
- Donation made at the discretion of the GM & Chef
- If product has been invoiced separately, note "donation" on invoice, sign and submit to BRF accounting
- If product has not been invoiced separately, ring items in aloha at retail value and comp to "donation"

3. Time Donation

- Budget
 - o **\$10/hour**
 - 10 hours per employee per calendar year
- Hours approved by the GM and submitted to payroll manager for payment

4. Food Donations

- Donation made at the discretion of the GM & Chef
- If product has been invoiced separately, note "donation" on invoice, sign and submit to BRF accounting
- If product has not been invoiced separately, ring items in aloha at retail value and comp to "donation"

5. Big Event

- 1 per year
- Organization chosen by the GM & Chef
- If product has been invoiced separately, note "donation" on invoice, sign and submit to BRF accounting
- If product has not been invoiced separately, ring items in aloha at retail value and comp to "donation"

6. Portion of Sales contributed to an organization [le. Pay it Forward]

- Aloha set-up required: please feel free to call aloha directly for assistance
 - 1. Create a new item
 - a. Item should be categorized by food/liquor sales item
 - b. Under the Modifiers tab check the box "Combine price with base item".
 - 2. Create new force modifier button named "CHARITY"
 - 3. Create new Category "Charity"
 - 4. Create new "items" for Charity modifiers named "HH item" at \$1 and "Reg item" at \$3 Mark as "no Tax", no print option. Guest will only see the combined price
 - 5. Modifiers tab; flag "Combine price with base item",
 - 6. Miscellaneous tab; flag "revenue Item"
 - 7. Confirm the two new items are categorized as "Food" and "Charity"
 - 8. You may also create an open dollar charity item to allow guests to contribute without a purchase
- Tracking
 - 1. Daily tracking in deposit log
 - 2. These items print out on the Sales Report under "Gift Cert/Rev Items Sold"...
 - 3. At the close of the quarter; submit tally to accounting
- 7. Family Fund
 - Distribution of funds to employees of the BRF that are in financial need due to unforeseen hardship.
 - Contact Diana@bigredf.com
 - All donations are determined by Fund Board; Charlotte [LOLA], Patrick [Centro], "Trox" [Bitter Bar], Diana [Zolo], Kelli [Jax D], Julsen [Zolo], Kyle [Jax FC]