



UDairy Creamery Cafe's - UD Fundraising Options

Thank you for your interest in fundraising at the UDairy Creamery Cafe located at 83 E Main Street. The UDairy Cafe offers one fundraising option for University of Delaware affiliated groups. If you have any questions or special requests feel free to contact us directly at (302) 831-6804 or at udairycafe@udel.edu.

Individual Sales (Minimum 100 people)

In an effort to make this event successful for both parties involved we require all groups to meet the following criteria for a fundraising event.

- Organization must be a University of Delaware affiliated group.
- There must be a minimum of 100 patrons served for group to receive proceeds from fundraising event
- Fundraiser hours:
 - 100-250 people 2 hours
 - 250 or more people 3 hours (maximum)
- A group member must be present at all times to answer questions about fundraiser
- All marketing or advertising ideas must be submitted in writing prior to event
- UDairy Creamery can post through their Facebook and or Twitter pages to advertise the event, however the group must submit suggested post and or pictures prior to event.
- If all above requirements are met, UDairy Creamery will donate 20% of total sales made during scheduled period to UD Group.
 - UD Group must submit Purpose Code and Account Approver (UD's internal billing system) to receive payment (UDairy Creamery is unable to issue cash or check for fundraiser proceeds)

Cancellation Policy:

- 24 hour notice required
- Option to reschedule without additional charges due to weather cancelation

UDairy Cafe Fundraiser Request Form

Please submit your request at least 2 weeks prior to the event. Requests can be or e-mailed to udairycafe@udel.edu.

Name: _____ Organization: _____

Phone Number: (____)____-____ E-mail: _____

Date of Event: ____/____/____ Time of Event: ____ (am/pm)- ____ (am/pm) Set-up Time: ____ (am/pm)

Event location: _____ Estimated Attendance: _____

Please describe event: _____

To receive proceeds from fundraiser please provide:

Purpose Code: _____ Approver: _____

Please answer if you have a flavor preference. You are not required to request flavors but have the option.

Flavor preference (please choose one): _____

Fundraiser Purpose:

Proposed Marketing/Advertising ideas: _____

Office use only: Date request submitted: _____ Approved on: _____ Confirmed on: _____