



"Paradise Chocolate Fest is dedicated to benefit youth organizations in our unique and charming community through the celebration of chocolate!"

2010 QUEEN CONTEST Fund Raising Opportunities & Ideas and Donation Guidelines & Procedures

All funds raised by the Paradise Chocolate Fest and the Chocolate Queen Competition benefit Paradise Chocolate Fest, Inc. The goal of the contest is to raise as many votes as possible. Each dollar raised equals one (1) vote. All votes benefit non-profit youth organizations on the Paradise Ridge.

Fund Raising Opportunities – Candidate Sponsors – Each contestant has agreed to acquire and represent a community sponsor (business or organization) who will support candidate's "race for the crown" with a minimum \$500 donation to the Chocolate Fest on behalf of the candidate. Each dollar donated by sponsor on behalf of the candidate is worth 1 vote. (additional sponsorship opportunities are available – see attached).

Tickets to the Queen's Coronation & Celebration Dinner – Tickets go on sale March 1st, 2010. Tickets are \$20 per person. Each contestant will initially receive 20 numbered tickets to the Coronation Celebration. Each ticket sold by the Queen Contestants will be worth 20 votes. Tickets to the Coronation are limited to 200. Tickets must be sold by Monday, April 19, to qualify as a vote. Also, any unsold tickets must be accounted for and turned in to PIP Printing by Monday, April 19, 2010. For additional tickets, please contact Sherry Swim at PIP Printing 530/877-7471 or Debbie LaPlant Moseley at 530/313-7908.

Tickets to the Chocolate & Wine Tasting Evening – Tickets go on sale March 1st, 2010. Tickets are \$50 per person. Each contestant will initially receive 10 numbered tickets to the Chocolate & Wine Tasting Evening. Each ticket sold by the Queen Contestants will be worth 50 votes. Tickets to the Chocolate & Wine Tasting are limited to 200. Tickets must be sold by Monday, April 19, 2010 to qualify as a vote. Also, any unsold tickets must be accounted for and turned in to PIP Printing by Monday, April 19, 2010. For additional tickets, please contact Sherry Swim or Debbie LaPlant Moseley.

Chocolate Fest Pins – Pins are \$2.00 each. Each candidate will initially receive 20 buttons to sell. Each Fest Pin sold by the Queen Contestant will be worth 2 votes. Chocolate Fest Pins must be sold by Monday, May 3rd to qualify as a vote. Also, any unsold Fest Pins must be accounted for and turned in to PIP Printing by Monday, May 3rd, 2010. For additional pins, please contact Sherry Swim or Debbie LaPlant Moseley.

Fest Sponsorships – Sponsorship levels range from \$100 - \$12,000
(Please see attached – Sponsorship Packages) *Deadline to be included on Fest Poster (\$1,000 and above) and all other Fest printed materials – Friday, March 5, 2010.*

****The Paradise Chocolate Fest committee actively seeks community and corporate sponsorships throughout the year. Therefore, in an effort to prevent inundating supporters, all Prospective Sponsors must be approved by Paradise Chocolate Fest, Inc. prior to contact. Chocolate Fest Sponsorships must be cash (no in-kind sponsorships for votes.)***

FUND RAISING IDEAS – Bowling Party, Spaghetti Feed, Pig Roast, Ice Cream Social, Rummage / Yard Sale, Bake Sale, Homemade Salsa Sales, Wine & Cheese Tasting Party, Barbecue, Car Wash, Sock-hop, Bunco Party, Fashion Show, Personal letter to friends, relatives & business associates, Business, Civic Organization &/or Corporate sponsorships

In order to ensure successful fund raising, please follow CHOCOLATE FEST GUIDELINES –

1. Please share your fund raising idea(s) with Queen Mum, Sherry or Debbie LaPlant Moseley before developing your plan to avoid any conflicts – And, to gain ideas &/or resources to support your fund raiser.
2. All prospective sponsors must be approved by Choc. Fest representative prior to contact.
3. Fund raising expenses (including supplies, rentals, equipment, insurance, etc.) are the responsibility of each candidate. Candidates are encouraged to secure sponsorship for fund raising expenses.
4. Candidates are eligible for reimbursement of special event expenses, **not to exceed 25%** of Gross Proceeds from fund raising event. **Prior To Event** - Candidate must complete & submit **Fund Raising & Event Planning Checklist and Reimbursement Request Form** to D. L. Moseley at least 3 weeks prior to event for approval. **After Event** – Candidate must submit Actual Budget, all Expense Receipts & Donation Receipts to Frankie Rutledge with proceeds from event within two (2) weeks of Fund Raiser. Candidate will receive credit (Votes!) based upon Net Proceeds of event.
5. Candidates will be issued a Donation Receipt for any/all personal out-of-pocket expenses to be used as a tax deductible donation. Candidate must turn-in expense receipt to receive form.
6. Paradise Chocolate Fest, Inc. must be listed as “Additional Insured” on Special Event Venue insurance policy. Copy of insurance certificate must be faxed (530/871-6418) or emailed to Debbie (debbie@chocolatefest.us) one (1) week prior to event.
7. Please “calendar” the date of your fund raiser with Sherry or Debbie as soon as possible to avoid scheduling conflicts, and to ensure as much support from the community and Fest committee as possible.

DONATION & DEPOSIT POLICIES & PROCEDURES –

• **Chocolate Queen Voting Forms –**

This is a 3-part receipt that must be filled out completely when collecting a donation. The top copy (white) goes to the donor. The middle copy (yellow) is turned into Paradise Chocolate Fest, Inc. (along with your total deposit). The bottom copy (pink) is retained by the contestant for your records.

• **Chocolate Queen Candidate Deposit Sheet –**

This is a “log” to record all of your donations before turning them into Paradise Chocolate Fest. Please provide complete, accurate information on these forms.

• **Donations may be made by -**

Check – Checks should be made out to **Paradise Chocolate Fest.**

Visa, Master Card, American Express or Discover Credit Card – Receipt must include complete credit card number, the expiration date, 3-digit security code on the back of the card, and the complete name, mailing address and telephone # of the card holder.

Cash – please convert coins into bills for easier and efficient counting.

1. All donors should be issued a “Voting Form” Receipt at time of donation.
2. All tickets (Queen’s Coronation &/or Chocolate & Wine Tasting) are considered a donation. A “Voting Form” Receipt must be issued to each purchaser.
3. All donations must be accurately counted and recorded on Candidate Deposit Sheet prior to deposit. Chocolate Fest committee member will recount donations and verify accuracy of recording with each candidate at time of deposit. Candidate will receive a Deposit Receipt at time of deposit.

4. All donations received must be deposited within 2 weeks of receipt. No exceptions.

● **Deposit Schedule –**

Wednesdays, Thursday, Fridays – 4:00-6:00 P.M. to Frankie Rutledge 1098 Bille Road.

***Please call ahead to confirm deposit time – 877-6093.**

● **By Appointment –** Please contact Frankie or Debbie – (313-7908 or 521-6766) to schedule an alternative time/day.

● **Deadline for Votes (\$) to count is Monday, May 3rd at 7:00 P.M.**

Before You Turn in the Deposit Sheets, Money and Receipts to Frankie:

1. Must complete a receipt with name, amount AND address for every check and credit card donation you receive.
2. Complete a receipt for every cash donation if you know the name AND address of the donor.
3. Make sure you give or mail the white copy of the receipt to the donor.
4. If you don't know if they want a receipt or not, complete the receipt anyway.
5. If you have the name AND address on the receipt, each donor will receive a thank you letter from Paradise Chocolate Fest, Inc., and that will serve as a receipt for tax deduction purposes.
6. Attach the yellow copy of the receipt by paper clip (no staples please) to the check or the cash.
7. Keep the pink copy of the receipt for your records.
8. If the donor does not want the white receipt, keep it for your records also or in the event a donor comes back to you and wants their receipt at a later date.
9. List each donation on the white deposit sheet and fill in all information requested for each donation.
10. Attach each check, cash and/or credit card donation WITH the yellow copy of the receipt to the white deposit sheet.
11. Make sure that the total on the deposit sheet matches the total of the checks, credit card receipts and/or cash attached to the deposit sheet.
12. If you have various cash donations, such as from a fundraiser, sale of buttons, 50/50 drawings, etc., you may list the total amount of the various cash donations on the deposit slip and place the cash in a small ziplock bag attached to the deposit sheet.
13. **No coins please!** If you have coins, please keep them and replace the amount of the coins with paper money.
14. Number each deposit sheet that you turn in to help you keep track of each sheet you have turned in.
15. Bring the deposit sheets to Frankie at 1098 Bille Road, as you complete them, but no later than two weeks from receiving each donation on **Wednesday, Thursday or Friday from 4:00 p.m. to 6:00 p.m.**
16. Call Frankie at 877-6093 to make appointment to turn in your money.
17. The last week before the deadline of May 3, 2010, Frankie will be available every day by appointment to turn in money.
18. Frankie will copy the signed Deposit Sheet, keep the original and give you a copy.
19. Frankie will keep a running total for you as you turn in your money.

After Frankie Has Verified the Deposit Sheets:

1. Frankie will prepare thank you letters to each donor from the receipts attached to the deposit sheets
2. Frankie will take the money and deposit sheets to Sherry Swim every two weeks until March 1, 2010 for deposit in the bank.
3. Frankie will take the money and deposit sheets to Sherry Swim once a week after March 1, 2010 for deposit in the bank.
4. Frankie will keep a running total for each queen candidate

Questions??? - **Please Contact** "Queen Mum" Sherry, 877-7471 or queenmothernotes@aol.com or Debbie at 313-7908 or 521-6766 or debbie@chocolatefest.us

***“I have read and agree to the 2010 Paradise Chocolate Fest
Donation Guidelines, Policies and Procedures.”***

Candidate Signature: _____ **Date:** _____

***“Thank You!” –
For Your Incredible Creative Time and Energies in support of the
“Paradise Chocolate Fest” and youth on the Ridge!***

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(CANDIDATE Copy)

***“I have read and agree to the 2010 Paradise Chocolate Fest
Donation Guidelines, Policies and Procedures.”***

Candidate Signature: _____ **Date:** _____

***“Thank You!” –
For Your Incredible Creative Time and Energies in support of the
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(PARADISE CHOCOLATE FEST, INC. Copy)