



# **ORGANIZATION/GROUP FUNDRAISER REQUEST FORM**

*Please complete information below and fax to Deb Sidesinger at: 717-815-2912 or*

*mail to: Rutter's - 2295 Susquehanna Trail, Suite C, York, PA 17404*

*or email to: [exec1@rutters.com](mailto:exec1@rutters.com)*

*Questions? Call Deb at 717-771-5955 or [exec1@rutters.com](mailto:exec1@rutters.com)*

NAME OF ORGANIZATION / TROOP # \_\_\_\_\_

TOWNSHIP/BORO WHERE TROOP IS CHARTERED \_\_\_\_\_

FUNDRAISING ITEM(S) \_\_\_\_\_

STORE LOCATION FOR FUNDRAISER \_\_\_\_\_

DATE OF FUNDRAISER \_\_\_\_\_

TIME OF FUNDRAISER \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

NAME OF ADULT PRESENT ON DAY OF FUNDRAISER \_\_\_\_\_

CELL PHONE NUMBER ON DAY OF FUNDRAISER \_\_\_\_\_

NUMBER & AGE OF PARTICIPANTS \_\_\_\_\_

- **EACH ORGANIZATION/TROOP MAY HOLD ONLY ONE FUNDRAISER (6 HOURS MAXIMUM) PER CALENDAR YEAR.**
- **ONLY ONE FUNDRAISER DAY (Saturday) AT A STORE LOCATION PER WEEKEND. RUTTER'S RESERVES THE RIGHT TO SCHEDULE OR RESCHEDULE AN ORGANIZATION/TROOP'S FUNDRAISER DAY.**
- **ORGANIZATION/TROOP MUST HOLD FUNDRAISER IN TOWNSHIP/BORO WHERE THEY ARE CHARTERED.**  
*IF THERE IS NO RUTTER'S IN THEIR TOWNSHIP/BOROUGH, MAY HOLD FUNDRAISER AT A STORE IN AN ADJOINING TOWNSHIP IF LOCATION IS AVAILABLE.*
- **ADULT MUST BE PRESENT ON PORCH/SIDEWALK OF STORE AT ALL TIMES.**
- **PARTICIPANTS MUST REMAIN ON PORCH/SIDEWALK OF STORE AT ALL TIMES...**  
**- NOT ON PARKING LOT OR IN FUEL PUMPING OR GRASS AREAS.**
- **PARTICIPANTS CANNOT APPROACH / VERBALLY SOLICIT CUSTOMERS.**
- **PARTICIPANTS SHOULD BE IN UNIFORM (IF APPLICABLE TO ORGANIZATION, e.g. scouts, etc.)**
- **A SIGN INDICATING WHAT TROOP/PACK AND WHERE THAT TROOP/PACK IS CHARTERED IS REQUIRED.**

**\*\*THE SCOUT COUNCIL MUST SUBMIT A CERTIFICATE OF INSURANCE FOR COVERAGE OF ALL INDIVIDUALS / GROUPS DURING TIME SPENT ON RUTTER'S PROPERTY, WITH THE IDENTIFIED ADDITIONAL INSURED.**

**--CERTIFICATE HOLDER MUST BE LISTED AS: "CHR CORP, ITS PARENT, SUBSIDIARIES, AFFILIATES AND LANDLORDS"**

*"I(we) have read, understand and will follow the above listed requirements."*

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

For Rutter's office use:

Approval \_\_\_\_\_ Date \_\_\_\_\_



## SCOUT POPCORN SALES GUIDELINES - 2023

- EACH TROOP MAY HOLD ONLY **ONE FUNDRAISER (6 HOURS MAXIMUM)** PER CALENDAR YEAR.
- TWO TROOPS MAY SPLIT THE 6-HOUR TIME SLOT AT A STORE LOCATION, BUT EACH TROOP CAN ONLY HOLD ONE FUNDRAISER.
- ONLY ONE FUNDRAISER DAY (SATURDAY) AT A STORE LOCATION PER WEEKEND. RUTTER'S RESERVES THE RIGHT TO SCHEDULE OR RESCHEDULE AN ORGANIZATION/TROOP'S FUNDRAISER DAY.
- ORGANIZATION/TROOP MUST HOLD FUNDRAISER IN TOWNSHIP/BORO WHERE THEY ARE CHARTERED.  
*IF THERE IS NO RUTTER'S IN THEIR TOWNSHIP, MAY HOLD FUNDRAISER AT A STORE IN AN ADJOINING TOWNSHIP.*
- THE COUNCIL MUST SUBMIT A CERTIFICATE OF INSURANCE FOR COVERAGE OF INDIVIDUALS DURING TIME SPENT ON RUTTER'S PROPERTY, WITH THE IDENTIFIED ADDITIONAL INSURED.  
--CERTIFICATE HOLDER MUST BE LISTED AS: "CHR CORP, ITS PARENT, SUBSIDIARIES, AFFILIATES AND LANDLORDS"
- **PLEASE CHECK W/PERSONNEL IN STORE FOR SAFEST LOCATION TO SET UP OUTSIDE.**
- **PARTICIPANTS MUST REMAIN ON PORCH/SIDEWALK OF STORE ONLY.**  
**– NOT ON PARKING LOT, FUEL PUMPING AREAS OR GRASS AREAS.**
- ADULT MUST BE PRESENT ON PORCH/SIDEWALK AT ALL TIMES.
- PARTICIPANTS CANNOT APPROACH / VERBALLY SOLICIT CUSTOMERS.
- PARTICIPANTS SHOULD BE IN UNIFORM (IF APPLICABLE TO ORGANIZATION, e.g. scouts, etc.)
- A SIGN INDICATING WHAT TROOP/PACK AND WHERE THAT TROOP/PACK IS CHARTERED IS REQUIRED.