



### QDOBA MEXICAN EATS DONATION REQUEST GUIDELINES

1. All Donation Requests must be submitted via [this form](https://www.cateringqdoba.com/donation-request-form/), found at <https://www.cateringqdoba.com/donation-request-form/>. Requests made via telephone are not accepted.
2. The Donation Request form must be received a minimum of four weeks prior to event date. All Donation Requests are reviewed on a first come, first serve basis.
3. Qdoba strongly prefers donation recipients to be a 501-C (3) nonprofit organization. Requests from other civic and charitable groups will be considered so long as the organization operates within the immediate vicinity of Fort Collins, Loveland, Greeley, Longmont, Firestone, Cheyenne, Laramie, or North Platte restaurant locations and funding is available.
4. Qdoba does not donate to individuals or individuals seeking pledges.
5. Each approved organization is restricted to one donation per year from any and all Qdoba locations.
6. School groups representing different sectors and operations of the same school system are considered separate entities (i.e., The PTA and the Basketball Team of the same school may both apply for separate requests and will be considered individually).
7. Past support for a specific organization or given event does not guarantee future donations.
8. Although Qdoba would like to support every worthwhile cause, it is not possible for Qdoba to fulfill every request due to high volume of applications.