

**TAP PROJECT**

## **Restaurant FAQs**

### **Do our guests have to participate?**

No, participation is optional, but encouraged.

### **What if my patrons are having bottled water, can they donate?**

Yes! Please tell you patrons to participate just like other patrons who ordered tap water.

### **What if my patrons want to donate more?**

Please explain to your patrons that they are free to donate \$1 or more. Alternatively, patrons can donate at [www.taproject.org.nz](http://www.taproject.org.nz) or by texting TAP to 833 to make an automatic \$3 donation.

### **Is my restaurant required to make a donation?**

The Tap Project does not require that your restaurant donate, just your patrons. Of course, if your restaurant wishes to make a contribution, we welcome your support!

### **Can I order more table cards, coasters or donation boxes if I need to?**

UNICEF has tried to anticipate the amount of supplies you will need, but subject to stock availability we can supply more, so please let us know if you have run out.

### **Can customers receive a tax deduction for their donation?**

Customers who wish to make a tax-deductible donation to UNICEF should do so at [www.taproject.org.nz](http://www.taproject.org.nz) , and UNICEF NZ will send them a tax receipt. Donations over \$5 are tax-deductible.

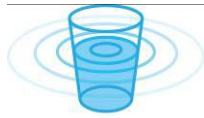
### **How do customers donate?**

- Customers can make a cash donation into the donation box provided
- Customers can ask for an addition to their bill. In this case, you can either add this as a 'cash out' if paying by EFTPOS, and then put the money in the donation box, or if your till system allows, add an item to your till system, which is zero tax rated.
- Customers can text TAP to 833 for a \$3 donation, or go to [www.taproject.org.nz](http://www.taproject.org.nz)

### **How do I keep the donations secure?**

If you have collected a large amount of money and you are concerned about it sitting on the counter, you can take money out of the box, and put it in a secure place, such as a cash box or safe. You can also bank donations part way through the month if you wish. Please let us know if you need further deposit slips.

### **How do I send in the donations my restaurant collects?**



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- You will receive a UNICEF bank account deposit slip in your toolkit, so you can deposit cash donations directly into the UNICEF NZ account.
- If you use internet banking to make your deposit please make sure that the name of your restaurant is included in the reference field as well as the number hand written on your deposit slip. This allows us to match up the donations with your restaurant.
- Or make out a cheque to the total value of the cash donation you have received. Include the cheque in the self-addressed envelope, along with the donation envelopes. Please note that cheques must be written out to 'UNICEF NZ' *not* Tap Project.

### **What is the deadline to send in donations?**

The deadline to send in donations is 17th April, 2009.

### **Will my restaurant be recognised for its participation?**

Soon after you register, your restaurant's name will be posted on the Restaurant section of [www.taproject.org.nz](http://www.taproject.org.nz). Participating restaurants will also benefit from the public relations effort surrounding the Tap Project.

### **How will the Tap donations be utilised?**

The money raised will be used to support UNICEF's clean water programmes. UNICEF works in more than 90 countries around the world to improve access to safe water and sanitation facilities in schools and communities, and to promote safe hygiene practices. Funds collected will be allocated to the countries and areas UNICEF has identified as most in need. Over the past 15 years, more than one billion people gained access to improved drinking water and sanitation facilities. UNICEF's goal, together with our partners, is to reduce by half the number of people without sustainable access to safe water and basic sanitation by 2015.

This year we have selected a project in Laos, a country in South East Asia. You can find out more about this project on our website [www.taproject.org.nz](http://www.taproject.org.nz)

### **Who do I contact for more information?**

To find out more, call Rahul or Carolyn at UNICEF NZ on 0800 537 739 or email [taproject@unicef.org.nz](mailto:taproject@unicef.org.nz), or visit our website [www.taproject.org.nz](http://www.taproject.org.nz) for more information.