



Day-End Dough-Nation: PROGRAM OVERVIEW

Day-End Dough-Nation® Program

Across the United States, our Panera Bread bakery-cafes donate their unsold bread and baked goods to non-profit organizations focused on serving our neighbors in need.

The charities we partner with for our Day-End Dough-Nation program serve people who are experiencing hunger. Several of these organizations serve our communities through traditional food pantries, while others reach children and youth through after school programs for low-income families. Examples to the right highlight the diverse range of programs and services our non-profit partners manage to reach our community members in need.

We are always accepting applications for the Day-End Dough-Nation program. Learn more about our program requirements and donation pick-up commitments to decide if your organization is interested in [applying](#) for the program.



[Donation Application Website](#) | [Donations Team Email](#)

Panera, LLC supports equality for all; we respect the dignity of the whole person, the differences in people and the diversity they bring to Panera. To further this goal, we will not support institutions, non-religious organizations, events and/or programs that discriminate against individuals based upon their race, color, religion, marital status, pregnancy, parental status, ethnic or national origin, disability, genetic information, military, veteran status, sexual orientation, gender, gender identity or expression, or age.



Day-End Dough-Nation: PROGRAM REQUIREMENTS

Organization Requirements

- Be a registered 501(c)(3) non-profit organization, religious organization, or public school
- Distribute the donated products to people in need, people who are ill, or to underserved and at-risk children and youth
- Commit to picking up and distributing the unsold bread, bagels, and baked goods on a weekly and continuous basis

Donation Pick-Up Commitments

- **Frequency:** Donation pick-ups occur on an assigned day. Organizations are expected to pick-up the donations weekly and commit to an on-going partnership.
- **Time:** Each organization will receive a notification of the cafe's donation pick-up time prior to approval for the program. Most donation pick-ups occur when the cafe closes (approx. 8pm, 9pm or 10pm). In select markets, the donation pick-up occurs the next morning (typically between 6am and 8am).
- **Quality:** The donated products should be used within 36-hours of receiving the donations. To keep the donation's quality and freshness, many of our donation partners find success by utilizing one of the following options after picking up the donations at the bakery-cafe.
 - Examples: Repackaging the products in small to medium-sized plastic bags, using reusable containers or plastic totes, or refrigerating/freezing the donations.

Donation Packaging

- Our bakery-cafes bulk-package their unsold sliced bread, retail bread, bagels, and pastries for our assigned donation partners. The cafe staff packages the donations by reusing our cardboard boxes and lining them with a plastic bag. The picture to the right is an example of the box size for the donations.
- Each box of donations includes an allergen statement.



Communication

- All communication is through email. Our Donations Team email is donations@panerabread.com.
- Any website functionality questions, please contact our [Website Team](#).

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Day-End Dough-Nation: APPLICATION PROCESS & RESOURCES

All organizations must submit an application online: www.panerabread.com/donations

Application Best Practices

- A staff member or board member from the organization should submit the application.
- IRS Federal Employer Identification Number (EIN) is required for the application.
 - Format is 12-1234567.
 - If your organization is a public school or certain type of a religious organization, your organization's EIN may show as not found in the IRS database. Our team will still review your application with the correct tax documentation submitted (reference below).
- Tax-exempt documents are required for each application. Documents we accept are below.

Instructions to Create an Account or Login

- Visit www.panerabread.com/donations
- Create an account:
 - To start the submission process, select *Create* on the home page to set-up a new account.
 - A confirmation email will be sent to verify your email.
 - Complete creating your account by selecting the link in the email.
 - To start an application for the Day-End Dough-Nation, login to your account and select *Begin Application*.
- Login to your account:
 - Use your username (email) and password to login to an existing account. Select *Begin Application* to start an application for the Day-End Dough-Nation program.

Applicant Submission Process & Outcomes

- Our Donations Team will respond via email with the outcome of each application submitted.
- Application outcomes may include, but are not limited to the following:
 - **Pending approval status.** If a bakery-cafe has a donation opportunity available, our Donations Team will contact your organization via email to confirm your interest. Upon receiving your emailed confirmation, our team will email an approval letter confirming the donation partnership with your organization.
 - **Waitlisted.** If there is not a donation opportunity available in your area or at your selected cafes, our team will notify you via email that your organization is on our waitlist for your selected cafe(s). When a donation opportunity is available in the future, you will receive an email from our Donations Team to confirm your interest in the opening.

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- **Requesting additional information.** Applicants with insufficient information on their application will be contacted via email with instructions to submit the requested information or documents.
- **Declined.** Organizations who do not meet the program requirements will be notified via email.
- **Reminder:** An emailed approval letter from our Donations Team confirms an organization's approval for a specific cafe and pick-up day. The approval letter will contain your non-profit's assigned cafe, pick-up day and time, start date, and all of our program policies and procedures.
- **An approval letter is required for each assigned pick-up day and cafe prior to receiving the donations.**

Tax-Exempt Documentation Accepted

- Non-Profit Organizations: IRS 501(c)(3) Letters of Determination
- Public Schools: W-9 Form. Must include EIN, signed by authorized individual, and dated.
- Religious Organizations: See below for several tax documentation options.
 - 1) Organizations **Under the Official Catholic Directory:** Three (3) documents required
 - 1) A copy of the United States Conference of Catholic Bishops' IRS Letters of Determination
 - 2) A copy of the page in the current Official Catholic Directory that lists your organization's name as proof of your organization's inclusion in the group exemption code.
 - 3) W-9 Form or IRS EIN Verification Letter for your individual entity
 - OR-
 - 2) Religious organizations **registered under the IRS as a 501(c)(3)** organization can submit their individual entity's IRS 501(c)(3) Letters of Determination.
 - OR-
 - 3) If your organization is not individually registered as a 501(c)(3) or under the Catholic Directory, see below for acceptable options for **any religious organization.**
 - a. Annual Report filed with the Secretary of State
 - b. Articles of Organization/Incorporation filed with the Secretary of State
 - c. A copy of your parent organization's IRS Letters of Determination, plus written documentation from the parent organization verifying your inclusion in their group tax-exemption code
 - AND-
 - d. **Federal EIN Requirement:** If the document(s) above do not include your organization's EIN, submit one of the additional forms: IRS EIN Verification Letter or W-9 Form
- **Please note:** We *do not* accept Sales and Use tax forms from the State for any organization.

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