

# **Columbus Charities Fund**

## ***Mission Statement***

**The Columbus Charities Fund is dedicated to providing life based health care, learning and quality of life opportunities for children, teens and adults with disabilities.**

**The Columbus Charities Fund - Tootsie Roll Program grant-making by member councils will be open to non-profit charitable organizations serving disabled people as determined and approved by the Columbus Charities Board of Directors beginning with the 2012 Tootsie Roll campaign.**

**Grants are offered primarily to public agencies that are qualified not-for-profit organizations focusing on improving the quality of life and providing life based health-care and related services benefiting the disabled. Applications and more information on grant requests are available upon request.**

**We will accomplish this mission by raising funds to support a variety of state- wide programs like Special Olympics, summer camps for all ages, education in residential care facilities, on-the-job training workshops, and more regardless of race, creed, color and gender.**

**A majority of the funds donated from the annual Tootsie Roll Drive will be granted to qualified organizations serving children and adults in the local communities where donations are made.**

# COLUMBUS CHARITIES, Inc.

## A Washington Nonprofit Corporation

Eddie L. Parazoo  
708 Hoffman Rd  
Kettle Falls, WA 99141

July 2016

TO: ALL COUNCIL GRAND KNIGHTS

As we begin our Annual Tootsie Roll Fund Raising Drive to benefit People with Disabilities, I encourage all councils to participate. You don't know how successful you can be until you try. As Grand Knight, please appoint a Chairman who needs only to follow the simple guidelines in this manual and you too can support People with Disabilities in a very positive way.

Our goal for this year is to raise One Hundred Fifty Thousand dollars (\$150,000.00). Your zeal, enthusiasm and early planning for your council's campaign will insure that our state-wide goal is successfully achieved and very possibly exceeded.

This manual provides you with all the necessary information with procedures, checklists and forms. I enjoy participating in the Tootsie Roll program myself. This easily read manual is the key to a successful campaign. Simply follow the directions and success will be at hand. You will also find some flexibility should you need to adapt to circumstances in your area. Do not delay in appointing a chairman and getting started NOW!

The appointment of your Chairman (or Co-Chairmen) for your Council's program is the easy step...just delegate. This is not merely a prestige position in the Council; your selection should be made of an individual who can perform the tasks. With proper leadership, organizational ability and enthusiasm, the Chairman will supervise and coordinate the entire operation for you.

We are expanding the window of participation this year, commencing on the weekend nearest to September 15th and terminating on Columbus Day weekend. Please set your participation dates accordingly. If you decide it necessary to hold your drive at another time, please notify the State Chairman in writing, email or telephone; stating your reasons and specifying the other dates you want to use for your drive. Keep in mind that you will lose much of the marketing benefits by not participating on the same days as the state-wide drive.

The success of every fund raising venture is predicated on planning, organization and people. This manual provides you with all the information, procedures, checklists, and forms that you will need for a successful campaign. I encourage you to start today.

I wish you many successes as you plan and conduct your Tootsie Roll Drive this year!

Fraternally yours,  
Eddie L. Parazoo  
President

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# **THINGS TO DO**

**The Council Chairman form must be completed each year and forwarded to the State Chairman. It is important that you do this as soon as your chairman is selected.**

- Promote the program within your council
- Canvass your area for sites
- Obtain permits as required by local government
- Contact State Chairman for assistance
- Objective – Every council participates
- Goal – Raise \$150,000 statewide

## **BENEFITS**

All Knights, their families and those who will benefit can volunteer and participate

Your Community and Church will benefit from this program

The Knights of Columbus will gain more visibility within the Community and Church

The efforts made enhance Fraternity and membership

The visibility of the drive fosters good will in the community

The program can assist school service projects

You make a difference by participating and benefit people with disabilities

You can make it a family affair

# Council Check-Off List

## Suggestions for a successful Drive:

- \_\_\_ Grand Knight must instill DESIRE in the council and promote the program
- \_\_\_ Appoint a Council Chairman and forward the Council Chairman form to the State Chairman
- \_\_\_ Follow Instructions for ordering Tootsie Rolls
- \_\_\_ Order Tootsie Rolls and Aprons 60 days prior to drive
- \_\_\_ Possible Charitable Permits for City or County
- \_\_\_ Permits usually do not cost anything
- \_\_\_ Permits can usually be (obtained) filed on line
- \_\_\_ Volunteers/Locations/Forms
- \_\_\_ Write press releases to local Newspapers, Radio and Television stations
- \_\_\_ Appoint "Site Captains" from within your Council
- \_\_\_ Identify Knights, families, individuals that will benefit children and others to volunteer.
- \_\_\_ Some businesses will donate to the program
- \_\_\_ Obtain Liability Insurance Certificate as needed
- \_\_\_ Council Chairman Duties
- \_\_\_ District Deputy Duties
- \_\_\_ Follow-Up - All Assignments completed

SEND REPORTS AND ALL RECEIPTS TO:

**COLUMBUS CHARITIES-TOOTSIE ROLL PROGRAM**

State Chairman  
Tommy LaCour  
22635 112<sup>th</sup> AVE SE  
Kent, WA 98031-2656  
(206) 380-0749

# Non-profit or Charitable Permits

Most municipalities do not require permits; however, it is the direct responsibility of the Council to make sure that all necessary Governmental Regulations are adhered to with regard to offering Tootsie Rolls to the public as a fund raiser.

In most cases, your obtaining a permit involves only going to the local City, County, or Village Clerk and requesting a permit to fund raise within the boundaries of that municipality. Most often it can be filled out on line at nocost.

If a fee is charged for that service, the Council may deduct the fee from the funds raised through their Council collections. This cost is considered an authorized expense and should be submitted, **WITH RECEIPT**, on the Council ReportForm.

Should a particular City have more than one Council, only **one permit** should be obtained from that City. Copies of the permit should be made available and distributed to each Council in your City. This eliminates a duplication of effort on the part of our Councils and Cities. Your District Deputy can be called on to coordinate this effort.

A copy of any necessary nonprofit or charitable permit(s) should be made and kept at each location by the Site Captain so that it can be shown upon request to the public should they ask to view it.

Please remember to first check and determine if Permits are Necessary. Usually, a permit is valid for as long as the Council does not change address. Failure to obtain a required permit could jeopardize our program.

If your Council is advised by your City Hall personnel that a permit is not necessary, you should then ask for their advice in writing so that a copy can be maintained at all collection sites and a copy should also be provided to other Councils in your City.

Provide a copy of Columbus Charities Liability certificate at each location (see example on the following page

**Additional details are available at [www.columbuscharities.net](http://www.columbuscharities.net)**

## Non Profit Insurance Program CERTIFICATE OF COVERAGE

Issue Date: 05/20/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONVERTS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain coverage may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b>	<b>COMPANIES AFFORDING COVERAGE</b>
Clear Risk Solutions 451 Diamond Drive Ephrata, WA 98823	<b>GENERAL LIABILITY</b> American Alternative Insurance Corporation
<b>INSURED</b>	<b>AUTOMOBILE LIABILITY</b> American Alternative Insurance Corporation
Knights of Columbus  1018 S Carnine Lane Veradale WA, 99037-5036	<b>PROPERTY</b> American Alternative Insurance Corporation, et al.
	<b>MISCELLANEOUS PROFESSIONAL LIABILITY</b>
<b>COVERAGES</b>	

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE COVERAGE PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF DATE	POLICY EXP DATE	DESCRIPTION	LIMITS
<b>GENERAL LIABILITY</b>					
COMMERCIAL GENERAL LIABILITY OCCURRENCE FORM INCLUDES STOP GAP	N1-A2-RL-0000013-08	06/01/2016	06/01/2018	PER OCCURRENCE PER MEMBER AGGREGATE PRODUCT-CO MPI/OP PERSONAL & ADV. INJURY ANNUAL POOL AGGREGATE	\$5,000,000 \$10,000,000 \$5,000,000 \$5,000,000 \$50,000,000
(LIABILITY IS SUBJECT TO A \$50,000 SIR PAYABLE FROM PROGRAM FUNDS)					
<b>AUTOMOBILE LIABILITY</b>					
ANY AUTO	N1-A2-RL-0000013-08	06/01/2016	06/01/2018	COMBINED SINGLE LIMIT ANNUAL POOL AGGREGATE	\$5,000,000 NONE
(LIABILITY IS SUBJECT TO A \$50,000 SIR PAYABLE FROM PROGRAM FUNDS)					
<b>PROPERTY</b>					
	N1-A2-RL-0000013-08	06/01/2016	06/01/2018	ALL RISK PER OCC EXCL EQ & FL EARTHQUAKE PER OCC FLOOD PER OCC ANNUAL POOL AGGREGATE	\$75,000,000 \$1,000,000 \$1,000,000 NONE
(PROPERTY IS SUBJECT TO A \$50,000 SIR PAYABLE FROM PROGRAM FUNDS)					
<b>MISCELLANEOUS PROFESSIONAL LIABILITY</b>					
		06/01/2016	06/01/2018	PER CLAIM ANNUAL POOL AGGREGATE	
(LIABILITY IS SUBJECT TO A SIR PAYABLE FROM PROGRAM FUNDS)					
<b>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS</b>					
Evidence of Insurance.					

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

<b>CERTIFICATE HOLDER</b>	<b>AUTHORIZED REPRESENTATIVE</b>
Knights of Columbus Council #1643 1018 S Carnine Ln Veradale, WA 99037-5036	



**AMERICAN ALTERNATIVE  
INSURANCE COMPANY**

**ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION  
(GENERAL LIABILITY)**

Named Insured <b>Non Profit Insurance Program (NPIP)</b>	
Policy Number N1-A2-RL-0000013-07	Endorsement Effective 6/1/2015

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY**

**This endorsement modifies insurance provided under the following:**

**GENERAL LIABILITY COVERAGE PART**

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated above.  
Schedule

Person or Organization (Additional **Insured**): As Per Schedule on file with Clear Risk Solutions, Underwriting Administrator

Attn: George Czerwonka  
Columbus Charities, Inc.  
1908 S. Evergreen Road  
Spokane Valley, WA 99037

Regarding the Tootsie Roll Fund Drive, date TBD. Columbus Charities, Inc. is named as Additional Insured regarding this event only and is subject to policy terms, conditions & exclusions. Additional Insured endorsement is attached.

- A. With respects to the General Liability Coverage Part only, the definition of **Insured** in the Liability Conditions, Definitions and Exclusions section of this policy is amended to include as an **Insured** the Person or Organization shown in the above Schedule. Such Person or Organization is an **Insured** only with respect to liability for **Bodily Injury, Property Damage, or Personal and Advertising Injury** caused in whole or in part by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In performance of your ongoing operations; or
  2. In connection with your premises owned or rented to you.
- B. The Limits of Insurance applicable to the additional **Insured** are those specified in either the:
1. Written contract or written agreement; or
  2. Declarations for this policy,

whichever is less. These Limits of Insurance are inclusive and not in addition to the Limits Of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

# Public Funds

In accordance with the IRS section 501 (c) (3) and Publication 557 Tax-Exempt Status of Your Organization, the sub-section "Separate fund-Contributions to which are deductible" funds collected by the organization or its agents for this tax exempt purpose must be organized in such a manner as to prohibit the use of its funds upon dissolution, or otherwise, for the general purpose of the organization creating it.

**Bank Account:** The council is not required to open a separate bank account for this drive. However, all funds received and disbursed should be accounted for in a separate sub account. The funds must be handled in accordance of the controls and signatory procedures established by the by-laws of the Knights of Columbus Supreme and State Council.

**Council Chairman for the Drive:** The Council Chairman and one other Knight will be responsible for the collection of funds from the volunteers and for submission of the funds to the Financial Secretary. Make sure there is a sufficient number of collection cans available so that each volunteer is given a fresh empty can when they assume their shift. Cans should not be opened by anyone other than the Chairman and his assistant.

**Council Financial Secretary:** The cans will be opened in the presence of the Council Chairman and Financial Secretary. Funds will be counted by both and a receipt will be provided by the Financial Secretary. The FS will account for funds received and provide a transmittal with the funds when submitted to the Council Treasurer for deposit. A voucher will be prepared at the appropriate time to disburse funds to Columbus Charities.

**Council Treasurer:** He will provide the Financial Secretary with a receipt for funds received. He will then immediately deposit the money into the council's bank. Upon receipt of voucher, a council check will be written and submitted to the Columbus Charities Inc. Secretary.

**Never Open Cans or count monies in public!** Cans should never be opened nor should funds be removed in public. Funds can only be removed and counted in the presence of another authorized member. You want to be certain that nothing happens that could raise any questions by the public about our conduct, accountability and final distribution of funds to a worthy charity.

It is very important to select a central collection point where all money will be counted and recorded each day. It is also important to maintain a record of funds received at each site in order to maintain data on the performance of each site. This will help position the most successful sites and personnel for future years. It will also be a benefit to include the amount collected from each business with a follow-up "thank you" note. Some businesses will require knowledge of the amount raised and this information should be provided to them. You may find this to be an opportune time to ask for a corporate donation.

# **IMPORTANT NOTICE**

## **EXPENSES**

The individual Councils that collect money for the Tootsie Roll Program are acting as agents of the Columbus Charities Corporation. They are only permitted to deduct the actual cost of the Tootsie Rolls, aprons, Postage, Printing and any Permit Fees before remitting all remaining funds to **Columbus Charities-Tootsie Roll Program** immediately after receipt of the monies on the final collection day. You must submit all monies collected less the actual cost of allowable expenses noted above.

The **Columbus Charities-Tootsie Roll Program** will proportionally subtract 20% from your net funds to be retained in the State Tootsie Roll Fund of Columbus Charities, and the remaining funds will be made payable to approved organizations that qualify as a non-profit charitable corporation and provide assistance to people with disabilities. The funds will be returned to the Council for direct distribution. Charities nominated and selected by your Council will receive a Columbus Charities check upon verification of their nonprofit status.

## **Tax Exemption issues**

In order to retain our tax exempt status, the monies that we accumulate must be distributed for charitable purposes dealing with "People with Disabilities". The Columbus Charities Board of Directors (BOD) approved unanimously a motion for council Tootsie Roll Program grant making to be made to any "non-profit charitable organization assisting the disabled, children and/or adults, as approved by the BOD, beginning with funds received from the 2013 campaign".

## **COUNCIL ACCOUNT**

Funds, receipts and Request for Distributions not properly designated by the Council, along with a copy of the organization's nonprofit status, by January 31st of the event fraternal year, will automatically and irrevocably be deposited in **Columbus Charities to be use in Special Olympics, KC Help and other like programs**. Individual Councils may grant the **Columbus Charities-Tootsie Roll Program** to deposit their share of funds into **Columbus Charities to be used as stated above** immediately after completion of the drive. Then they will not have to go through the verification process for returned funds to the Council.

**ALL MONEY MUST BE TURNED IN TO THE COLUMBUS CHARITIES-TOOTSIE ROLL FUND WITHIN THIRTY (30) DAYS FOLLOWING THE DRIVE.**

## LOCATIONS

The best starting point for determining the locations to be scheduled would be last year's program. For those councils that did not participate before, here are a few suggestions

Some examples of locations are:

- Convenience stores before and after work traffic 6-9 AM and 4-7 PM.
- Department stores or combined with Supermarkets, such as Wal-Mart and Fred Meyer(which should be filed immediately as they reserve well in advance of date, disregard the 60 day period on their form)
- Supermarkets, such as Haggen's, Red Apple, QFC, Top Foods and local groceries
- Special community functions (sporting events etc.)
- Churches on Saturday and Sunday with approval
- Banks, Savings & Loan buildings
- Anywhere with the highest traffic in your area

Except in the case of Fred Meyer, you must get approval from the business owner or manager. Meeting with him/her in person, would be best, however, a letter would be sufficient. Get on their schedule as to the proposed fund raising date. Some businesses might object and we have to accept that. A sample letter is included in this manual.

Fred Meyer is a little different in that site approval is granted by the home office in Portland, OR. To obtain a "Doorway Activities" application, go to the Customer Service desk and request the form. Send this completed form to the address listed on the application. Approval/disapproval, will arrive in about two to three weeks. If not, the Tootsie Roll Chairman will contact corporate.

In areas where there is more than one Council, it is suggested that you honor your neighbor's "territorial limits", whether they are well defined or not. If you know that a neighboring Council does not cover a key location, advise that Council's Grand Knight that you would like the location. Avoid any public bickering by clearing the air before the drive.

As a word of caution, don't spread yourself too thin. Don't attempt to cover too many locations if you don't have sufficient staffing. Some stores have two or more entrances. Approval for all entrances is a good way to be effective with available staffing by reducing coverage to one entrance if needed. Make location assignments for the best locations first and cover the poorer ones last. Don't forget to seek donations from businesses also.

Some Councils have a limited number of members available to participate. Consider holding your drive on various days with the same manpower. This will allow for better revenue. Remember, you do not have to cover your location all day with limited manpower. You now have a 25 day period to hold your drive. Multiple days are suggested where limited staffing is available.

Wal-Mart and Fred Meyer are active partners in our efforts. You may wish to apply for grants from [www.walmartfoundation.com](http://www.walmartfoundation.com). File as a church organization and not a 501 (c)(3).

## VOLUNTEERS

The following are just a few sources from which you can recruit volunteers.

- Council Members
- **Special Olympians (with medals if available)**
- **Disabled Organizations**, especially those proposed to receive funds from the drive.
- Families, friends, relatives of members
- Squires
- Ladies Auxiliary
- Boy Scouts
- High School students
- Catholic School Students needing service program requirements
- Newman Centers
- Churches (Catholic & non Catholic)
- Civic Groups
- Other Fraternal Organizations

When volunteers are under the age of 18, it is necessary to have two adults or one parent of those volunteers in attendance throughout their shift.

It is best if members work at least a two hour shift, although you may arrange one hour shifts or longer as needed. Members may share shifts if they desire.

Utilize the highest traffic time in a given area, such as evening rush hour for a grocery or department store.

You should consider appointing Council members to recruit volunteers from specific sources. For example, your members can be designated to work with high school students while others work with Disabled Organizations. The key to success is having members present during all work times.

### **FORMS**

Included in this manual are forms that will assist you in organizing volunteers. Copy or reproduce as needed. Keep in mind the most frequently used forms are available for printing on the web at [www.columbuscharities.net](http://www.columbuscharities.net)

### **Volunteer forms**

Volunteer forms are designed to assist you in getting pertinent information from volunteer help. There are two types of forms, one to recruit on an individual basis and another to be used for group sign-ups. These are suggested examples. You may want to develop your own volunteer forms.

## **BASIC REQUIRED FORMS**

COUNCIL CHAIRMAN FORM

TOOTSIE ROLL ORDERFORM

APRON ORDER FORM

BANNER ORDER FORM (OPTIONAL)

COUNCIL DRIVE REPORT FORM

REQUEST FOR DISTRIBUTIONFORM

Send all forms, expense receipt copies, copy of IRS Tax-exemption designation letter and organization mission statements that address assistance to the disabled and remaining funds to:

### **COLUMBUS CHARITIES-TOOTSIE ROLL PROGRAM**

State Chairman  
Tommy LaCour  
22635 112<sup>th</sup> AVE SE  
Kent, WA 98031-2656  
(206) 380-0749

Email to [tootsieroller@kofc-wa.org](mailto:tootsieroller@kofc-wa.org)

# COLUMBUS CHARITIES –TOOTSIE ROLL PROGRAM

## Helping People with Disabilities

### Council Chairman Form

COUNCIL NAME: \_\_\_\_\_ COUNCIL NO. \_\_\_\_\_ District No. \_\_\_\_\_

Worthy Grand Knight:

The annual fund raising to Help People with Disabilities requires your confirmation that your Council will participate in this year's drive and to provide contact information for your Council Chairman for our files.

\_\_\_\_\_ YES – We will participate

**PLEASE PRINT CLEARLY!**

Council Chairman	_____
Address	_____
City	_____
Telephone	_____
E-mail Address	_____

\_\_\_\_\_ Date

\_\_\_\_\_ Grand Knight

Return To:

**COLUMBUS CHARITIES-TOOTSIIE ROLL PROGRAM**

State Chairman Tommy LaCour  
6426 Alpine Dr SW  
22635 112<sup>th</sup> Ave SE  
Kent, WA 98031-2656

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# INSTRUCTIONS FOR ORDERING TOOTSIE ROLLS

- Orders of **33 Cases or more** will be shipped with no freight charge. The Tootsie Rolls will only be shipped to a business address with a daytime phone number.
- Unless consolidating with other Councils (see below), each council orders its own Tootsie Rolls. If a Council is ordering 33 or more cases for its own drive, that council will be responsible for ordering Tootsie Rolls with the proper **“Ship To”(this must be to a business address)** and **“Bill To”** addresses on the form. Send the form directly to the Tootsie Roll Company (please retain copy).
- Councils placing orders for 18-32 cases will be subject to a freight charge of 5% of the total order. Councils ordering less than 33 cases and want shipping at no charge must consolidate and coordinate their order with other area Councils. The District Deputies can assist in placing the orders.
- Be sure to include the drive date in the proper area on the order form. This will ensure payment to the Tootsie Roll Company will not be due until 30 days after the drive. If you want Tootsie Rolls shipped earlier than the normal, adjust your drive date accordingly. Remember, this date triggers the 30 day time frame. The Tootsie Roll Company will deliver your Tootsie Rolls 4-6 weeks before your drive date.

**NOTE: Councils consolidating their orders with other Councils MUST follow these guidelines;**

- If more than one council is part of one order, ensure each council and the number of cases per council is recorded in the proper area at the bottom of the Tootsie Roll order form.
- Orders of 17 cases and under will not be accepted or shipped.
- Orders placed for 18-32 cases will be subject to a freight charge of 5% of the total order. There will be no charge if shipping 33 cases or more.
- **The council placing the order for the tootsie rolls will be responsible for shipment to a business address, collecting funds from the combined councils, payment to the Tootsie Roll Company and any other pertinent information related to the Tootsie Roll order.**
- When combining orders, the responsible Council will include all funds from other councils as income, and the subordinate council(s) record as an expense.
- The original consolidated order must be sent to the address on the order form.
- When Tootsie Rolls are shipped a bill of lading will be included. This is **NOT** your bill. An invoice will follow in about 2 weeks. **KEEP THIS INVOICE FOR PAYMENT AFTER THE DRIVE and mail check to the indicated address on the invoice (TRI Sales Finance, PO Box 99435-file 99435, and Chicago IL 60693-9435). Send a copy of your check and order to the Tootsie Roll Chairman.**
- A copy of the order should be forwarded to the State Chairman when the order is placed.
- Each Council should keep a copy of the order for its records.
- The telephone number of the business the tootsie rolls are being shipped to must be on each Council order form to allow prompt delivery.

We sincerely request that each Council work with us and should there be any questions pertaining to the above information, please do not hesitate to contact your District Deputy, Council Chairman or State Tootsie Roll Chairman. We are here to assist you, and we are anxious for yoursuccess.



FOR OFFICE USE ONLY	ACCOUNT NUMBER	SHIP DATE



# Knights of Columbus



## TOOTSIE ROLL ORDER FORM

CASES ORDERED	ITEM NO		COST	TOTAL COST
	914	KNIGHTS OF COLUMBUS TOOTSIE ROLLS 300 COUNT PER CASE	\$19.50 Case	

ORDERS WITH 33 CASES OR MORE WILL BE SHIPPED WITH NO FREIGHT CHARGES.

ORDERS PLACED FOR 18-32 CASES WILL BE SUBJECT TO A FREIGHT CHARGE OF 5% OF THE TOTAL ORDER.

ORDERS OF 17 CASES AND UNDER WILL NOT BE ACCEPTED OR SHIPPED UNLESS COMBINED WITH OTHER COUNCILS FOR A TOTAL OF 18 CASES OR MORE TO THE SAME SHIPPING LOCATION. EACH COUNCIL MUST BE 5 CASES OR MORE.

CASES ORDERED	ITEM NO
	9690

INDICATE THE NUMBER OF K/C CAPS AND COLLECTING CANISTERS NEEDED. THERE ARE 12 TO A CASE, ONE CASE WITH EVERY 16 CASES OF CANDY ORDERED.

NONE WILL BE SHIPPED IF LEFT BLANK.

*This MUST be a business address with a daytime phone number.*

**RESIDENTIAL ADDRESS WILL NOT BE SHIPPED.**

**MUST BE A COUNCIL**

SHIP TO:

\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

BILL TO:

Council Name \_\_\_\_\_

No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

### AGREEMENT OF SALES

*I agree to pay the invoice amount within 30 days after completion of drive unless I request and am granted additional time by you in writing.*

*I must inform you in advance before a return can be made and then only unopened cases totaling not more than 10% of the total order.*

*I shall prepay freight on all returned candy. No candy may be returned after 60 days from the date of invoice.*

Print Name _____	Financial Secretary _____	Phone # _____	Date of Drive _____
Print Name _____	Chairman _____	Phone # _____	
Council No. _____	No. of Cases _____	Council No. _____	No. of Cases _____
Council No. _____	No. of Cases _____	Council No. _____	No. of Cases _____

### SEND NO MONEY WITH ORDER

Original Copy to: TOOTSIE ROLL K/C PROGRAM  
P.O. Box 633, Oak Lawn, IL 60454

Make Copy for: REGIONAL CO-ORDINATOR

Retain Copy for council files

KC-001

**ALL ORDERS MUST BE RECEIVED  
30 DAYS PRIOR TO SHIPMENT**



# Developmental Services Center

1304 West Bradley Avenue  
Champaign, Illinois 61821-2035  
Phone 217-356-9176  
Fax 217-398-0455

# Fund Raising Apron ORDER FORM

## 1 Fill out ordering information.

Council Name & No. \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Address \_\_\_\_\_ ( ) - \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PLEASE  
PRINT

## 2 Include shipping information.

Date ordered \_\_\_\_\_ Date required \_\_\_\_\_

(Shipping address only) Ship to \_\_\_\_\_  
Address \_\_\_\_\_  
(No P.O. Box) City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Allow 3 to 4 weeks  
for delivery

## 3 Standard message to be printed on the aprons.

HELPING PEOPLE WITH DISABILITIES

**PLEASE CALL FOR AVAILIBTY OF ANY APRONS NOT LISTED**

## 4 Decide on quantity and calculate cost.

Number Ordered	Cost per Apron	Order Subtotal
<input type="text"/>	<input type="text" value="\$8.50"/>	<input type="text"/>
	Handling Charge	<input type="text" value="\$12.00"/>
<b>ORDER TOTAL</b>		<input type="text"/>

Please send your order form along with a check made payable to **Developmental Services Center.**

(No Credit Cards Accepted)

Please fill out the bottom of this form and detach to retain for your file.

\_\_\_\_\_  
Authorizing Signature

Rev. 10-14

Send in this order form with your check.

Fund Raising Aprons  
were ordered from

Keep this lower portion for your records.

Date Ordered \_\_\_\_\_

Quantity Ordered \_\_\_\_\_

Check Number \_\_\_\_\_

Check Amount \_\_\_\_\_

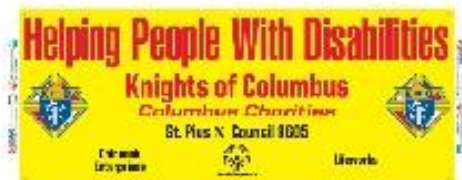
HELPING PEOPLE WITH DISABILITIES



# Developmental Services Center

1304 West Bradley Avenue  
Champaign, Illinois 61821-2035  
Phone 217-356-9176  
Fax 217-398-0455

**ORDERING BANNERS**



For councils that prefer to have banners, we must keep them consistent. To ensure this, we will have only one facility authorized to produce banners. Banners can be custom made to fit your local area. For instance, you may include logos (maximum of four) from organizations that will be recipients of funds from the drive and/or you may have your council name and number on the banner.

The cost of each banner will be \$65.00 and that includes the banner, tax, customization and shipping costs. Banners are 2'X5' and are the same color as our aprons. This is an upfront cost for your council, just like the aprons. Checks for the banners should be made payable to **Columbus Charities Inc.** Please write the word BANNERS in the memo area of your check. The banners will not be produced or shipped until payment is received.

You may reimburse your council once your drive is complete. This will be an authorized printing expense on your Council Drive Report form, which is deducted from collected funds.

Print this page and provide the following information to place your order for banners (print legibly)

Council Name \_\_\_\_\_

Council # \_\_\_\_\_

Charity #1 Name as it is to appear on the banner \_\_\_\_\_

Charity #2 Name as it is to appear on the banner \_\_\_\_\_

Charity #3 Name as it is to appear on the banner \_\_\_\_\_

Charity #4 Name as it is to appear on the banner \_\_\_\_\_

Number of banners being ordered \_\_\_\_\_

Name of person to receive banner shipment \_\_\_\_\_

Street Address of person to receive banner shipment \_\_\_\_\_

City/State/Zip code of person to receive banner shipment \_\_\_\_\_

Contact phone # of person to receive banner shipment (\_\_\_\_) \_\_\_\_\_

Any special shipping instructions \_\_\_\_\_

Check # and amount accompanying request for banner \_\_\_\_\_

**Submit completed form and check (payable to Columbus Charities Inc) to:**

**Kim Washburn**  
**Tootsie Roll Chairman**  
6426 Alpine Dr SW  
Olympia, WA 98512  
(360) 943-1992  
[Tootsieroller@kofc-wa.org](mailto:Tootsieroller@kofc-wa.org)

## **AFTER THE DRIVE**

Your Council is encouraged to offer any remaining tootsie roll product in exchange for donations. The Tootsie Rolls make excellent treats to hand out during Halloween.

The suggested donation is:

\$10 or more for each sleeve of 50 TootsieRolls.

\$60 or more for each case of 300 TootsieRolls

However, sale or disposal of the remaining Tootsie Rolls is at the discretion of the Council and the price may be reduced to fit the need.

# **REPORTS/EXPENSE INSTRUCTIONS**

This following advice is intended to further explain the important need and requirements for filing your Final Report on your Councils Drive.

- ① Council Drive Report Form
- ① Request For Distribution
- ① Request For Missing Documentation

This is a public fund raiser and as such, the monies collected are donated in trust. It cannot be stressed enough that these are therefore to be “held in trust” --- they cannot be used for any other purpose, and if only one Council does attempt to circumvent the rules, the entire program will be put in jeopardy.

**You have thirty (30) days from the close of the Drive to submit your report and remit the funds after paying for your candy and other authorized expenses. All expenses claimed must have receipts attached to the reports sent to Columbus Charities-Tootsie Roll Program**

**Under no circumstances are you to make direct distribution to organizations or individuals that assist with Disabilities. Distributions checks will be issued by Columbus Charities Tootsie Roll program and forwarded to councils for distribution.**

If a Council is unsure as to where the funds should be distributed, the Council Drive Report should be submitted without the Request for Distribution Form. You may want to just leave the amount collected with Columbus Charities-Tootsie Roll Program. Tax laws require all funds can be distributed to non-profit organizations only.

## **Expenses**

The only authorized expenses a Council may deduct from the gross revenue are:

- Tootsie Roll Cost (with copy of invoice/check)
- Apron Cost (with copy of invoice/check)
- Approved banner(s) if any (attach receipt)
- Direct Postage Expenses – if any (attach receipts)
- Direct Printing Expenses – if any (attach receipts)
- Framed pictures for businesses-if desired
- Charitable Permit Fees – if any (attach receipt)

**NO OTHER EXPENSES, SUCH AS PAID ADVERTISING, ETC., WILL BE ALLOWED.**



# COLUMBUS CHARITIES –TOOTSIE ROLL PROGRAM

## Helping People with Disabilities

### Council Drive Report Form

COUNCIL NO. \_\_\_\_\_ DISTRICT NO. \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE COMPLETE THE ENTIRE FORM

<b>GROSS REVENUE</b>	\$ _____
<b>Less Allowable Expenses</b>	
1. Candy Cost (Attach copy of invoice, date paid and check no.)	\$ _____
2. Apron Cost (Attach copy of invoice, date paid and check no.)	\$ _____
3. Direct postage expense (Attach copy of receipt)	\$ _____
4. Direct printing expense (Attach copy of receipt)	\$ _____
5. Total Expenses (Sum of lines 1 thru 4)	\$ _____
6. Total remittance to Columbus Charities, Inc (Subtract line 5 from Gross Revenues)	\$ _____
7. Number of leftover candy cases	

Invoices and receipts must support all expenses. Attach all documentation to this form and mail with your check or money order. Checks must be payable to Columbus Charities –Tootsie Roll Program.

**THIS REPORT MUST BE SUBMITTED NO LATER THAN THIRTY (30) DAYS FROM THE LAST DAY OF THE DRIVE**

Mail Original form, receipts and check to:

Kim Washburn  
State Chairman Tootsie Roll Program  
6426 Alpine Dr SW  
Olympia, WA 98512  
(360) 943-1992  
e-mail tootsieroller@kofc-wa.org

### Retain a copy for your Council records

We hereby certify under penalty of perjury that the above accounting is true and correct.

Signatures \_\_\_\_\_  
Grand Knight Financial Secretary

Name of Council Tootsie Roll Chairman (please print) \_\_\_\_\_

# Columbus Charities – Tootsie Roll Program

## Helping People with Disabilities

### Request for Distribution

**COUNCIL NO.** \_\_\_\_\_ **DISTRICT NO.** \_\_\_\_\_ **DATE** \_\_\_\_\_

**WE AUTHORIZE THE FOLLOWING DISTRIBUTIONS FROM OUR ACCOUNT:**

RECIPIENT ORGANIZATION	ADDRESS	PERCENTAGE
Columbus Charities Inc.		20%
		%
		%
		%
		%

If you do not have a preference, you may check the box below.

We request that the funds being held by Columbus Charities - Tootsie Roll Program be transferred to the Special Olympics, KC Help and other like programs fund.

**Note 1: Distribution can only be made to organizations helping people with disabilities and have tax exemption status under the Internal Revenue Service Code.**

**Note 2: All funds not properly designated by the Council, and/or recipient or receipts for expenditures, along with a copy of documentation determining non-profit status by January 31<sup>st</sup> of the following year will automatically and irrevocably be deposited into Special Olympics, KC Help and other like programs fund.**

Grand Knight information	Name
	Address
	City, State Zip
	Telephone (     )     _

**Kim Washburn**  
**Tootsie Roll Chairman**  
**6426 Alpine Dr SW**  
**Olympia, WA 98512**  
**(360) 943-1992**  
[Tootsieroller@kofc-wa.org](mailto:Tootsieroller@kofc-wa.org)

**Retain a copy for your Council Records**

**Signatures** \_\_\_\_\_

**Grand Knight** **Financial Secretary**

# COLUMBUS CHARITIES –TOOTSIE ROLL PROGRAM

## Helping People with Disabilities

### REQUEST FOR MISSING DOCUMENTATION

COUNCIL NO. \_\_\_\_\_

DATE: \_\_\_\_\_

Worthy Grand Knight:

Thank you for sending the material from your council's Tootsie Roll Drive. The required information submitted was not complete. Before we can issue a check to the organization(s) you have selected, the following information is required.

<input type="checkbox"/>	Check to Columbus Charities – Tootsie Roll Program for the amount on the Council Drive Report Form. \$_____
<input type="checkbox"/>	The Council Drive Report Form. A new form is attached. Please complete and submit. Include receipts for claimed expenses.
<input type="checkbox"/>	The Request for Distribution Form. A new form is attached. Please complete and submit.
<input type="checkbox"/>	Copy of the IRS letter showing the Tax ID Number and confirming 501 C (3) status of the organization(s) you have selected.
<input type="checkbox"/>	The required receipts for the following expenses. Note: a copy of front and back of cancelled check is acceptable.  <input type="checkbox"/> Candy <input type="checkbox"/> Aprons <input type="checkbox"/> Direct Postage <input type="checkbox"/> Direct Printing
<input type="checkbox"/>	Other:

Please submit requested information to:

**Kim Washburn**  
**Tootsie Roll Chairman**  
**6426 Alpine Dr SW**  
**Olympia, WA 98512**  
**(360) 943-1992**  
[Tootsieroller@kcofc-wa.org](mailto:Tootsieroller@kcofc-wa.org)



# FUND RAISING ON FACILITY REQUEST

Council Letterhead

( Sample, Send Both Copies to Business)

Dear \_\_\_\_\_:

As you may have heard, our (number) Annual Fund Raising "Helping People with Disabilities" will be conducted this year on (dates).

This is a most noteworthy cause. We are asking for your help in this endeavor by allowing the Knights of Columbus to use your facilities and area in fund raising to Help People with Disabilities.

Please acknowledge by returning a copy of this letter to:

On behalf of the Knights of Columbus and All People with Disabilities, we "THANK YOU" for your charitable good work and MAY GOD BLESS YOU.

Cordially,

(Name) Chairman  
**Columbus Charities-Tootsie Roll Program**  
**Helping People with Disabilities**

## RETURN ENDORSEMENT

Approved Company: \_\_\_\_\_

By: \_\_\_\_\_

# SAMPLE LETTER TO PASTOR

(On Council Stationery)

Reverend \_\_\_\_\_,  
Fr. John Doe and Church  
Any Town, WA, Zip

Dear Reverend \_\_\_\_\_

On (dates), the Knights of Columbus will be conducting a Tootsie Roll Fund Raising Drive to Benefit People with Disabilities. We would like to set up our donation members in a place that is most convenient for you.

We are asking for your assistance with regard to publicizing the drive in your Parish Bulletin. Below is a brief paragraph which would be more than sufficient.

## **Knights of Columbus Annual Tootsie Roll Drive:**

\_\_\_\_\_ Council of the Knights of Columbus will be conducting its Annual Tootsie Roll Drive to Benefit People with Disabilities, right here in our own community. The Council would appreciate your support in anymanner.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

Thank you so much, Father, for your Assistance. Please give us a call at (Phone Number and Name) if we can be of any assistance to you and the fine work of our Parish.

Respectfully,

\_\_\_\_\_  
Council Chairman

# **VOLUNTEERS**

While this is a Knights of Columbus fundraiser you may have other people working sites that are not Knights or not even Catholic. This is a fund raiser and all are welcome to help as long as a Knight is supervising.

All money **MUST** be handled by the Knights and taken to a gathering point. No money should be left to accumulate in the cans more than an hour. Money should be collected by the site Captain or designated Knight.

The Knights of Columbus membership should make sure that the kids aren't throwing Tootsie Rolls at each other engaging in any other inappropriate behavior. The Knight that is in charge of the site will ensure the next shift is on time and that they have the necessary tootsie rolls and apron(s).

Each site should have a clip board containing shift sheets, phone numbers, letter authorizing your location, copy of Charitable Permit (if needed) and a form 100 just in case.

## **Things to communicate to your volunteers:**

- They are working to Benefit People with Disabilities.
- Include a list of organizations that benefited in your community last year and Statewide.
- The Knight member at the end of his shift will transfer to the next Knight in charge at this site all documents, Tootsie Rolls, aprons and money, if not collected.
- **The Knight being replaced must identify his replacement by asking for his membership card if he does not know the member.**
- They are representing the Knights of Columbus.
- They will need to know what to say.
- They will need to know who is in charge of the Site.
- We must "Respect" the business that is allowing us to fund raise. If they tell you to move to another location, you do so without question.
- Some businesses may want to collect and count all money from their site. This is allowed and they may issue a check when the Drive is completed on their site. This procedure will hopefully generate a donation or matching contribution from the business.

# TIPS FOR VOLUNTEERS

There are two things to remember at all times:

**First**, you are working to Benefit People with Disabilities; and **second**, you represent the Knights of Columbus. If you remember these two things, then the next few points follow naturally for you.

- Wear the Knight of Columbus apron.
- Have a good supply of TootsieRolls.
- Smile!
- Place yourself in a spot that makes you both visible and close to prospective donors. If necessary, move about, but do not block people flowing into the business or car traffic.
- Just say “Hello.” “Good morning” or “Good afternoon”. The apron and collection canister will often speak for you. You may also say things such as “Would you like to offer a donation for those with Disabilities” or “we need your help” or “we are raising money for Special Olympics”?
- Offer a Tootsie Roll regardless if they donate or not.
- Always ask the mother or father for permission before you give a Tootsie Roll to a child.
- Please offer a “thank you” to the person making a donation. You can do it a number of ways such as thank you sir/ma’am, thank you very much, God Bless You, have a good afternoon or weekend, have a good day, bless you, etc.
- If the person already gave, give a big smile and thank him/her again.
- Remember, you will most likely see them again next year.
- Have a table at each site, preferably with a banner draped across the front.
- If the can fills up with money, empty it in a secure area or give it to your area captain or another responsible Knight of Columbus representative who will provide you with another empty can. **Do not empty the contents into your pockets.**

**We wish you well in your volunteer work, and we “Thank You” very much for sharing your dedicated hands with the Knights of Columbus as they work to Help People with Disabilities.**

# COLUMBUS CHARITIES –TOOTSIE ROLL PROGRAM

## Helping People with Disabilities

### Sample VOLUNTEER SIGN-UP FORM

I will be able to collect funds for Knights of Columbus Annual Tootsie Roll Drive to benefit people with disabilities:

<b>Business/Commercial</b>	
	Friday from _____ AM/PM to _____ AM/PM
	Saturday from _____ AM/PM to _____ AM/PM
<b>Parish</b>	
	Sunday from _____ AM/PM to _____ AM/PM
<b>Location preferred</b>	
<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	(     )     -     _____

---

# COLUMBUS CHARITIES –TOOTSIE ROLL PROGRAM

## Helping People with Disabilities

### Sample VOLUNTEER SIGN-UP FORM

I will be able to collect funds for Knights of Columbus Annual Tootsie Roll Drive to benefit people with disabilities:

<b>Business/Commercial</b>	
	Friday from _____ AM/PM to _____ AM/PM
	Saturday from _____ AM/PM to _____ AM/PM
<b>Parish</b>	
	Sunday from _____ AM/PM to _____ AM/PM
<b>Location preferred</b>	
<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	(     )     -     _____

# COLUMBUS CHARITIES –TOOTSIE ROLL PROGRAM

## Helping People with Disabilities

### GROUP/LOCATION/INDIVIDUAL SIGN-UP FORM (sample)

I will be able to assist the Knights of Columbus in the annual Tootsie Roll Drive on the day(s) and time(s) shown below:

**First Shift each day picks up supplies and last Shift each day returns supplies to Council Chairman or designated person.**

#### FRIDAY

Time	Supervisor Name	Telephone	# of Volunteers
6AM – 8AM			
8AM – 10AM			
10AM – Noon			
Noon – 2PM			
2PM – 4PM			
4PM – 6PM			
6PM -8PM			
8PM – 10PM			

#### SATURDAY

Time	Supervisor Name	Telephone	# of Volunteers
6AM – 8AM			
8AM – 10AM			
10AM – Noon			
Noon – 2PM			
2PM – 4PM			
4PM – 6PM			
6PM -8PM			
8PM – 10PM			

#### SUNDAY

Time	Supervisor Name	Telephone	# of Volunteers
6AM – 8AM			
8AM – 10AM			
10AM – Noon			
Noon – 2PM			
2PM – 4PM			
4PM – 6PM			
6PM -8PM			
8PM – 10PM			

**Keep a copy of this schedule at each site and return to Council Chairman or designated person.**

## HOW TO WRITE NEWS RELEASES

- All information must be in title and first paragraph (no more than two sentences).
- Background on event, etc. must go in following paragraphs. News release should go on one page, maximum.
- Print contact name, phone number, and address at end of release.

### MISCELLANEOUS

#### **SUGGESTIONS FOR DISTRICT DEPUTIES**

- Check for possible television and radio contacts, such as people who might know local radio and television station managers, commentators and advertisers in the media. Ask them for personal assistance in having our members on their station to relate about the Tootsie Roll Drive.
  - Provide feedback for our Knights of Columbus Tootsie Roll Drive as to how much money was donated in your respective community with perhaps the names of the larger recipients and organizations.
  - Advise the radio and television stations program directors and managers that we have qualified people available for interviews on the Knights of Columbus Helping People with Disabilities.
- \*\*\* Assure that members to be interviewed are prepared and their message has been reviewed, rehearsed and is accurate.**

# **RADIO INFORMATION**

## **For Public Service Time Community Calendar**

A Community Calendar is a schedule of events similar to public service announcements, but differ in that they are all dated events and are produced and broadcast daily.

Information for the Community Calendar should be received at least three (3) weeks prior to the scheduled event.

The following is needed for the Community Calendar:

- Name of sponsor (Knights of Columbus)
- Title of event, Tootsie Roll Drive to Help People with Disabilities
- Address of event Locations
- Date of event

Events for the Community Calendar should be sent to your local Television, Cable and Radio Community Relations Director.

## **PUBLIC SERVICE ANNOUNCEMENT**

Each Public Service Announcement (PSA) runs approximately once every other day. Generally PSA's can be aired anywhere from one week for dated announcements to one month for non- dated announcements.

PSA's should be 30 to 60 seconds in length. (Each station is different and should be checked for their own policies on PSA's)

All PSA's are accepted from nonprofit, tax exempt organizations dealing with non-controversial topics.

Exact times for airing public service announcements are not generally given. They are done on a rotation basis.



# **NEWSPAPER PUBLICITY**

Common-sense is the real key to getting your Council's activities into print. Just put yourself in the position of the person who is receiving your materials (as well as those of hundreds of other organizations) and make it as easy as you can for that person to give you the publicity you want.

Further, always keep in mind that community and neighborhood newspapers are usually much more interested in your organization's activities than the major dailies. So you will have to work harder to make your "story" have more "general" interest to daily paper readers.

## **Here is the method we suggest following:**

When you call a publication, ask for the name of the person in charge of receiving information from the community. Then ask to speak to the person directly, and tell him/her that your material will be coming in the mail. (This is also a good time to check if the specific publication has any special requirements for information that is submitted).

Carefully address the information you send, including an accurate spelling of the person's name and title. (Materials sent to just "Editor" or blindly addressed to the publication usually do not get the type of results you want.)

Send your material at least two weeks before the event you want publicized.

Brevity is clarity. The shorter and more concise the news release you send, the better. Editors at either a daily or community newspaper do not want to read long news releases. They do not have the time. You are helping yourself as well as the editor when you keep it short.

Follow-up calls are a must. Contact the editor after he or she has received your news release. Personal interaction is always a plus for you. (Squeaky wheels get oiled first.)

# **INITIAL PRESS RELEASE-ONE PAGE**

(Sample) (Retype On Your Council Stationery)

## **For Immediate Release:**

### **Knights of Columbus Tootsie Roll Drive Kicks Off (DATES OF DRIVE)**

The more than 17,000 member of the Knights of Columbus in Washington State and their volunteers will conduct their Tootsie Roll Drive in communities across the state to raise funds to "Help People with Disabilities."

The Drive will be held on Friday, Saturday and Sunday, (dates here) of Columbus Day weekend. The Knights of Columbus are urging citizens everywhere to support this important fund raising activity by making a donation to assist the Knights in this most worthy charitable event.

Every nickel, dime and dollar is needed and will be deeply appreciated.

In (Community), the Knights of Columbus Drive will be coordinated by (Council Name). (G.K. Name) suggests that those wishing to learn how they may help can contact (Name of Chairman) Chairman of the Drive, at (Chairman's Telephone Number).

Knights of Columbus volunteers will be easily visible because of the bright yellow aprons they will be wearing, collection canisters and Tootsie Rolls with the Knights of Columbus emblem they will be carrying.

People with Disabilities have need of our support and that of the general public, especially so with government limitations, so that they too can develop and become productive and contributing members of our community.

Thanks to programs like this one conducted by the Knights of Columbus, the future continues to look promising and bright for our children and adults with disabilities.

# COUNCIL CHAIRMAN DUTIES

- Complete and mail the Council Chairman Form to the State Chairman as soon as you assume the duty. **It must be renewed each year** whether you retain the position or not.
- Appoint chairmen and committees to manage the finance, manpower, publicity, fund raising and other activities.
- Work closely with local schools to get their cooperation in obtaining volunteers to assist on the Drive. Many schools have special Christian service or community service projects that the students need. This drive would be ideal.
- Keep in touch with local Pastors and Youth Ministry officials to get their full assistance for volunteers. Many Pastors will let you accept donations after Masses.
- Promote the Program within your Council area.
- If you Order Tootsie Rolls, Aprons or banners, **follow instructions on pages 12 through 15**
- Obtain a non-profit/charity permit, if necessary, from local city, county, etc.
- Canvas your Council area to see what shopping outlets, grocery stores, banks, etc. would be ideal for volunteers.
- FOLLOW-UP and make sure committees have completed their assignments.
- Instill **DESIRE** in your membership at Council meetings.
- Have cans, if you so desire, distributed to local businesses at least a month before the drive.
- See if there are any “Special Events” in your Council area that coincide with the drive.
- Make sure permission is granted from the management of locations where your volunteers will be fund raising. Obtain approval for Fred Meyer stores through their headquarters, see page 8 for details.
- Contact Local Organizations for People with Disabilities and request their assistance.
- Attend special meetings called by the District Deputy. This will enable the Council chairman to fully understand how the program works.
- Make sure the **Columbus Charities-Tootsie Roll Program: Helping People with Disabilities** Council Drive Form is sent to **Columbus Charities-Tootsie Roll Program** along with a check for monies collected, attaching receipts for all covered expenses. Ensure that the report form is submitted along with proof of organizations non-profit status. **THIS SHOULD BE DONE WITHIN THIRTY (30) DAYS FOLLOWING THE DRIVE.**
- Thank media, businesses (along with amount raised at their business), churches, etc. and all your workers for their support. Use certificates, letters or at least a phone call. It’s a good idea to have a framed picture made with the manager and present to the store.

# **DISTRICT DEPUTY DUTIES**

- Train Council chairmen within your area of responsibility.
- Get all your councils involved.
- Combine councils for more involvement, if needed.
- Constantly work with the Council chairmen to make sure each of them is doing his job and offer any assistance required.
- Communicate on a regular basis with the District Deputy.
- Assist in obtaining Proclamations from County Government. Make sure each Council has obtained the necessary nonprofit/charity Permits from their local Village, City or County government.
- Coordinate within Districts that have more than one Council in a particular city so that only one Council applies for a permit to fund raise in the area.
- Make sure each Council has ordered candy and aprons at least sixty (60) days prior to the Drive date.
- Make sure each Council has the necessary information, forms, etc.

## **Review order forms for procedural details.**

- Assist any Council that is having difficulty.
- Be sure each Council submits the name of the Council Chairman.
- Assist any Council, with a major corporation in their Council area, to get contributions, volunteers, etc.
- Request that each Council bring to the District Deputy's meeting, copies of local newspapers so that the Public Relations Chairman will have the correct names and addresses for sending press releases.
- **Thirty (30) days following the Drive, make sure every Council has submitted a final report to the Columbus Charities-Tootsie Roll Program, along with a check for monies collected with receipts attached for all covered expenses.**
- Stress to each Council that they are dealing with public money and that it is to be returned immediately and not used by the Council for any other purpose.
- Thank media, businesses, churches, etc., and all your workers for their support. Use certificates, letters, pictures and/or a phone call.

# **AWARDS PROGRAM**

## **COUNCIL**

The highest revenue for each Division will receive a plaque at the State Convention.

First, second and third place plaques will be issued to councils with the highest overall revenue at the State Convention.

## **District Deputies**

The District Deputy having councils with the Highest Gross Revenue in his District (Top District Award) will receive a plaque at the State Convention.

## **Revenue Receipt**

All revenues must be received by January 31st of the year following the event in order to qualify for awards.

## **FUTURE DRIVE DATES**

The drive can be held any weekend from September 15<sup>th</sup> through Columbus Day weekend.

If a different date is necessary due to local issues or availability, please notify the State Chairman via email or letter.

**It Is Never Too Early To Plan Ahead!!!!**

**We Can and Will Make a Difference  
In the Lives of Our Disabled Brothers  
and Sisters.**

*Your suggestions or additional material  
will be very much appreciated. Please  
send any and all suggestions to the  
Columbus Charities, Inc., President*

## **Support Our Annual Fund Raising Drive**

**This manual is the Property of Columbus Charities, Inc. and permission is granted to reproduce or copy any material contained in this publication.**