



# Knights of Columbus

## Colorado State Council

June 26, 2024

To: State Officers, District Deputies and Grand Knights:

The 49th Annual Tootsie Roll **Campaign for People with Intellectual Disabilities** will be conducted from October 1st through October 31<sup>st</sup>, although a council may elect to conduct their campaign at any time during the year to optimize their fundraising opportunities. This also allows for raising money several times throughout the year with an array of different projects, if so desired. The 2023 Fund Drive was very successful, and the effort of all participating councils is greatly appreciated. I am sure the recipients greatly appreciated your generous donations, and used the money in the best possible way to support their programs.

The price of the individual Tootsie Roll candy bars to the Knights of Columbus will remain the same as last year at \$19.50 per case. The case size will stay at 300 bars per case. Again for your convenience, each case will include 6 inner packs of 50 bars each. The inner packs will be over wrapped in shrink tight poly film. This will enable the councils to give the workers 50 bars at a time, if desired. **The print on the wrapper will read "HELPING PEOPLE WITH INTELLECTUAL DISABILITIES."** A case of 12 specially printed Knights of Columbus canisters and hats will be shipped at no charge with every 16 cases of candy, if indicated on the order form.

All orders must be shipped to a **business address**. There will be NO shipping charge on orders of 33 cases or more. Orders between 18-32 cases will be subject to a freight cost of 5% of the total cost of the order. **Orders under 18 cases will not be accepted. All councils with small quantities (minimum order 5 cases) must be combined with their individual orders and attached together when mailed, to make up the required minimum shipment of 18 cases. The combined orders will be shipped to one location. However, each council will receive their own invoice payment.** PLAN AHEAD....Allow FOUR to SIX WEEKS for delivery!!! Please read the "Agreement of Sales" portion of the tootsie roll order form before ordering your candy.

100% participation of all councils is encouraged. I am asking the District Deputies to coordinate the ordering of tootsie rolls within their District. If you have a new council in your District, help them get their program started. Give them the benefit of your experience and knowledge. Combine your orders to facilitate the ordering process. I also encourage those councils that do not want to use the tootsie rolls as part of their fundraising to use whatever works best for their council. The bottom line is to raise money for Persons with Intellectual Disabilities. If your council has a better response from a breakfast or other fundraiser, use that as your fundraiser. We should all work to achieve our goal this year for "God's Special People".

**NOTE:** Councils will receive **75% of the net funds** collected and submitted with the report form to the Colorado State Knights of Columbus Charities, to support their local programs and organizations that assist People with Intellectual Disabilities. The **25% balance of funds** submitted will be managed and distributed by the Colorado State Charities for programs assisting People with Intellectual Disabilities across the State of Colorado (i.e. Special Olympics, Denver, Colorado Springs and Pueblo Diocesan Bishop's Funds for People with Intellectual Disabilities, etc.)

On the Colorado State Council website [www.coloradokofc.org/State-Council/Documents-Forms/Tootsie-Roll-Forms](http://www.coloradokofc.org/State-Council/Documents-Forms/Tootsie-Roll-Forms) you will find this Program Letter, a State Charities Collection Letter for Businesses, a Letter from Tootsie Roll Industries, a NEW fillable Tootsie Roll Order Form, a NEW CPID Apron Order Process Memo and a sample Thank You letter for businesses.

**Here is a link to the online Cognito State Report Form on the State Website.** [www.coloradokofc.org/CO-KofC-Charities-Fund/People-with-Intellectual-Disabilities](http://www.coloradokofc.org/CO-KofC-Charities-Fund/People-with-Intellectual-Disabilities)

When you submit the Report Form it will automatically be sent the appropriate program individuals for their records. **DO NOT MAIL the REPORT USING THE OLD “fillable PDF Form.** The individual submitting the Report Form will receive a Confirmation Email which indicates the specified amount payable to the **COLORADO STATE KNIGHTS OF COLUMBUS CHARITIES FUND.** Please ensure the email address specified on the report form is correct and will be going to an individual who will check their email account in a timely manner. Attached to the Confirmation Email will be a PDF of the Report Form that was submitted. **Print a copy of this PDF Report Form and mail it** with your Council Check to the individual and address indicated in the Confirmation Email. Please follow instructions carefully on all the forms. This will enable faster processing of your request.

GOD BLESS, GOOD LUCK AND THANK YOU FOR YOUR SUPPORT!

Fraternally,

*Stephen A. Stank*

Campaign for People with Intellectual Disabilities Program Chairman

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# COLORADO STATE COUNCIL

## Campaign for People with Intellectual Disabilities Program

### Fundraising Guidelines

1. **Leadership and Organization:** Appoint Council Chairman immediately, solicit volunteers and form teams and get the ball rolling for your campaign.
2. **Tootsie Rolls:** Place order for Tootsie Rolls to insure delivery in time for the drive. Allow FOUR to SIX WEEKS for delivery!!! Have the tootsie rolls delivered to a **business address** where someone will be available to sign for them at all times. **The payment should be made to the tootsie roll company within 30 days of completion of the fund drive.**
3. **Permits, Consent and Advertising:** Check with local government (city, town) to obtain any permits that may be needed or required. Obtain permission from your church pastor(s) to solicit at the churches. Obtain consent from supermarkets, shopping centers, malls, banks, etc., to solicit in their areas. Be sure to obtain permission from ALL proprietors, owners, managers, etc., of all the establishments where the workers will do the actual soliciting. We do not want to "step on anyone's toes" or create a negative attitude towards the campaign. It would be best, in most cases, to have or obtain written permission from the person in charge. Place posters in those locations advertising the times you plan to solicit.
4. **Manpower:** Besides the members of your Council, ask other groups to assist you in this drive. Ask the Ladies Auxiliary, the Squires, Service Clubs, High School Service Clubs, University groups, etc. Do not pass up any help that you can get. Make this a family event, this is a great opportunity to teach our kids about charity and sharing. **Please provide appropriate and safe adult supervision if you are using youngsters.** Give them an apron, a canister, a hat, assign them to a post with supervision and you'll have a tremendous success - you will also experience one of the greatest moments of your life - you will know what it is all about!
5. **IMPORTANT:** File reports within **10 days** after completion of campaign. **Here is a link to the online Cognito State Report Form on the State Website.** [www.coloradokofc.org/CO-KofC-Charities-Fund/People-with-Intellectual-Disabilities](http://www.coloradokofc.org/CO-KofC-Charities-Fund/People-with-Intellectual-Disabilities). When you submit the Report Form it will automatically be sent the appropriate program individuals for their records. **DO NOT MAIL the REPORT USING THE OLD "fillable PDF Form.** The individual submitting the Report Form will receive a Confirmation Email which indicates the specified amount payable to the **COLORADO STATE KNIGHTS OF COLUMBUS CHARITIES FUND.** **Please ensure the email address specified on the report form is correct and will be going to an individual who will check their email account in a timely manner.** Attached to the Confirmation Email will be a PDF of the Report Form that was submitted. **Print a copy of this PDF Report Form and mail it** with your Council Check to the individual and address indicated in the Confirmation Email **PLEASE DISCARD ALL OLD FORMS FROM PREVIOUS YEARS..ALL FORMS ARE NEW for 2024.** If you have questions about how to fill out any of the forms, contact the State Campaign for People with Intellectual Disabilities Program Chairman, Stephen Stank at 970-539-3358 (stevestank@aol.com).
6. **100% of All funds collected, (excluding costs of tootsie rolls, new aprons, etc.) (NET Funds), must be turned in to the Secretary, Colorado State Knights of Columbus Charities.** The Council's share of funds must be requested for recipients using the report form from the Colorado State Knights of Columbus Charities, which is a registered IRS 501(3)c, to ensure we have the required documentation to retain our tax-exempt status. We encourage you to do this promptly, as the money isn't helping anyone while it is sitting in your council bank account. The sooner your check is submitted, the sooner funds come back.
7. **Persons with Intellectual Disabilities:** Funds must go to programs and organizations that assist Persons with Intellectual Disabilities. If the name of a program or organization on your donation's list does not have the words "Intellectually Disabled" in it, an explanation must be included with your request explaining the way the organization assists People with Intellectual Disabilities.