



Knights of Columbus

Colorado State Council

June 16, 2010

To: State Officers, District Deputies and Grand Knights:

The 35th Annual Tootsie Roll Drive for the Mentally Handicapped/Developmentally Disabled will be conducted from October 1st through November 30th, although a council may elect to raise money several times throughout the year with an array of different projects. The 2009 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 tootsie rolls remains at \$17.25 per case (300 tootsie rolls per case). Councils can order direct from the company by using the enclosed form. If you order 33 cases or more, you do not have to pay freight charges. If you order 18-32 cases the freight charge will be 5% of the total order. Councils that cannot order 33 cases individually are encouraged to combine their order with other councils in their district and have the tootsie rolls shipped to a central location. Allow three weeks for delivery. For faster service you can phone your order to Gus Sundermeire at 1-708-423-5193. Please read the "Agreement of Sales" portion of the tootsie roll order form before ordering your candy.

THIS IS A POINT VALUE LETTER TO RECEIVE POINTS, THE STATE FORMS MUST BE COMPLETED AND POSTMARKED BY DECEMBER 31, 2010, NO EXCEPTIONS.

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 the mentally handicapped. 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".

This year as in the past, you may request 100% of your net collection for disbursement. Based upon the number of requests and when your council last made such a request, the State Council will determine which requests will be honored. All councils who participate will receive at least 70% of the funds they send to state.

Enclosed are an order form for tootsie rolls, an order form for aprons, the state report form and pre-addressed envelopes. When submitting funds collected make the check payable to **COLORADO STATE KNIGHTS OF COLUMBUS CHARITIES FUND** and mail to **Claude A. Trujillo Jr., Secretary of the Colorado State Knights of Columbus Charities**. The state report must again be postmarked by December 31, 2010 to receive points for the council awards at next year's convention. Also please mail copies of the state report form to the **State Deputy** and to the **Mentally Handicapped/Developmentally Disabled Program Chairman** for our records. Please follow instructions carefully on all the forms. This will enable faster processing of your request. **GOOD LUCK AND THANK YOU FOR YOUR SUPPORT!**

Fraternally,

Stephen A. Stank

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COLORADO STATE COUNCIL

Mentally Handicapped/Developmentally Disabled Program

Fundraising Drive Guidelines.

1. Appoint Chairman immediately.
2. Place order for Tootsie Rolls to insure delivery in time for the drive. Use the enclosed form to order directly from the company, cost per case is \$17.25 again this year. Have the tootsie rolls delivered to an address where someone will be available to sign for them at all times. Billing for tootsie rolls will be to the ordering council. The payment should be made to the tootsie roll company within 30 days of completion of the fund drive.
3. 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. 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 Key Clubs, University groups, etc. Do not pass up any help that you can get. Make this a family event, great opportunity to teach our kids about charity and sharing. It is a good idea to have 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. Permission: 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 project. It would be best, in most cases, to have or obtain written permission from the person in charge.
6. IMPORTANT: File reports within 10 days after completion of drive, but no later than December, 31st 2010, send monies and completed form to **State Charities Secretary**, one copy of the completed form to **State Mentally Handicapped Program/Developmentally Disabled Chairman** and one copy to the **State Deputy**. **PLEASE DISCARD ALL OLD FORMS FROM PREVIOUS YEARS**. If you have questions about how to fill out any of the forms, contact the State Mentally Handicapped Developmentally Disabled Program Chairman, Stephen Stank at 970-539-3358.
7. All funds collected, excluding costs of tootsie rolls, new aprons, etc., must be turned in to the State Charities Secretary. Council's share of funds must be requested from the State Charities Secretary so we have an appropriate file to retain our tax-exempt status. We encourage you to do this promptly, as the money isn't helping anyone while it is in the bank.
8. Funds must go to programs and organizations that assist mentally handicapped or developmentally disabled individuals. If the name of an organization on your donation's list does not have the words "mentally handicapped" or "developmentally disabled" in it, an explanation must be included with your request explaining the way the organization assists developmentally disabled individuals.

GOD BLESS YOU IN YOUR EFFORTS FOR OUR 2010 DRIVE.

VIVAT JESUS!