



Illinois State Council Knights of Columbus Charities, Inc.

Intellectual Disabilities Fund Drive 2 Keys for Success

PREPARATION and MANPOWER

The success of any fund raising venture is as simple as:

- The Grand Knights appointment of a Chairman who will supervise and coordinate the whole operation and continuously monitor the performance of volunteers in order to assure a safe and successful fund drive.
- **ALL COUNCILS** in the State are expected to participate on the designated days. If, for some reason, you want to the drive on different dates, you **MUST** first obtain permission from the Charitable Activities Director, Erik Lockett (lockett@yourclearwave.com). Your request **must be in writing**, stating the reason and specifying the dates you would like to solicit on. Keep in mind that you will lose much of the benefits by not participating on the same days as the **State-Wide Drive**, such as publicity, posters, proclamations, etc. Insurance for the non-drive dates is an added cost of \$397 per day.
- As a matter of courtesy, it is important that you submit a letter to business establishments requesting permission to solicit on their property. Some businesses might object and that is why it is better to ask first to avoid a public confrontation on the day of the fund drive.
- In areas where there is more than one council it is suggested that you honor your neighbor's "**territorial limits**" either they be defined or not. If you know that a neighboring council does not cover a key location ask that councils Grand Knight that you would like the location if they will not be soliciting there. **Avoid** any public bickering by clearing the air.
- It has been proven that the more volunteers you have working the better the results. Every canister in the hands of a solicitor will add \$60.00 to \$100.00 to your total collected.

Volunteers: Just a few sources from which you can recruit.

- Council Members
- High School students'
- Civic Groups
- Churches (Catholic & Non Catholic)
- Members families & friends
- Boy Scouts
- Ladies Auxiliary
- Squires
- Fraternal Organizations (other)
- Newman Centers
- Handicapped Citizen Organizations

It is particularly important to approach handicapped groups (institutions, parents' groups), as in most instances they are quite cooperative. After all, they are the ones to benefit from the distribution of your funds. Some council's have reported great success by having a school group sell the tootsie roll banks for \$2 or more each and splitting the sales with the athletic group. It is a win-win situation, they make money and so do the council's and the banks only cost \$.51each!

Tips for your Volunteers

First, remind them that they are working to help the Intellectual Disabilities Fund Program. Second, remind them they will also be representing the Knights of Columbus. The next few points will follow naturally.

1. Where the K of C Apron
2. Have a good supply of candy
3. Number each canister
4. Smile (Good Morning or Afternoon)
5. Say Thank You!
6. Have a great day, bless you

Remind your volunteers if the canister fills up with money, do not empty the contents into their pockets; give it to a K of C representative who will then give you an empty canister. Only in an emergency, slip the money into one of the apron pockets if no representative is present at the time.

Security

It is not just a matter of trusting your Brother Knights, but many outsiders are normally involved in solicitation, some whom are not known to council members. This is why any time the collection and accountability of money is involved certain precautions **must always** be taken.

You want to be sure nothing happens that would raise any questions by the public as to conduct of the **Intellectual Disabilities Fund Drive, i.e.**, accountability and distribution of funds.

The following are some suggestions:

Record the Name (address & phone number) of **all** volunteers and the **Canister Numbers** assigned to them.

Appoint two Brother Knights who will be responsible for the collections of funds from volunteers and have the **treasurer** deposit of such funds at a local bank or a savings and loan.

Arrange with your Bank to have the collections counted by them, this will eliminate the necessity of counting it yourself and limits the exposure of having the accumulation of funds in your Council Chambers or some-one's home. Deposit immediately or use the bank's night depository.

Liability Insurance

The Illinois State Council purchases a liability insurance policy for the 3 days of the actual Intellectual Disabilities Fund Drive on the streets. The policy currently has \$3,000,000 liability limits and covers all subordinate council members, their families, and friends of the handicapped and other groups collecting funds under the Knights of Columbus name. However, we want to keep our risk of exposure to a minimum.

That is why **ALL CHILDREN**, (Squires, Boy Scouts and members' children, etc.) **under** the age of 18, **are not allowed to solicit** on any street intersection or corner. Utilize the children with adult supervision at Storefronts, Banks, Post Offices and Restaurants that have more pedestrian traffic and less automobile traffic. **Safety First!**

If your community governing board requires they be named as an additional insured, contact the State Office immediately so a certificate can be ordered from the insurance company. **Do not wait until the last minute!**

If your council is unable to participate on September 16-18, 2011 weekend or any other of the approved weekends because of a community celebration, contact the State Charities Director (**In Writing**) for permission that your council can be covered by the same liability policy. If approved, your council will be allowed to obtain insurance coverage at a cost of \$397 per day out of your own council funds, which is NOT deductible from your candy revenue report.

Please note, having the fund drive on another weekend is only granted on an exceptional basis due to a major community activity or some other reasonable event. That being said you can solicit for the Intellectual Disabilities Fund all year round, but street solicitation is only sanctioned for those previously noted "**approved weekends**" shown on the Intellectual Disabilities Chairman Form **ALL FUNDS**, whether solicited on the street, or by other means, must be reported and sent to the State Council office before the end of the year.

Other Supplies

The Illinois State Council provides, **at no charge**, certificates of appreciation and collection canister labels. Call, Fax or Email the State Council Office (Phone: 815-935-2262, Fax 815-935-2078 or illinoiskc@illinoisknights.org), if you would like to receive them. Samples are enclosed.

Report Forms

The "**report form**" and "**request form for distribution**" need not be ordered, as they will automatically be sent to the chairman before the drive. If your council has not sent in an Intellectual Disabilities Chairman Form, please contact the State Council Office or go online to receive a copy. (www.illinoisknights.org) Under Forms.

A word about your report on the drive: This is a public solicitation for funds and as such is considered to be moneys collected "**in trust**"; therefore, the whole program is approved under Illinois law, Federal regulations and giving the *imprimatur* of the Supreme Council. It is run under the auspices of Illinois State Council Knights of Columbus Charities, Inc.

These are only permanent approvals insofar as we conform to laws and the policies of Supreme. And conformance means filing timely reports with the Illinois Attorney General, Internal Revenue Service, and the Supreme Council. As you know, funds collected **must be remitted** and accompany the report when it is submitted. Any delay could raise the question of a Council using these funds - if only temporarily. It cannot be stressed enough that these are “**moneys held in trust**” and as such, **cannot be used for any other purpose**. Even one Council attempting to circumvent the rules can jeopardize the whole program.

You have approximately **60 days** from the close of the drive (September 16-18, 2011) to submit your report and remit the funds to the State Council, after paying for your candy order and other expenses. **Under no circumstances are you allowed to make distributions directly to Intellectual Disabilities organizations.** State, Federal and Supreme approve of our program and **insist** on distributions being made from Illinois State Council accounts. **Should any additional funds be received after the main drive, they must be reported to the State Council Office as soon as possible.**