



Florida K of C Charities, Inc.

Citizens with Disabilities Campaign

2020 – 2021 Tootsie Roll Drive Information Package

Richard Dahn, Chairman

rdahn32@gmail.com

A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE WITHIN THE STATE (1-800-435-7352). REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL OR RECOMMENDATION BY THE STATE.

Florida K of C Charities, Inc., Registration #CH18054, www.floridakofc.org



Knights of Columbus

Florida K of C Charities, Inc.

Richard E. Dahn Jr.
Citizens with Disabilities Campaign, Chairman
8531 Ibis Cove Circle
Naples, FL 34119
239-989-2124
rdahn32@gmail.com

July 1, 2020

Worthy District Deputies and Grand Knights,

I want to thank everyone for the great job that was done last year for this Campaign. Councils had to face many obstacles last year and did so in typical Knights of Columbus fashion to help make a difference for others living life with a disability. COVID-19 shortened or cancelled many Council's drives, but we still put forth a great effort through all the adversity. 2020-2021 will be a bounce back year and I am looking to all of you to make it the most successful yet

Our 48th **Annual Citizens with Disabilities Campaign Tootsie Roll Drive awards period** commenced April 1, 2020 and runs to March 31, 2021. Funds raised and reported during this period will enable us to list your council drive results based on your division ranking in the State Convention Report Book. In order for our drive results to be reported, I must receive your council's Tootsie Roll Drive Final Report Form **and** funds postmarked no later than March 31, 2021. If your Council cannot complete your drive and report the results by March 31, 2021, continue your drive and send your Final Report Form and funds at the completion. Your results will be reported in the following year awards period, in the State Convention Report Book.

Please remember that your Council(s) must be Safe Environment compliant, in order to be considered for any State or Supreme Awards.

- 1) Our Goal is 100% Council participation.
 - a) Every Council should **make plans now** to conduct a Citizens with Disabilities Campaign, Tootsie Roll Drive.
 - b) If your Council is unable to conduct a drive alone, contact another Council in your District and ask to unite in the campaign effort.
 - c) Solicit donations from Council members, assemblies, ladies auxiliaries, outside organizations, and businesses. Request permission from your Pastor to hold a drive at your Church.
- 2) Inform your community about the purpose of the Tootsie Roll Drive; let them know whom it benefits.
 - a) Make posters; show the names of local recipient organizations of previous drives.
 - b) Explore the possibility of free community announcements on local radio, television, newspapers and other media outlets.

- 3) The Forms and Information Guides included in this package:
- a) How to organize your Tootsie Roll Drive (FSC13200).
 - b) Tootsie Roll order form instruction guide.
 - c) Tootsie Roll Order Form (FSC13201).
 - d) Tootsie Roll Drive Final Report Instructions.
 - e) Tootsie Roll Drive Final Report Form (FSC13203).
 - f) Apron order form instructions.
 - g) 2018 Florida State Deputy Florida K of C Charities, Inc. Corporate Letter (FSC13001).
 - h) State of Florida registration to Solicit Certificate 2018 -2019 (FSC13304).
 - i) Instructions to obtain a Certificate of Insurance from the Florida State Council Web Site.
 - j) Request for Disabilities Designated Donation.

This Tootsie Roll Drive package is available on the Florida State Council Web Site www.floridakofc.org . You must be registered on the web site, log in, select the Services Tab, select Forms and select this package. If you do not have access to the web site or have any problems, call me for assistance.

Worthy Brothers, if we all unite in this charity effort, we can make this year's donations totals surpass all other years. Our citizens with disabilities need our help and we Knights of Columbus lead the way!

Fraternally Yours,

Rich Dahn

Rich Dahn, Chairman
Citizens with Disabilities Campaign, Tootsie Roll Drive
Florida K of C Charities, Inc.
239-989-2124

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Florida K of C Charities, Inc., Registration #CH18054, www.floridakofc.org

Worthy Grand Knights and District Deputies,

It is time to plan for the annual Citizens with Disabilities Campaign, "Tootsie Roll Drive". This drive supports those organizations that support individuals with all types of disabilities. Since all councils now have year around liability insurance, the tootsie roll drive can be conducted any time during the year. Tootsie rolls and supplies should be ordered **no later than early November**. District Deputies are asked to help consolidating council tootsie roll orders, **only when 33 or more cases are ordered there is no shipping charge**. Remember a business address is required for delivery

The steps Councils should take now:

1. Appoint a Tootsie Roll Drive Chairman.
2. Order your Tootsie Rolls and supplies at least 45 days before drive.
3. Select the locations and dates for your drive.
4. Meet with the facility managers to secure the best spots to collect funds.
5. Contact the parish(s) to schedule a date for a parish fund drive.
6. Solicit local corporations or merchants for a donation from their corporate funds.
7. Reach out to council members, family members, friends and fellow parishioners to help with the drive.
8. Advertise your drive dates in local publications and in church and council bulletins.
9. Consider mounting a mail campaign. A suggested letter is part of the package.
10. At the completion of your drive, fill out the Tootsie Roll Drive Final Report Form (FSC13203). Include the EIN # of each charitable organization that monies are being donated to. For questions, contact Steve Ring, see his contact information below.

Tax Deductions: The Tootsie Roll Drive falls under the umbrella of Florida K of C Charities, Inc., which is certified by the IRS as a non-profit 501(c)3 organization, as a result, all individual or corporate donations made are tax deductible within the limits of the law. The Grand Knight should have a copy of the State Deputy's letter (FSC13001) certifying that Florida K of C Charities, Inc. is duly registered under Section 501(c)3 of the IRS Code. When contacting a corporation or a merchant for donations have the tax information letter with you.

Direct Donations: When donations from a Corporate, business or individual(s) are received the council will receive credit for the donation(s) and it will be applied toward the awards period as long as the council is identified and no return check is requested.

Designated Donations: If the donation is for a specific disabilities agency, a Florida K of C Charities, Inc. check(s) made payable to that agency will be sent to the council for presentation, the council will not receive a credit toward the award period. The Grand Knight should use the "Request for Citizens with Disabilities Distribution Form" when submitting designated donations of \$300.00 or more. All forms can be found on the Florida State website at, www.floridakofc.org log in, the forms can be found listed under the Services Tab, drop down box select Forms.

All funds collected along with the Tootsie Roll Drive Final Report Form must be mailed to:

Richard E. Dahn, Jr., Tootsie Roll Drive Chairman
8531 Ibis Cove Circle
Naples, FL, Florida 34119-7746

After the drive is over, send a letter to the individuals and organizations that supported your drive, thanking them for their support. The award deadline for the 2021 State Convention is March 31, 2021. Remember, **we are not selling Tootsie Rolls we are presenting a small gift in hopes of a donation.**

Richard E. Dahn, Jr
Citizens with Disabilities Campaign Chairman
239-989-2124
E-mail: rdahn32@gmail.com

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Florida K of C Charities, Inc., Registration #: CH18054, www.floridakofc.org

TOOTSIE ROLL CASE ORDER GUIDE

1. **Eighteen (18)** is the minimum number of Tootsie Roll cases that can be ordered and shipped to a location. Remember, if your Council is unable to conduct a drive alone, contact other Council(s) to join in an order. Several Councils can join together and possibly reach the **33** case total to avoid freight charges. **Please provide an email address so we can send you an order acknowledgement for your Tootsie Roll order.** Please be sure to add the 5% shipping, for orders of less than 33 cases in the box marked "Total Cost". For example, an 18 case order would total \$368.55, which is 18 x \$19.50 x 1.05.
2. The delivery address **MUST** be a location where someone is present during normal business hours, Monday through Saturday, to accept the order.
3. You will **NOT** receive an invoice for the order, nor should you pay a delivery charge of any type.

If your order is short, have the freight line driver note the shortage on the delivery receipt. Submit the delivery receipt, indicating the shortage, with your Tootsie Roll Drive Final Report Form. Contact the Tootsie Roll Drive Chairman to inform him of your shortage. The contact information is below.

4. If the order is for multiple Councils, please indicate the Council number and the amount of cases ordered for each Council. **No money is to be exchanged between Councils.**
5. To ensure the Tootsie Rolls are received prior to your planned drive date, your Order Form **must be received by the Tootsie Roll Drive Chairman with a 45 day lead time.** Please ensure the required delivery date is placed on the order form. If several Councils join together in an order, **please use the earliest Drive date** to ensure delivery.
6. Mail or email your Tootsie Roll Order Form to:

Richard E. Dahn, Jr.
8531 Ibis Cove Circle
Naples, FL 34119-7746
239-989-2124
rdahn32@gmail.com

FOR OFFICE USE ONLY	ACCOUNT NUMBER	SHIP DATE



Knights of Columbus

TOOTSIE ROLL ORDER FORM



CASES ORDERED	ITEM NO
	914

MINIMUM ORDER IS 18 CASES

KNIGHTS OF COLUMBUS TOOTSIE ROLLS 300 COUNT PER CASE
--

COST
\$19.50 Case

TOTAL COST

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 <u>FLORIDA KOFC CHARITIES, INC</u>	
No. _____	
Address <u>8531 IBIS COVE CIRCLE</u>	
City <u>NAPLES</u>	State <u>FL</u>
Zip <u>34119</u>	

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 # _____	Email _____
Print Name _____	Chairman _____	Phone # _____	Date of Drive _____
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

KC-001

TO: Richard E. Dahn, Jr.
 8531 Ibis Cove Circle
 Naples, FL 34119-7746
 rdahn32@gmail.com

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

TOOTSIE ROLL DRIVE FINAL REPORT FORM GUIDE

- 1. Return Address:** Enter the **INDIVIDUAL NAME (GK or FS)** and home street address where we will send the check(s) that are requested. **NO PO BOX ADDRESSES, PLEASE.** Please provide an email address for acknowledgement purposes. **PLEASE PRINT LEGIBLY.**

Please enter the total number of Tootsie Roll cases your Council ordered and received.

- 2. Total Revenue Received:** This is the Total Dollar Amount collected AND must match the check sent with the form.

- Line 1.** This is the 10% of the total revenue and is used by Florida KofC Charities, Inc. to prepay Council Tootsie Roll Orders and to fund other disabilities grants.
- Line 2.** Cost of Tootsie Rolls (\$19.50) times the number of cases listed **PLUS** shipping charges if applicable. Shipping is charged on any order of 32 or less cases at 5% of the total cost of cases.
- Line 3.** Promotional Cost: Expenses your Council incurred promoting the Drive banners, Posters, etc.. Please provide the purchase receipts. This will be returned to your Council in a check.
- Line 4.** Miscellaneous Expense: Minor expenses incurred to support the Drive and Workers (e.g. water, coffee, snacks. **NOT FOR GAS OR MILEAGE**). Please provide Purchase receipts. This will be returned to your Council in a check.
- Line 5.** Total Expense: Sum of lines 1 through 4.
- Line 6.** Council Net Income: Subtract Line 5 from Total Drive Income.

3. Place the Council Tax ID (EIN).

- 4.** List the 501(c)(3) charitable agency(ies) to which your Council wishes check(s) be sent and provide their Tax Id (EIN) and the amount you wish them to receive. Please verify each Tax ID. The total of all checks to be issued CANNOT exceed the Net Income amount on Line 6.

PLEASE NOTE – FOR CHECKS NOT CASHED WITHIN 60 DAYS OF THE CHECK ISSUE DATE, A STOP PAYMENT WILL BE PLACED ON THE CHECK(S) AND THE CHECKS WILL BE VOIDED.

For any questions and help, email or call me Richard E. Dahn, Jr.

239-989-2124 rdahn32@gmail.com.

This report must be completed and mailed along with your check, immediately after completion of your drive.
THIS IS IMPORTANT

Florida K of C Charities, Inc.



Knights of Columbus

Citizens with Disabilities Campaign Tootsie Roll Drive Final Report

To: Citizen with Disabilities Campaign Chairman

Richard E. Dahn, Jr.
8531 Ibis Cove Circle
Naples, FL 34119-7746

We have participated in the Tootsie Roll Drive.

Our Council ordered _____ cases of Tootsie Rolls.

Return Checks To(FS or GK): _____

Street Address _____

Council No. _____

City, St _____ Zip _____

Date _____ Email contact _____

Total # of cases the council is to be charged for _____

Total Drive Income Received

\$ _____ *

* Mail council check for this amount to State Chairman. Make check payable to Florida K of C Charities Inc. / Disabilities.

1. Florida K of C Charities 10% \$ _____ (10% of total Income received)

EXPENSES

2. Cost of Tootsie Rolls \$ _____ (\$19.50 per case + 5% shipping on 32 or less cases)

3. Promotional Cost \$ _____ ☐ Return check to council (Attach Receipts)

4. Miscellaneous Expense \$ _____ ☐ Return check to council (Attach Receipts)

5. Total Expense (Sum of 1-4) \$ _____

6. Council NET Income (Total income received less Total expense) \$ _____

If the issued check(s) are not cashed within 60 days of the issue date, a stop payment will be placed on the check(s) and the check(s) will be voided.

Our Council EIN # _____ Our Council plans to donate the Councils net income (line 6) to the following 501c3 agencies:

		Donation \$ Amount
1) _____	EIN # _____	\$ _____
2) _____	EIN # _____	\$ _____
3) _____	EIN # _____	\$ _____
4) _____	EIN # _____	\$ _____
5) _____	EIN # _____	\$ _____

This money will be used by recipients as follows: _____

NOTE: Other disability programs we sponsored were: _____

Sign _____
Drive Chairman

Sign _____
Grand Knight

APRON ORDER FORM INSTRUCTIONS

1. If you wish, you can order Citizens with Disabilities drive aprons from the KOC Supreme Website in the Officer Online portal.
2. Aprons are available in English or Spanish, please specify on you order.
3. Expenses for the Aprons can be deducted on your Final Report forms so please do so in line 4. MISCELANEOUS EXPENSES and include the receipts. Reimbursement checks will be mailed back to the Council.

Scott A. O'Connor
State Deputy
1406 S.W. 159th Avenue
Pembroke Pines, FL 33027
305-790-2041
scottaoconnor@gmail.com

Knights of Columbus Florida State Council



July 1, 2019

To whom it may concern,

This is to certify that the State of Florida and the Internal Revenue Service (IRS) duly recognize the Florida State Council, a member jurisdiction of the Knights of Columbus as a 501(c) (8) Non-Profit Organization.

A non-profit charitable corporation has been incorporated under the name of **"FLORIDA K of C CHARITIES, Inc."** under Section 501(c) (3) of the Internal Revenue code. Its federal employee identification number (EIN) is **59-3659193**.

"FLORIDA K of C CHARITIES, Inc." identifies and cultivates potential donors, solicits and administers gifts and grants to charitable 501 (c) (3) agencies that are supported by, **"FLORIDA K of C CHARITIES, Inc."**

When making contributions, all donations are to be made in the name of **"FLORIDA K of C CHARITIES, Inc."** Donations may be forwarded to the local agency (council) requesting such donation for recording purposes.

On behalf of the many charitable organizations supported by **"FLORIDA K of C CHARITIES, Inc."**, we thank you for your support.

Fraternally,

Scott A. O'Connor, State Deputy

Florida State Council-Knights of Columbus

President, FLORIDA K of C Charities, Inc

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Florida K of C Charities, Inc., Registration #: CH18054, www.floridakofc.org

FSC 7/1/2019

"For God and Country"
www.floridakofc.org

DIVISION OF CONSUMER SERVICES
(850) 410-3800



THE RHODES BUILDING
2005 APALACHEE PARKWAY
TALLAHASSEE, FLORIDA 32399-6500

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER NICOLE "NIKKI" FRIED

November 12, 2019

Refer To: CH18054

FLORIDA K OF C CHARITIES, INC.
1406 SW 159TH AVE
PEMBROKE PINES, FL 33027-2359

RE: FLORIDA K OF C CHARITIES, INC.
REGISTRATION#: CH18054
EXPIRATION DATE: November 9, 2020

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

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The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 30 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

Fred Hartsfield

Fred Hartsfield
Regulatory Consultant
850-410-3784
Fax: 850-410-3804
E-mail: fred.hartsfield@fdacs.gov

HOW TO OBTAIN A CERTIFICATE OF INSURANCE

Per the Florida State Council Web Site <https://floridakofc.org> please contact:

Lockton Affinity

1-800-496-0288

CouncilInsurance@LocktonAffinity.com



FAITH IN ACTION - DESIGNATED DONATION FORM

A District, Council, Assembly, Business, or an individual may make a donation of \$250 or more and request that the amount be made payable to the organization(s) of their choice. The designated organization must have an EIN (#), and be a registered 501(c)(3) organization. Individual and corporate donations are tax-deductible within the limits of the law.

Date: _____

Check/Reference number: _____

Make check payable to "Florida K of C Charities Inc." Complete this form and send it to the Florida KofC Charities Director. On the "Memo" or "For" line (at the bottom left section of the check), write the category from the following list (check one): **FAITH** ☐ Vocations, ☐ Church, **FAMILY** ☐ Food for Families, ☐ Homeless, **COMMUNITY** ☐ Coats for Kids, ☐ Wheelchair Mission, ☐ Habitat for Humanity, ☐ Disaster Preparedness, ☐ Helping Hands, **LIFE** ☐ Marches, Walks, Laps for Life, ☐ Special Olympics, ☐ Ultrasound Program, ☐ Christian Refugee Relief, ☐ People with Special Needs, ☐ Pregnancy Center Support, **OTHER** _____

DONATION FROM (check one): ☐ Region, ☐ District, ☐ Council, ☐ Assembly, or ☐ KofC Member

Region #: _____ District #: _____ Council #: _____ Assembly #: _____ Amount: \$ _____
(For Regional, District, Council, or Assembly events, credit is to be registered - please list on the back of this sheet the Council and/or Assembly numbers, and the amount to be credited for each).

Member's Name: _____ Title: _____

Phone #: _____ Email Address: _____

Event Date _____ Type of function: _____

DONATION FROM (check one, if applicable): ☐ Corporation, ☐ Business, or ☐ Individual

Company/Individual Name: _____ Amount: \$ _____

Address: _____ Phone: _____

City, State, Zip: _____

Company Contact: _____ EIN: _____

DONATION TO (ONE Recipient Organization) - For more than one org., add "Form FSC13100 Page 2"

Org. Name: _____ Amount: \$ _____

Address: _____ Phone: _____

City, State, Zip: _____

Number of the type of non-profit organization (example: 501 (C)(3)): 501 (C) (____) EIN: _____

Donation Purpose: _____

Florida K of C Charities Inc. will Send Check(s) for Presentation To:

Name: _____ Title: _____

Address: _____ Phone: _____

City, State, Zip: _____

☐ Council ☐ Assembly # _____ E-mail Address: _____

For additional information, contact your Florida KofC Charities Director.

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DESIGNATED DONATION - ADDITIONAL RECIPIENT ORGANIZATIONS

NOTE: The designated organization must have an EIN (#), and be a registered 501(c)(3) organization. Donations are tax-deductible within the limits of the law.

Org. Name: _____ Amount: \$ _____
Address: _____ Phone: _____
City, State, Zip: _____
Number of the type of non-profit organization (example: 501 (C)(3)): 501 (C) (____) EIN: _____
Donation Purpose: _____

Org. Name: _____ Amount: \$ _____
Address: _____ Phone: _____
City, State, Zip: _____
Number of the type of non-profit organization (example: 501 (C)(3)): 501 (C) (____) EIN: _____
Donation Purpose: _____

Org. Name: _____ Amount: \$ _____
Address: _____ Phone: _____
City, State, Zip: _____
Number of the type of non-profit organization (example: 501 (C)(3)): 501 (C) (____) EIN: _____
Donation Purpose: _____

Org. Name: _____ Amount: \$ _____
Address: _____ Phone: _____
City, State, Zip: _____
Number of the type of non-profit organization (example: 501 (C)(3)): 501 (C) (____) EIN: _____
Donation Purpose: _____

Org. Name: _____ Amount: \$ _____
Address: _____ Phone: _____
City, State, Zip: _____
Number of the type of non-profit organization (example: 501 (C)(3)): 501 (C) (____) EIN: _____
Donation Purpose: _____

WHO TO SEND FORM & CHECKS TO

Make a Council check payable to “**Florida KofC Charities, Inc.**”; write the selected program category (for example, “**Special Olympics**”) on the check’s Memo/For line, and send both the Council check and other checks payable to “Florida KofC Charities, Inc.” that you have received (use the back of the form, if needed, to list those checks, and who to send a tax deduction letter to), with the form via U.S. MAIL to:

Florida KofC Charities Director, Steve Ring, 8298 Spicebush Ter, Port Saint Lucie, FL 34952-2625

Keep a copy of the completed form and checks. If your Council check does not show as cashed in your Council’s bank account 1 month after mailing it, or for additional information, contact your Florida KofC Charities Director:

Phone: 561-248-9743, Email: steve@ring-enterprises.com

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**Knights of Columbus Council XXXXX
Annual Appeal**

To: Our Business and Professional Community

From: John Doe, Chairman, Citizens with Disabilities Mail Campaign

SUBJECT: 2019 DRIVE TO ASSIST OUR CITIZENS WITH DISABILITIES – Month, Days

Tootsie Roll candy will be seen all over Our Town again this year. It is our “Signature Giveaway” with heartfelt thanks for all canister donations received in our Annual Drive for the benefit of our **Citizens with Disabilities** in our community. This includes the physically and mentally challenged whether young or old, all faiths, beliefs and races. This drive is a particular devotion for all of our Knights and has been for many years, as we have participated in this Annual Nationwide Campaign for our Citizens with Disabilities for XX years.

Our goal is to collect \$XX, XXX.00 this year, which is part of the state-wide goal of \$2,000,000.00. Over a period of XX years our Council has distributed a total of \$XXX, XXX.00 through the Florida KofC Charities, Inc, **ALL LOCALLY.**

These are the Organizations we support from the proceeds of our drive:

- Special Olympics
- Insert the organizations you support
- Another one
- One more

In addition to the canister solicitation of shoppers at the many and varied retail store sites throughout Our Town, we are respectfully appealing directly to you. Your financial assistance will help these **Citizens with Disabilities** to gain dignity and in some cases, become self-supporting.

We realize you are frequently called upon for financial assistance but, the needs of the handicapped continue. Because God is the Father of all, including the disabled, we reach out

to those who are ready, willing and able to help. Together we remain a constant good in their lives, because when we bring sunshine into the lives of the needy, it warms us as well.

When good people like you respond with care, you become part of our Ministry bringing hope, compassion and comfort to our **Citizens with Disabilities**. It is because you care enough to share God's gifts in your life that our Knights of Columbus Brothers are able to help hundreds of these citizens throughout (Insert your County here). Remember, the things we normally take for granted, someone else needs badly.

Unlike other letters of appeal, we do not suggest a minimum donation. Instead we rely on the combination of your sense of Charity and financial ability to make your own decision. Please be as generous as your heart and circumstances allow. Most importantly, we believe God will bless you abundantly because **HE** will not be outdone in **HIS** generosity.

"For the measure with which you measure will in return be measured out to you."

Luke 6:38

FLORIDA KOFC CHARITIES, INC

REGISTRATION #CH18054

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Please use the enclosed addressed and stamped response envelope and make your check payable to Knights of Columbus – Council XXXXX.

If you wish to receive a tax receipt, please contact John Doe, Drive Chairman, XXX-XXX-XXXX for specific instructions.

In addition to your generous monetary donation, please pray for the success of this worthy appeal.

John Doe,

Chairman – Citizens with Disabilities Mail Campaign

MAIL CAMPAIGN INSTRUCTIONS

1. Some Councils enhance their Collected Donations by conducting a mail campaign. Please see the suggested letter format for the Mail Campaign.
2. If you have a Donor who desires a Tax Receipt for a sizable donation, PLEASE call the Florida KofC Charities, Inc. Citizens with Disabilities Campaign Chairman to start the process to procure a Tax Receipt. Councils are not able to issue Tax Receipts as Council's are NOT 501(c)(3) organizations. Florida KofC Charities, Inc is a 501(c)(3) organization and can issue Tax Receipts for Donors.
3. The suggested letter format for the Mail Campaign can be sent to individuals and businesses with which the Council may have contact.
4. If you need any clarification of any issue related to this, please contact the Florida KofC Charities, Inc. Citizens with Disabilities Campaign Chairman.