

Columbus HOPE Foundation Fundraising Handbook



“Helping Other People Everyday”

Executive Summary

The purpose of this handbook is to provide a comprehensive source of information and resources to define why we fundraise and how we plan, develop, communicate, execute and administer effective fundraising for the Columbus HOPE Foundation (“CHF”).

The target audience for this Columbus HOPE Funding Handbook is anyone involved in the planning, development, communications, execution and administration of fundraising activities.



Fiscal Year 2021 Fundraising Goals

The following tables show the fundraising goals for the Columbus HOPE Foundation allocated to each Knights of Columbus District and Council. The Columbus HOPE Foundation 2021 Fiscal Year begins on July 1, 2020 and ends on June 30, 2021. As you go forward this year remember

Our mission of “Helping Other People Everyday” is to better the environment for and increase the self-reliance and dignity of people with Intellectual Disabilities and related conditions.

Engage your district, council, and community to make the commitment and contribute funds to enable the Columbus HOPE Foundation to accomplish our mission.

“It takes a community to change their lives”.

DEANERY	COUNCIL	CITY	Membership As of June 2019	GOAL	Actual	%of GOAL
Charles R. Goergen		Total		13,925	0	0.00%
AIKEN DEANERY	3684	AIKEN	286	7,150		0.00%
	7062	N. AUGUSTA	103	2,575		0.00%
	7129	GREENWOOD	134	3,350		0.00%
	9161	BARNWELL	34	850		0.00%
Denny Mahoney		Total		22,600	0	0.00%
BEAUFORT DEANERY	5026	BEAUFORT	140	3,500		0.00%
	8502	WALTERBORO	67	1,675		0.00%
	7289	HILTON HEAD	80	2,000		0.00%
	10668	HILTON HEAD	296	7,400		0.00%
	12263	BLUFTON	321	8,025		0.00%
James Martin		Total		46,250	0	0.00%
CHARLESTON DEANERY	704	CHARLESTON	332	8,300		0.00%
	6250	JAMES ISLAND	101	2,525		0.00%
	6629	SUMMERVILLE	213	5,325		0.00%
	6726	HANAHAN	121	3,025		0.00%
	8900	N. CHARLESTON	85	2,125		0.00%
	9475	MT. PLEASANT	317	7,925		0.00%
	10334	CHARLESTON	71	1,775		0.00%
	11471	MONCKS COR.	97	2,425		0.00%
	11910	SUMMERVILLE	162	4,050		0.00%
	11991	GOOSE CREEK	209	5,225		0.00%
	12472	CHARLESTON	142	3,550		0.00%
Roosevelt Cummings		Total		34,000	0	0.00%
COLUMBIA DEANERY	724	COLUMBIA	225	5,625		0.00%
	2207	SUMTER	170	4,250		0.00%
	6847	NE. COLUMBIA	209	5,225		0.00%
	6891	ORANGEBURG	77	1,925		0.00%
	6892	IRMO	126	3,150		0.00%
	9672	CAMDEN	53	1,325		0.00%
	11325	LEXINGTON	153	3,825		0.00%
	12554	COLUMBIA	117	2,925		0.00%
	13713	BLYTHEWOOD	130	3,250		0.00%
	15223	MANNING/SANTEE	47	1,175		0.00%
	16903	CHAPIN	53	1,325		0.00%
Robert W. Ficco		Total		22,675	0	0.00%
ROCK HILL DEANERY	6756	ROCK HILL	207	5,175		0.00%
	10066	LANCASTER	47	1,175		0.00%
	12268	YORK	54	1,350		0.00%
	12366	FORT MILL	203	5,075		0.00%
	14475	LAKE WYLIE	251	6,275		0.00%
	14765	INDIAN LAND	101	2,525		0.00%
	15611	ROCK HILL	44	1,100		0.00%
Larry D. Patten		Total		48,575	0	0.00%
GREENVILLE DEANERY	1668	GREENVILLE	214	5,350		0.00%
	6076	SPARTANBURG	189	4,725		0.00%
	6884	SENECA	229	5,725		0.00%
	8182	MAULDIN	93	2,325		0.00%
	8295	ANDERSON	109	2,725		0.00%
	9184	TAYLORS	181	4,525		0.00%
	9575	SPARTANBURG	209	5,225		0.00%
	9576	PICKENS	92	2,300		0.00%
	10819	SIMPSONVILLE	353	8,825		0.00%
	12274	GREER	46	1,150		0.00%
	12995	GAFFNEY	50	1,250		0.00%
	13112	GREENVILLE	113	2,825		0.00%
	15519	GREER	30	750		0.00%
15960	NEWBERRY/ Laurens	35	875		0.00%	
Gilbert T. Cushing		Total		40,975	0	0.00%
MYRTLE BEACH DEANERY	3067	GEORGETOWN	86	2,150		0.00%
	5086	MYR. BEACH	174	4,350		0.00%
	5194	FLORENCE	169	4,225		0.00%
	7122	N.M. BEACH	255	6,375		0.00%
	7531	CONWAY	192	4,800		0.00%
	8123	HARTSVILLE	50	1,250		0.00%
	8790	MARION DILLON	55	1,375		0.00%
	8980	GARDEN CITY	357	8,925		0.00%
	10867	CHERAW	31	775		0.00%
	11028	PAWLEYS ISLE	229	5,725		0.00%
	14892	LORIS	41	1,025		0.00%
		Undesignated Donations				
TOTALS			9,160	\$229,000	\$0	0.00%

Figure 1 Fiscal Year 2021 Fundraising Goals by Council

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About Columbus HOPE

The mission of the Columbus HOPE “Helping Other People Everyday” Foundation Inc. is to better the environment for and increase the self-reliance and dignity of people with Intellectual Disabilities and related conditions. We believe these individuals should have the community support, tools and resources necessary to lead independent productive lives. Through our support of non-profit service organizations that share this philosophy, we are making the world easier to navigate for thousands of people every day.

The Columbus HOPE Foundation accomplishes its mission by developing supplemental sources of funding to augment the available state and federal money for our Intellectual Disabled citizens. These resources are limited, and often do not meet all the needs of the individuals. Immediate, critical and supplemental needs of individuals and families that cannot be met through other funding sources may be funded from the Columbus HOPE Foundation resources.

The Columbus HOPE Foundation Inc. is a South Carolina based non-profit 501(c)(3) corporation operated by the South Carolina Knights of Columbus. Proceeds from our fundraising activities are focused on helping our South Carolina Intellectually Disabled citizens. We work in coordination with the South Carolina Department of Disabilities and Special Needs, the county Disability Boards and other non-profit service providers to identify the needs, the gaps and the priorities for allocation of collected funds.

Since its inception in 1976 the Columbus HOPE Foundation has raised over \$9 million to assist South Carolina citizens with Intellectual Disabilities.

The Foundation’s membership is comprised of the Columbus HOPE chairmen from each of the Sixty-Three Knights of Columbus councils in South Carolina. A Board of Directors is established to govern the Columbus HOPE Foundation, elect Officers of the Foundation and to aid the Foundation in the accomplishment of its mission. The Officers manage the daily operation and direction of the foundation.

The Officers of the Foundation are: The President who also serves at the Chairman of the Board, the Secretary, and the Treasurer. In addition, two main committees are established for facilitating, directing, and managing as required the fundraising and publicity activities of the Foundation.



Officers and Committee Chairmen

Michael A. Allen, President and Chairman of the Board

Anthony Panek, Secretary

David Tibbs, Treasurer

Thomas V. DeMars Jr, Drive Chairman

Joseph Balotti, Communications Director

The Board of Directors is comprised of the Knights of Columbus members that include the State Deputy who will serve during his term of office. It will also include a minimum of seven (7) directors, one director from each of the seven (7) deaneries of the Diocese of Charleston, who will serve on a rotating three (3) year term of office.

Board of Directors

State Council – Edward Griffin, SD

Charleston Region – James Martin

Myrtle Beach Region – Gilbert T. Cushing, PGK, FDD

Greenville Region – Larry D. Patten, FDD

Rockhill Region – Robert W. Ficco, PSD

Columbia Region/State Liaison – Roosevelt Cummings, PSD, FDM

Aiken Region – Charles R. Goergen, PGK

Beaufort Region – Denny Mahoney

Contact information for the Foundation staff and directors is included at Appendix 1.

Fundraising Basics

Why Fundraise?

- Fundraising events and activities are principally about raising much needed funds for the Columbus HOPE Foundation Mission



“The mission of the Columbus HOPE “Helping Other People Everyday” Foundation Inc. is to better the environment for and increase the self-reliance and dignity of people with Intellectual Disabilities and related conditions.

- We believe these individuals should have the community support, tools, and resources necessary to lead independent productive lives.

What Else Comes from our Work?

- We advocate for the Intellectually Disabled
- We serve our Intellectually Disabled citizens, the homes and the communities that support them through our Knights of Columbus community membership and, state and local service organizations.

What are the Essential Ingredients to Successful Fundraising?

Fundraising should also be about having ***the emotional engagement (fun and compassion) of your participants – donors, sponsors, participants and volunteers.*** People go to, donate for sponsor, or participate in fundraising activities to enjoy themselves and feel that they have contributed to helping people less fortunate than themselves. It is important for them to see through our transparency that we are an organization that delivers the maximum to the people they want to help.

The best way to ensure your fundraising event is engaging is for you to enjoy organizing it, and the surest way of achieving that is to plan your event effectively.

This handbook is intended to give ideas and to take you through the various stages of holding an event from conception to completion. It should help you avoid some of the pitfalls along the way.

While by no means comprehensive, the aim is to pack in as much practical information and advice as possible and hopefully encourage experienced fundraisers and newcomers alike to get organizing.

Be Bold. Be imaginative. Above all, enjoy yourself!



Before You Start

The Knowledge:

When people are asked to give money to a charity, they want to know how it is going to be spent. Therefore, it is important that you know what the Columbus HOPE Foundation does and where the money you raise will go.

By having an insight into the problems and how your money will help, you will gain good motivation and commitment to the cause.

To get further background information on our work please look at the Columbus HOPE Foundation website: <https://www.columbushope.org> or call us and talk to the **Foundation Communications Director or Drive Chairman**, there contact information is in Appendix 1.

Enthusiasm and persistence:

Your enthusiasm will encourage people to support you. Once you've decided what you are raising money for, really sell the idea to people. It might be for a specific project or for funds in general support.

There will be plenty of "Nos". Be prepared for this and don't let it dampen your enthusiasm. Remember, there are thousands of charities raising money and people do generally support them. You must make yours sound the best!

Confidence:

You must be confident and direct. People need to see that you believe in what you are doing.
Remember if you don't ask you don't get.

Organization:

Draw up a plan of attack - see our Fundraising Strategic and Planning section in this Handbook.
Give yourself plenty of time and set yourself achievable targets.

Contacts and networking:

List everyone you know and how they might help you. You will be surprised how this can help.
Don't forget to list your past donors, sponsors and volunteers. Your best changes is through them and their network of friends, family and colleges. Remember to nurture, nurture and then nurture some more you list of contacts and networks.

Imagination:

The more unusual and attractive your fundraising ideas are the more people will support them. Don't just shake a can and expect everyone to want to put money into it. Think laterally, not everyone will donate money, perhaps they could donate a prize for a raffle or something for sale on eBay or at a rummage or other sale.

**Our Core Fundraising Program**

This Handbook is designed to provide as much assistance as possible to carry you through your Columbus HOPE Drive, from the appointment of your Council's Hope Chairman to its final accounting and distributions of funds. From planning and executing the Tootsie Roll Campaign to planning and executing your other Columbus HOPE Foundation fundraising campaigns or your council's other fundraising activities.

The Columbus HOPE Foundation fundraising campaign has been very successful since its inception over forty years ago. While our campaign has been very successful, it must continue to grow and change with the times. The South Carolina State Council established that the Columbus HOPE Foundation fundraising will be a year- long project. The traditional Tootsie Roll segment of our fundraising campaign is held between Labor Day and Columbus Day if possible. Annually, our Governor declares this period, September 1st, through October 12th - "Columbus HOPE Days".

The success of any fund-raising venture is predicated on planning, organization, coordinating, controlling participation and execution. Without these key ingredients, you will probably not have a successful fundraising program. The following section and the appendices will get you started and aide you through the ***journey to success.***

The planning process starts at the state level with the establishment of a publicity campaign that will be run by the Columbus HOPE Foundation Communications Director. The Communications Director can assist your council in providing news releases and announcements to media outlets in your community. The publicity campaign will focus on the Tootsie Roll fundraising event on the Columbus Day weekend. The Communications Director can assist your council in providing news releases and announcements to media outlets in your community. Our goal is to make everyone in South Carolina understand who is passing out Tootsie Rolls and why.

Council level planning for the Tootsie Roll fundraising event and other council designated fundraisers begins with the Grand Knight's appointment of a council H.O.P.E. Chairman. Your council Chairman should be a motivator who can rally your council. Always remember that this Tootsie Roll fundraising event is our most visible state-wide charity event of the year. ***Keep in mind that the same enthusiasm and dedication needs to be replicated at the local community level for your other Columbus HOPE Foundation fundraising events.***

Tootsie Roll Fundraising Event Planning

Planning for the Tootsie Roll fundraising event is critical. The establishment of a state-wide campaign weekend with maximum media coverage makes it imperative that we are visible at every location possible. This will require that you have more Knights than ever involved in passing out Tootsie Rolls. Plan your coverage on the number of Knights available. Encourage all members and their families to get involved. It is important that you request permission to solicit at businesses in writing. Many businesses will require approval from their home office so please request permission early. A sample letter "Business Solicitation Letter" is included at our website www.ColumbusHOPE.org in the Library under Fundraising Resources.



Many councils overlap - remember that we are brother Knights who believe in Fraternalism. It is suggested that you honor your neighbor's territorial limits, whether they are well defined or not. If you know a neighboring council does not cover a key location advise that council's Grand Knight that you would like to use that location. Bickering only hurts our campaign.

Some communities may require a permit, find out early. Check with County Law Enforcement to see if you can conduct street or intersection activities. While you are checking on these requirements find out if the Mayor or City Manager will proclaim the weekend "Columbus HOPE Weekend".

Remember KNIGHTS DO NOT SELL TOOTSIE ROLLS. They are distributed with a smile to anyone. Let them know you are collecting money for People with Intellectual Disabilities and that the proceeds are used in the local area and within South Carolina. Make sure your members on the street know where your HOPE funds were distributed in past years. A listing of the charities that benefited from our fundraising is found at our website <http://www.columbushope.org/index.php/wall-of-giving/grantees>.

Tootsie Roll Campaign Suggested Planning Timeline

<u>ACTIVITY</u>	<u>DATE COMPLETED</u>
Grand Knight appoints HOPE Chairman	_____
Chairman organizes his committee	_____
Prepare articles and sign-up forms for council newsletter	_____
Ask lecturer to speak during Good of the Order on campaign to give out Tootsie Rolls	_____
Request permission by letter from local business locations to give out Tootsie Rolls	_____
Requests any necessary permits from city or county	_____
Mail out solicitation letters to local businesses for Contributions	_____
Request city and county officials to issue an official proclamation.	_____
Order Tootsie Rolls and necessary supplies.	_____
Confirm and verify approval letters for distribution locations.	_____
Visit each fundraising site and discuss with the store manager your plans and determine if there are any restrictions.	_____
Demonstrate and train campaign techniques to new workers.	_____
Review checklist and plans with Grand Knight & Deputy GK.	_____
Remind all workers by phone of their commitment to work including the location and time.	_____
Send thank you letters to businesses and locations participating.	_____
Send in all necessary reports and moneys by December 1 st to: Anthony Panek Secretary, Columbus HOPE Foundation Inc. 4904 Boundview Court Summerville, SC 29485-8012	_____

Second or More Fundraising Sources

Your Second Source planning session will be about determining what your council will do for their Second Source Fund raising. The list of options is endless and is only limited by your imagination. This Handbook provides some guidance and ideas, whether the fundraiser is online or an event. The web and the experience of other fundraiser professional provides a knowledge rich landscape to explore.

Business Source

One person can run the Business Source. All that is needed is a letter on council stationary and a stamped self-addressed envelope. Always include the local recipients of Tootsie Roll funds. We have included sample letters and developed a colored tri-fold brochure that explains our Operation. Remember the more letters you send out the more donations you can receive. Maintain a list of businesses that you contact and then follow-up with a telephone call. It is imperative that you send a thank you letter or present a certificate of appreciation after you receive a donation. Certificates could be presented at a council social with families present.

Last But Not Least

We must provide a complete audited report for the state convention. We solicit your cooperation in meeting that goal. Please submit all your paperwork in a timely manner. All checks will be made payable to "COLUMBUS HOPE FOUNDATION". Feel free to contact your Columbus HOPE Foundation Secretary or Drive Chairman with any questions.

Fundraising Ideas

There are so many ideas for ways to fundraise that it fills the world wide web. Research through as many avenues as you have time. Some ideas are included in this Handbook in Appendix 9 – Fundraising Ideas A-Z and on our website's Library in the Fundraising Resources section at www.columbushope.org.

Fundraising Strategy Development and Planning

This section provides a methodology for developing you fundraising strategy and planning your fundraisers. It provides a fundraising timeline, samples resources and many ideas to help you get an early start with your fundraising. Letter writing and emails are the cornerstone of your fundraising campaign. Once you get letters and emails out to your friends, family and co-workers, you will start to see the donations roll in. You may also want to include supplemental fundraising activities as well to further maximize your success.

The biggest thing to remember with fundraising is that the sooner you get started, the sooner you will receive donations and income from other sources. Review this guide for ideas and get started today!

Step 1: Gather the Numbers



A. What are your projected total expenses for the coming year? \$ _____

B. How much income, in total, is already committed toward your expenses? (Include only support already promised — individual donor pledges that have been made as well as government, corporate, or foundation grants and membership dues that you are assured of) \$ _____

C. Subtract “B” from “A” for total amount to be raised \$ _____

D. Fill out the following chart with your results from last year’s fundraising activities, your current year-to-date figures, and projections for the coming year. There will likely be some parts of the chart that you’ll leave blank at this stage in your planning process until you’ve completed more of this worksheet and can come back to them. The “sources” listed are examples only. Add ones that are relevant to your organization, such as house parties, online appeals, and so on. In the “expense” column for each activity, include in the cost of raising the money not only materials and other expenses but also staff time if possible.

Fundraising activities, current year-to-date figures, and projections for the coming year:

Source	Last Year's Income	Last Year's Expense	Current Year's Income	Current Year's Expense	Next Year's Income	Next Year's Expense
Individual Donor						
Total						
Membership dues						
Fundraising Events						
Major Gifts						
Mail Solicitation						
Other						
Sales/earned income						
Other Sources:						
Government						
Foundations						
Corporations						
Total						

Step 2: Analyze Past Fundraising Efforts (Use separate sheets of paper for the following questions for each source.)

- For each of the sources of income in the chart in Step 1, note briefly what has worked well to bring in money that you want to do again.
- What hasn't worked? How can you improve or modify these strategies to make them work?
- What are new opportunities coming up that you want to take advantage of, such as a special anniversary, a large organizing campaign, and a new executive director?

Step 3: Determine Your Available Resources



Resources for fundraising include the people who will be involved in carrying out various fundraising tasks as well as money you'll need to spend on staff time and materials. The expenses were included in Step 1. The following chart will help you brainstorm who you can recruit to your fundraising team.

Who?	How Many?	What Could They Do?
Officers		
Program Directors		
Volunteers, members, supporters,		
Who else?		

If your organization's budget-setting process has identified how much you plan to spend on fundraising, put that amount here as another resource you have available: \$ _____

Step 4: Strategies – What Will You Do?



Now think about the fundraising strategies you'll use to build support from individual donors — and in some cases, from small businesses or corporations — from the point of view of getting new donors, renewing current donors, and upgrading current donors.

Acquire new donors — List all the activities you will engage in to bring in new donors, such as direct mail appeals, e-mail outreach, online donations campaign with social media integration, house parties and other events, and individual donor asks. Online donation campaigns with social media integration will be discussed later in this Handbook.

1. _____
2. _____
3. _____

Renew current donors — List the activities you'll engage in to ask your current supporters to give again. Typically, these include mail appeals, e-mail solicitations, and follow-up phone calls. They also include personal solicitation for larger gifts. Special events are also activities that donors often come to year after year.

1. _____
2. _____
3. _____

Upgrade current donors — Getting donors to consider larger gifts usually requires a more personal approach. The size of a major gift depends on your donor base. For a group with few or no donors, a major gift might be \$100. For a group with several hundred donors or more who give varying amounts, \$250, \$500, or even \$1,000 may be the threshold for a major gift.

1. _____
2. _____
3. _____

Sales/Earned Income events — List all the activities you will engage in to bring in new income, such as sale of goods or services for a price. (examples: rummage sale, Silent Auction, eBay Direct Sale, etc.)

1. _____
2. _____
3. _____

Community/Sports Income events — List all the activities you will engage in to bring in new income, such as sports tournaments (examples: golf, softball, soccer, marathon, etc.) community festivals, (examples: oyster festival, bluegrass festival, artisan festival, etc.), and others (see Appendix 9 for some ideas)

1. _____
2. _____
3. _____

Step 5: Hammer Out the Details

For each fundraising strategy that you plan to use, fill out a separate page with the following information:

Strategy: _____

Projected income (gross): \$ _____

Total cost (use worksheet below): \$ _____

Net income: \$ _____

Other goals that this strategy will meet (such as get new donors, generate publicity, involve board members in fundraising):

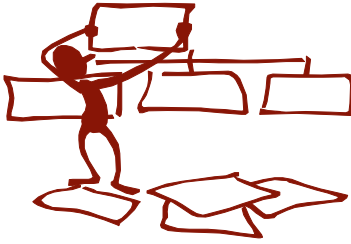
Number of staff and volunteers needed to carry out this strategy: _____

Expenses to complete this strategy:

Expenses	\$ Amount	Notes
Staff time		
Consultant/Services		
Design		
Printing		
Postage		
Travel/Transportation		
Food		
Other:		
Total		

Activities/Steps to complete this strategy:

Due Date	Task(s)	Who

Step 6: Put It All Together

Finally, you can pull together all your fundraising planning in one chart that will show what fundraising activities you are doing, how much you intend to raise, from whom, when, who will do what, and how much it will cost. The following worksheet starts with a couple of sample activities to give you an idea of how to fill it out.

Strategy	Goals (dollar amount and response)	Target Audience	Description	when	Who	Cost
Acquire New Donor	\$2,000	Local Medical & Dental Businesses	Email and in person solicitation	Sept 30- Oct 12, 2020	Bob & friends	\$100
Sporting Event	\$17,000	100 people + sponsor Greater Charleston	Captain's Choice Golf Tournament	April, 24 2021	Don & Committee	\$5,000
Community Event	\$1,2000	Parish	Fish fry every Friday during Lent	Lent 2021	Lynn and team	\$220

Internet Fundraising Basics and Support

Most organizations are, or should be, using email, organization websites, web-based resources, and social media as part of their fundraising programs. In addition to building relationships with your current donors, your online campaigns will help bring many more people to donate, to your fundraising events as participants and/or sponsors, to grow your email list, and generally increase your visibility with a broader audience.



Building an online presence is about using the resources on the Internet to build relationships with constituents so our organization can better fulfill and support its mission. Often, this means using the Internet based resources to complement existing fundraising programs; in other cases, this means creating new fundraising programs that you couldn't have dreamed of before.

Our success with online fundraising programs has two major components:

The foundation is our organization's web presence as an informative, interactive website with an email communications program which, together, helps build relationships with our website visitors and the people we get to sign up for your email newsletter or online advocacy program.

The second component, often overlooked, is a strategy for attracting new people – especially potential donors – to our site, so we can begin the relationship-building process. This includes extending our presence in search engines, social media integration and with complimentary advertising in online market sites linking all to online donation portals.

Our Foundation invested in resources and capabilities that will help us succeed in accomplishing our mission. They provide significant capability and support for your fundraising events. Below is a listing of the two components and their elements for online fundraising support.

The Columbus HOPE Foundation Website Resources

- Columbus HOPE Foundation Background
- Donation Portals
- Fundraising Events Advertising and Registration
- Recognition for our Sponsors and Donors
- Transparency in who benefits from our fundraising
- Gallery to provide an imagery record of our events and works
- Newsletter subscription and dissemination portal
- Contact us capability
- Email collection and dissemination resources
- Resources library for our membership

Integration with Social Media and Internet Market Places

- Capability to integrate with Facebook, Tweeter, LinkedIn, Google+, Instagram and more
- Integration with PayPal Giving Fund
- Integration with eBay Giving Works
- Integration with AmazonSmiles

An in-depth discussion about these two major online fundraising components, on the previous page, and all their elements would be too voluminous for this Handbook. So, we have provided numerous information briefings, tutorials and demos on <http://www.ColumbusHOPE.org> in our Library. Contact our Drive Chairman for more information and assistance (see Appendix 1 for contact information).

Corporate Donors and Sponsors

Corporate sponsorship is defined as “a form of advertising in which companies pay to be associated with certain events.” Remember that unlike grants, sponsorships are awarded as much for the benefit of the sponsor as of the cause. You will have to make the case as to what benefits you can offer the sponsor besides the good work you do.

There is no one directory of corporate sponsorships, but here are a few ways to research and identify potential sponsors:



- Focus your search on businesses that might want to reach the audience our organization serves or that have demonstrated an interest in your fundraising cause, event participants or community.

For example, some of our funding is used to improve resident homes for our clients. This area of support is of interest to our home improvement or building supply company sponsors (e.g. Lowe’s).

For example, a local golf tournament fundraising event brings the interest of potential sponsors ranging from doctors to restaurants to insurance companies and sporting goods company in the local area.

- Don’t overlook small businesses in your community; although some may not be able to donate cash, they may be a great source for in-kind gifts.
- Contact companies that employ your donors, board members, volunteers and friends. In other words, where you have a personal connection.
- Many mid-size and large companies have dedicated grant/donation/sponsorship application processes and management organizations. Researching the web or through direct contact with the corporate offices or employees can identify the entry point of contact for the giving process.
- Some companies may outsource the management of their application and management support to another company (e.g. **CyberGrants.com**). That company will have numerous clients to be mined and the application process becomes easier across their clients.

Table 1 CyberGrant Client List

Aerospace & Defense	Consumer Products	Retail
Boeing	Disney	BJ's
General Dynamics	GM	GAP
Lockheed Martin	Honda	Lowe's
Northrup Grumman	Nike	Target
Raytheon	Procter & Gamble	
		Software & Services
Biotech	Food & Beverage	Microsoft
Amgen	Coca-Cola	Symantec
Bristol-Meyers Squibb	McDonalds	Verizon
Merck	General Mills	
Novartis	Starbucks	Healthcare
Pfizer	Tyson	Aetna
		Anthem
Insurance	Technology	BD
Liberty Mutual	Cisco	Covidien
MetLife	Intel	Express Scripts
New York Life	Motorola	Humana
	Texas Instruments	
	Toshiba	

Columbus HOPE Foundation Standing Agreements

The Columbus HOPE Foundation Inc is established as an approved non-profit for the purposes of receiving grants from:

Bank of America*	Boeing*	Publix
Merrill Lynch*	Walmart	Benevity
GE Aerospace*	COSTCO Southeast Region	

*These companies, in addition to direct project grants, match monetary donations by their employees to the Columbus HOPE Foundation and Boeing donates monetarily for employee volunteered hours.

Contact the Columbus HOPE Foundation Drive Chairman for additional information and assistance with the application process for grants and employee matching contribution.

Fundraising Policies and Procedures

1. All funds raised by councils during a Columbus HOPE Campaign must be submitted to the Columbus Hope Foundation "CHF".
2. All funds submitted must be accompanied by a properly completed **Columbus Hope Foundation Fundraising Report, CHF 101 (7/20)** signed by the Grand Knight. The information on this form is required by CHF to meet its legal requirements. Councils will not be able to request rebates based on funds submitted until the CHF 101 has been received by the CHF Secretary.
3. All checks sent to CHF must be payable to **Columbus HOPE Foundation, Inc.** Checks made payable to "Operation HOPE" or any other payee **cannot be negotiated** by our banking institution and must be replaced with properly prepared checks. Incorrect checks will be returned to the sending council or shredded as directed by the sending council.
4. Business donation checks payable to Columbus HOPE Foundation, Inc. may not be deposited in council accounts. They must be submitted to CHF either separately or with other council funds and accompanied with a CHF 101.
5. Councils that conduct a single Columbus HOPE Fund Drive each year during the Fall season should send all funds collected to CHF within thirty (30) days of the end of the Council fund drive.
6. Councils that conduct year-round Columbus HOPE Fundraising events should send funds to CHF quarterly throughout the year.
7. All funds sent to CHF during the Fraternal Year (July 1 to June 30) will accrue towards the council's goal; however, council awards at the annual convention will be based on funds received by the CHF Secretary on or before April 15. Councils that meet their goals between April 15 and June 30 will receive their awards individually.



Grant Checks for Council Charities

1. Councils must request grant checks for their chosen charities by submitting a properly completed **Request for Columbus HOPE Rebates, CHF 102 (7/20)** signed by the Grand Knight to CHF. Each CHF 102 sheet can be used for up to three grant recipients.
2. Please note that the Grant Funds Available on your CHF 101 forms should have been rounded to the nearest dollar and all grant checks will be written for whole dollar amounts.
3. The checks will be processed and returned to the Financial Secretary of the requesting council within 10 business days.
4. Grant checks should be personally presented by the Grand Knight (preferably) or his representative to a representative of the receiving charity in a public setting (i.e., Council meeting, Mass).

DONOR-PRIVACY POLICY

1. All information concerning donors or prospective donors, including their names, addresses and telephone numbers, the names of their beneficiaries, the amount of their gift, etc., shall be kept strictly confidential by the Columbus HOPE Foundation, its staff and volunteers, unless permission is obtained from donors to release such information.
2. The Columbus HOPE Foundation is committed to respecting the privacy of donors. The types of donor information that it collects and maintains are as follows:
 - Contact information: name, address, telephone number and email address
 - Giving information
 - Information on events attended, publications received and special requests for program information
 - Information provided by the donor in the form of comments and suggestions
3. The Columbus HOPE Foundation uses donors' information to understand their interests in its mission and to update them on the organization's plans and activities. It is shared with staff, board members, volunteers, and consultants only on a "need-to-know" basis.
4. The organization also assures donors that their names and addresses will not be shared with any third party unless permission has been granted. The Columbus HOPE Foundation Inc does not sell, rent or lease our mailing list to any other organizations.
5. If you have comments or questions about the Columbus HOPE Foundation's donor privacy policy, please email president@ColumbusHOPE.org or call Customer Service at (843) 879-8031.

GIFT-ACKNOWLEDGMENT POLICY AND PROCEDURE

1. Acknowledge all gifts within three business days using appropriate thankyou letters based on the gift level. If receipts are included, they must feature the wording required by the IRS or CRA.
2. Gifts of \$100 to \$249 or less will be acknowledged by the cognizant Council with the appropriate thankyou letter signed by the President.
3. Gifts of more than \$250 will be acknowledged with the appropriate thank-you letter signed by the President and including the required IRS language. If no goods or services were received in exchange for the gift, insert "No goods or services were received in exchange for your gift. Therefore, the full amount of your contribution is tax-deductible as allowed by law." If a good or service was received, the organization must inform the donor of its fair market value in order for the donor to know the tax-deductible portion of the contribution. "In exchange for your contribution of \$500, you received a book with an estimated fair market value of \$75, so \$425 may be treated as a charitable donation."
4. The board chair will send an additional thank-you letter to donors of gifts of \$500 or more.
5. The President will call donors of \$1,000 or more to thank them personally.

Appendix 1 -Columbus HOPE Foundation Contacts

BOARD OF DIRECTORS	
STATE REGION/CHAIRMAN	
Michael A. Allen, PSD (Debbie) C-803-397-7803 president@columbushope.org	
PRESIDENT, COLUMBUS HOPE FOUNDATION Michael A. Allen, PSD (Debbie) 524 Longtown Road West, Blythewood, SC. 29016 C-803-397-7803 president@columbushope.org	STATE COUNCIL Daniel E. Barton (Arlene) 16101 Alric Court Charleston, SC 29412 C-843-367-1871 dbarton4221@gmail.com
CHARLESTON REGION James E. Martin (Susan) 8501 Vistavia Road N. Charleston, SC. 29406-9765 H 843-572-0945 C 843-442-9462 Ppk6726pfn1900@comcast.net	SECRETARY Anthony A. Panek, (Joanne) 4904 Boundview Ct., Summerville, SC. 29485-8663 C-843-330-5449 secretary@columbushope.org
MYRTLE BEACH REGION Gilbert T. Cushing, PGK, FDD, (Joan) 1494 Medinah Lane, Murrells Inlet, SC 29576 H-843-215-7033 cushinganchorage@aol.com	GREENVILLE REGION Larry D. Patten, FDD, (Mary) 320 Canterbury Lane, Seneca, SC. 29672-4802 H-864-882-7449 ldpatten@bellsouth.net
COLUMBIA REGION Roosevelt Cummings, PSD, FDM, (Virginia) 1215 Pine Street, Columbia, SC. 29201 H-803-255-0936 croosevelt@bellsouth.net	ROCK HILL REGION Robert W. Ficco, PSD, (Deceased) 1057 Holly Road, Rock Hill, SC. 29730 H-803-324-0044 bobficco@comporium.net
TREASURER David I. Tibbs, (Carol) PO Box 416 Edisto Island, SC 29438 H-843-875-9298 treasurer@columbushope.org	AIKEN REGION Charles R. Goergen, PGK, (Lizabeth) 4 Longwood Drive, Aiken, SC. 29803 H-803-649-4097 goergen@forcecable.com
BEAUFORT REGION Denny Mahoney, 3 Clarendon Lane, Hilton Head Island, SC. 29928 H-508-735-8920 mahoneydp@roadrunner.com	
COMMITTEE CHAIRMEN	
DRIVE CHAIRMAN Thomas V. DeMars Jr., (Euphama) 8745 Herons Walk, N. Charleston, SC. 29420 C-843-437-1021 tvdemars@icloud.com	COMMUNICATIONS DIRECTOR Joseph Balotti (Louise) 700 Lancelot Dr. Florence, SC 29505 jabalotti@gmail.com C-843-679-0967

Appendix 2 - South Carolina Governor's Proclamation

State of South Carolina

Governor's Proclamation

- WHEREAS,** the South Carolina State Council of the Knights of Columbus, a Catholic men's fraternal organization, is dedicated to works of charity, unity, fraternity, and patriotism; and
- WHEREAS,** the South Carolina State Council of the Knights of Columbus is committed to enhancing the quality of life of individuals with intellectual disabilities throughout the Palmetto State; and
- WHEREAS,** each year from Labor Day to Columbus Day, the South Carolina State Council of the Knights of Columbus raises funds for Columbus Hope as Knights distribute free Tootsie Rolls at local retailers; and
- WHEREAS,** the money raised through Columbus Hope helps to significantly enhance the quality of life of people with intellectual disabilities in South Carolina.

NOW, THEREFORE, I, Henry McMaster, Governor of the great State of South Carolina, do hereby proclaim September 1 - October 12, 2019, as

COLUMBUS HOPE DAYS

throughout the state and encourage all South Carolinians to recognize the South Carolina State Council of the Knights of Columbus for their 43 years of dedicated efforts to make a difference in the lives of so many by *Helping Other People Everyday*.



HENRY McMASTER
GOVERNOR
STATE OF SOUTH CAROLINA

Appendix 3 – IRS 501(c)(3) Classification Letter

INTERNAL REVENUE
SERVICE P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: Nov 07 2006

COLUMBUS HOPE FOUNDATIONS INC
101 GUILFORD DR
GOOSE CREEK, SC 29445-7062

Employer Identification Number:
62-1870323
DLN:
17053238768036
Contact Person:
FAITH E CUMMINS ID# 31534
Contact Telephone Number:
(877) 829-5500 Public
Charity Status:
170 (b) (1) (A) (vi)

Dear Applicant:

Our letter dated May 2002, stated you would be exempt from Federal income tax under section 501(c) (3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information, you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c) (3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (D/CG)

Appendix 4 – South Carolina Registration Letter

State of South Carolina
Office of the Secretary of State
The Honorable Mark Hammond

11/4/2019

Columbus HOPE Foundation Inc
Anthony Panek
4904 BOUNDVIEW CT
SUMMERVILLE, SC294858683

RE: Registration Confirmation

Charity Public ID: P35782

Dear Anthony Panek :

This letter confirms that the Secretary of State's Office has received and accepted your Registration, therefore, your charitable organization is in compliance with the registration requirement of the "South Carolina Solicitation of Charitable Funds Act." The registration of your charitable organization will expire on 11/15/2020.

If any of the information on your Registration form changes throughout the course of the year, please contact our office to make updates. It is important that this information remain updated so that our office can keep you informed of any changes that may affect your charitable organization.

If you have not yet filed your annual financial report or an extension for the annual financial report, the annual financial report is still due 4½ months after the close of your fiscal year.

- Annual financial reports must either be submitted on the Internal Revenue Service Form 990 or 990-EZ or the Secretary of State's Annual Financial Report Form.
- If you wish to extend the filing of that form with us, please submit a written request by email or fax to our office using the contact information below. Failure to submit the annual financial report may result in an administrative fine of up to \$2,000.00.

If you have any questions or concerns, please visit our website at www.sos.sc.gov or contact our office using the contact information below.

Sincerely,

Kimberly S. Wickersham
Director, Division of Public Charities

South Carolina Secretary of State, Division of Public Charities
1205 Pendleton Street, Suite 525, Columbia, SC 29201
Phone (803) 734-1790 Fax (803) 734-1604 Email: charities@sos.sc.gov www.sos.sc.gov

Appendix 5 – Tootsie Roll Order Form



Knights of Columbus



ORDER FORM

ALL ORDERS MUST BE RECEIVED 30 DAYS PRIOR TO SHIPMENT - SEND NO MONEY WITH THIS ORDER

CONTACT INFORMATION

Contact Person: _____

Contact Email: _____ Contact Phone: _____

Date of Drive: _____

SHIP TO ADDRESS - This MUST be a BUSINESS ADDRESS with a daytime phone number
RESIDENTIAL ADDRESS WILL NOT BE SHIPPED

Name: _____

Street: _____

City/State/Zip Code: _____

Phone: _____

BILL TO ADDRESS - This MUST be a COUNCIL

Council #: _____

Council Name: _____

Street: _____

City/State/Zip Code: _____

ORDER INFORMATION

DO NOT SEND TO TOOTSIE ROLL IF LESS THAN 18 CASES ARE ORDERED

- Orders of 33 cases or more will be shipped without freight charges.
- Orders of 18 - 32 cases will be subject to freight up-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, shipped at the same time. Each Council order must be 5 cases or more.

Item	Description	Quantity	Cost	Total Cost
914	K OF C TOOTSIE ROLL 300 CT		\$19.50	
9690	K OF C TR BANK/HAT 12 PAK			
Item 9690 - Indicate the number of K/C Caps and Collecting Canisters needed. There are 12 to each case, one case with every 16 cases of candy ordered. NONE will be shipped if left blank.				
Totals			-----	

AGREEMENT OF SALES

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

Financial Secretary: _____

Email: _____ Phone: _____

COMBINED COUNCIL INFORMATION

Council #: _____ Qty: _____

Council #: _____ Qty: _____

Council #: _____ Qty: _____

Council #: _____ Qty: _____

FORM DISTRIBUTION LIST

Three Copies Required

- 1.) Retain copy for your COUNCIL FILES
- 2.) Mail or email copy to Tootsie Roll K/C Program, PO Box 633, Oak Lawn, IL 60454 - or - aandkmaureen@gmail.com
- 3.) Mail copy to : Regional CO - ORDINATOR

Email or call with questions to: aandkmaureen@gmail.com - or - (708) 423-5193

Appendix 6 – Fundraising Apron Order Form



Fund Raising Apron ORDER FORM

1 Fill out ordering information.

Council Name & No. _____ Daytime Phone _____
 Address _____ () - _____
 PLEASE PRINT City _____ State _____ Zip _____

2 Include shipping information.

Date ordered _____ Date required _____
Allow 3 to 4 weeks for delivery
 (Shipping address only) Ship to _____
 (No P.O. Box) Address _____
 City _____ State _____ Zip _____

3 Standard message to be printed on the aprons.

HELPING PEOPLE WITH DISABILITIES AYUDANDO A LAS PERSONAS CON
 HELPING PEOPLE WITH INTELLECTUAL DISABILITIES INCAPACIDADES INTELECTUALES

PLEASE CALL FOR AVAILIBTY OF ANY APRONS NOT LISTED

4 Decide on quantity and calculate cost.

Number Ordered	Cost per Apron		Order Subtotal
[]	\$8.50	×	= []
	+ Handling Charge		\$12.00
ORDER TOTAL			[]

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
 Rev. 10-14

Send in this order form with your check.
 Keep this lower portion for your records.

Fund Raising Aprons
 were ordered from



Date Ordered _____
 Quantity Ordered _____
 Check Number _____
 Check Amount _____

- HELPING PEOPLE WITH DISABILITIES
- HELPING PEOPLE WITH INTELLECTUAL DISABILITIES
- AYUDANDO A LAS PERSONAS CON INCAPACIDADES INTELECTUALES

Appendix 7 – Fundraising Report CHF 101



Columbus H.O.P.E. Foundation Inc.
4904 Boundview Court
Summerville South Carolina 29485
EIN: 62-1870323

*(A non-profit corporation operated by Knights of Columbus in South Carolina)
"Helping Other People Everyday"*

Columbus HOPE Fundraising Report

(Please refer to instructions on reverse when completing this form)

Date: _____

Council Reporting

Number: _____ Location: _____

Knight Completing This Report

Name: _____ Position (i.e. FS, GK) _____

Phone: _____ E-mail address: _____

Income

Tootsie Roll Campaign: (Funds donated while distributing fee Tootsie Rolls)	\$ _____ .	} Add these 3 for GROSS INCOME
Second Source Funds: (Other Council fundraisers –see handbook for ideas) Brief description: _____	\$ _____ .	
Business Donations: (Donations from businesses or professionals) Name of Business: _____	\$ _____ .	
GROSS INCOME:		\$ _____ .

Expenses

Tootsie Roll Candy:	\$ _____ .	} Add these 2 for TOTAL EXPENSES
Other Expenses:	\$ _____ .	
TOTAL EXPENSES:		\$ _____ .

(GROSS INCOME minus TOTAL EXPENSES =) NET AMOUNT: \$ _____ .

To calculate Grant funds available to the Council take 85% of Net Amount and round the result to the nearest whole dollar.

The remaining funds are used by CHF for expenses and State grant checks.

Record the result of your calculation below.

(NET AMOUNT times 0.85 rounded to nearest dollar =) GRANT FUNDS AVAILABLE: \$ _____ .00

I hereby certify that this is a true report of income and expenses:

Grand Knight

Date

Checks for **Net Amount** must be made payable to **Columbus HOPE Foundation, Inc.**,
Mail to: Anthony Panek, CHF Secretary, 4904 Boundview Court, Summerville, SC 29485

CHF 101 (7/20)

Instructions for Completion of CHF 101 – Columbus HOPE Fundraising Report

PLEASE:

1. If you have any questions call Anthony Panek at 843-330-5449 or email at secretary@columbushope.org
2. **Do not include any previous submissions in this form. This form is not meant to be a cumulative record of your fundraising. Only include numbers in this report pertaining to the funds that you actually submit with this form.**
3. Please use [this form](#) – not a homemade form or earlier version of the form. Please discard any blank copies you have in your files of previous or homemade versions of this form. If you need copies contact Anthony Panek and he will email or send one to you in the U.S. Mail. Some delays have been experienced by the use of incorrect forms.
4. Complete all blocks, if possible, and print all information (except the signature) legibly and large enough to be easily read. While not required, black or blue ink is preferred. Please don't bother trying to type the information on the form.
5. All entries in the INCOME and EXPENSES blocks, as well as the NET AMOUNT, should be given to the nearest **CENT**.
6. Remember to take credit for funds donated by your council. If the council buys the Tootsie rolls, that expense should show up as part of the Tootsie Roll Campaign Income because it is a donation to the campaign by the council; and it should show up in the Tootsie Roll Candy Expenses because it represents an expense to the campaign.
7. Calculate Grant Funds available to you by multiplying the Net Amount by 0.85 and rounding the result to the nearest dollar (\$0.50 and over gets rounded up). This is the money that you can request in one or more rebate checks using CHF 102 – Request for Columbus HOPE Rebates.
8. The Grand Knight should sign and date the form.
9. Prepare a check in accordance with your council's procedures. **This check must be made payable to Columbus HOPE Foundation, Inc. and must be for the exact amount shown in the NET AMOUNT block.** Several checks have had to be replaced resulting in delay in processing deposits and preparation of rebate checks.
10. The completed CHF 101 should be sent to:

Anthony Panek, CHF Secretary
4904 Boundview Court
Summerville, SC 29485

Appendix 8 – Fundraising Report CHF 102



Columbus H.O.P.E. Foundation Inc.
 4904 Boundview Court
 Summerville South Carolina 29485
 EIN: 62-1870323
(A non-profit corporation operated by Knights of Columbus in South Carolina)
"Helping Other People Everyday"

Request for Columbus Hope Rebates
 Please refer to instructions on reverse when completing this form

Date: _____

Council Requesting Rebates

Number: _____ Location: _____

Knight Completing This Report

Name: _____ Position (i.e. FS, GK) _____

Phone: _____ E-mail address: _____

Please note that grant checks will be written for WHOLE DOLLAR AMOUNTS.

Grant Recipient

Organization Name: _____

Organization's Tax Exempt Number: _____ \$ _____

Number of clients served with intellectual disabilities: _____

Are the facilities open to all regardless of race, religion, or ethnic background? Yes: ___ No: ___

Grant Recipient

Organization Name: _____

Organization's Tax Exempt Number: _____ \$ _____

Number of clients served with intellectual disabilities: _____

Are the facilities open to all regardless of race, religion, or ethnic background? Yes: ___ No: ___

Grant Recipient

Organization Name: _____

Organization's Tax Exempt Number: _____ \$ _____

Number of clients served with intellectual disabilities: _____

Are the facilities open to all regardless of race, religion, or ethnic background? Yes: ___ No: ___

I hereby certify that the above named organizations are serving the needs of Individuals with Intellectual Disabilities:

Grand Knight

Date

Mail to Anthony Panek, CHF Secretary, 4904 Boundview Court, Summerville, SC 29485
 CHF 102 (7/20)

Instructions for Completion of CHF 102 – Columbus HOPE Fundraising Report

PLEASE:

1. If you have any questions call Anthony Panek at 843-330-5449 or email at secretary@columbushope.org
2. Please use [this form](#) – not a homemade form or earlier version of the form. Please discard any blank copies you have in your files of previous or homemade versions of this form. If you need copies you can contact Anthony Panek and he will email one to you or send one to you in the mail. Some delays have been experienced by the use of incorrect forms.
3. Complete all blocks, if possible, and print all information (except the signature) legibly and large enough to be easily read. While not required, black or blue ink is preferred. Please don't bother trying to type the information on the form.
4. ALL blocks in the Grant Recipient information must be completed or we cannot issue a check.
5. All grant checks must be written for even **dollar** amounts, and it is requested that the minimum routine amount for rebate checks be \$500.00.
6. The Grand Knight should sign and date the form.
7. Normally, it should take no longer than 7 to 10 business days to receive your rebate checks if there are no issues with your submission.
8. The completed CHF 101 should be sent to:

Anthony Panek, CHF Secretary
4904 Boundview Court
Summerville, SC 29485

Appendix 9 – Fundraising Ideas A-Z

A to Z Library of 100+ Fundraising Ideas Activities of all kinds: everything helps! Even spreading the word and encourage people to participate financially. Activities like garage sale, or auctions, or anything else that your community and you enjoy doing.

Anything-A-Thon: Whether it is walking, dancing, jump roping, reading, skipping, biking, aerobics, or you name it...if you can organize a group of people to do it for an extended time, you've got yourself a fundraiser! Participants will collect pledges for each minute they are able to do the activity. The more creative the higher chances of getting media coverage so put on your thinking cap!

Auction: Gather up auction items around your home that you no longer use and ask friends to donate any unwanted items. An auction can be either online (Ebay, our website auction, etc.) or at a physical location. It usually takes a couple interesting or highly desired items to ensure a high attendance.

Art Show/Sale: Ask talented friends to donate works of art for an art show or sale. Find a great location for the show or sale and you've got it made!!

Benefit Band Night: Host live music while charging a cover fee. **Balloon Burst:** Put coupons inside balloons and hang them from the ceiling. Charge \$1 to burst a balloon and win a prize.

Bake Sale: the key is to sell baked goodies to a large number of people (your office, school, or church will be a hit)!

BBQ: Host a BBQ in a great location where people can't resist the aroma! Local butchers, church groups, or auxiliary clubs (Lion's Club, Knights of Columbus, etc.) frequently host charity BBQs so joining forces with them is key!!

Beer Tasting: Most of us have attended a wine tasting event, but beer tasting events have become the latest craze. Partner with a local microbrewery and host a beer tasting where an entry fee per person covers beer tastings, appetizers, music, and fun (NMSS recommends that only trained bar professionals serve the drinks and that a system is in place to prevent over-consumption).

Bingo: Everyone loves a great game of Bingo! Rent a Bingo game set from a party store and have guests bring their favorite snack to share. Charge for each Bingo card played (pull tab Bingo cards are available online relatively cheap). Raffles or silent auction items will do great and give everyone a chance to get up and wander in between the rounds.

Book Sale: organize a fun day with your community to sell books.

Bowling Night: Organize a crazy bowl, glow bowl, or 80's bowling party to help strike out MS. Many local bowling alleys are willing to share the proceeds of a designated day or evening with a charity. Include auctions and raffles and your event will be a hit!

Birthday Celebration: Instead of gifts, ask friends and family to make a donation towards your fundraising efforts!! Send an email from your personal web page to let all of your friends and family know about your fundraising goal.

Bunco for a Cause: Invite your neighborhood Bunco friends over for a Bunco tournament! Are you or someone you know already part of a Bunco group? Ask the group to donate their “pot” to the Columbus HOPE Foundation.

Casino Night: Get friends, family, and neighbors together for a fun night where they can bet with “funny money”.

Car Wash: Host a car wash at a place that gets a lot of traffic but has plenty of space and an accessible water source. Advertise the car wash ahead of time and pick a location, such as an ice-cream stand, where people can sit and eat ice cream while their car is being washed (you can also then ask for a % of sales for the day). Don't want to do the washing yourself, contact a local car wash and ask that a % or \$ amount is donated for each customer that you can bring in. Your only job then would be to get the word out and distribute as many flyers or coupons as possible, so customers know to mention your charity's name.

Christmas in July: You could have a sweater contest with donated in-kind prizes, charge small price to give/receive a kiss under mistletoe.

Christmas Tree Pick-Up: For a donation, offer curbside pick-up and delivery to a local recycler!

Clean Sweep: Raise money by offering personal “spring” cleaning services to neighbors, friends, or families for a donation. As a bonus, you could directly collect any unwanted items that could be sold at a yard sale to collect additional donations.

Candy Fundraiser: Everybody likes sweets! Challenge another team to raise more than you!

Canvas Bags sale: It's a great way to sell bags for a purpose while being earth friendly! Bags can be homemade, bought online, or from a store.

Change\Donation Jar (at home, on your desk, in the lunchroom, at your favorite restaurant, etc.): Everything helps to “Make a change in their lives!!

Concession Sales: Ask your local sports or concert arenas if they'd be willing to donate a portion of concession proceeds to your cause. In return, you are usually asked to help staff the stand with volunteer family or friends.

Corporate Matching Gift: Ask your company to match the amount of donations collected from co-workers.

Dance Competition: Host an upscale ballroom dancing competition or organize a fun casual competition at your favorite bar or at your home. Dancers pay a fee to enter and prizes are awarded to the best or funniest dance moves.

Dart Tournament: The event could be a large tournament or a friendly competition among friends and family at a bar.

Dinner (in): Organize a dinner for a cause! Ask friends, family, and neighbors to cook a meal, sell tickets around your community, and organize some other activity like an auction!

Dinner (Out): Have a favorite restaurant? Ask if they'd be willing to donate a portion of the profit generated on a specific day(s) if you to help increase their revenue by marketing the event. Some national food chains already have charity benefit dinner programs in place.

Dog Walking: Offer dog walking services to friends, family, and neighbors for donations...that is if you are a dog person!

Dress Down Day: Host a dress down day at your work where co-workers can dress down for the day for a specified donation amount. Dress down stickers are available through the Gateway Area Chapter.

Duck Races: For a set donation, people can adopt a rubber duckie. Each duck has a number on it and if your numbered duck crosses the body of water first, you win!! Great for all ages.

EBAY: Collect unwanted items from family and friends and post on Ebay. Columbus HOPE Foundation is a registered Charity on Ebay. Community sellers designate us as their charity and donate a percentage of the sale. Direct seller offerors are members of the foundation that sell Foundation items for charity all proceeds less the PayPal fee come to the Foundation. Contact the Columbus HOPE Foundation Drive Chairman for details.

Eighties Party: Dig out your Aqua Net hairspray, stirrup pants, Flock of Seagulls cassette, and host a party that your friends will not forget. Guests donate and are then able to dance the night away to 80's music, play a few rounds of trivia and a costume contest!

Event Web Page: Create your own fundraising event page on the Columbus HOPE Foundation website. Advertise the event, register participants, register sponsors and solicit donation to raise money for the Intellectually Disabled and Special Needs citizens. Photos, the event description, registration forms for participants and sponsors, and donor names will appear on your event page for participant, sponsors, colleagues, friends and family to look at and share. You can also reach out to others by sending emails to your contact list so then visitors can donate, become a sponsor and register to participate directly through your page. Of all the fundraising ideas, this is the easiest, quickest, cheapest, and most effective tool to raising awareness & money for our cause!

Extra Change: Provide friends and family with small boxes that they can use to collect and donate change leftover at the end of the day. They can keep the boxes on their dresser, dryer, etc.

Face Painting: Offer face painting at a local community event and make sure to advertise that all proceeds with benefit the Columbus HOPE Foundation.

Farmers Market: Host your own farmer's market or utilize a well-known local market! Ask neighboring farmers or gardeners to donate fruits, vegetables, or flowers. Crafts are also popular at the markets.

Fashion Show: Do your friends tell you that you have a great eye for fashion? Charge an admission fee and attendees can view upcoming fashions, enjoy a few cocktails & appetizers, and maybe even bid on the outfits! If fashion interests you, but you don't have the world's best taste, partner with a local department store. Chances are that they already have a fashion show planned that you could potentially benefit from.

Fun Games: Think of any fun game that can raise money anywhere, even at the office!

Fundraising Items: Think of anything that can be attractive and useful to people that you can sell.

Game Night: Offer a special night of classic games. Charge an entry fee and if there are enough participants, make it into a tournament style event with teams.

Garden/House Tours: Check with the local historical society to see if they would sponsor a garden or house tour of one or several homes in your area. Promote the event in local newspapers.

Golf Tournament: Partner with a local golf course for a great event that will "drive" us closer to "Making a difference in the lives of our Intellectually Disabled and Special Needs Citizens!". Marketing and sponsorship are key for this kind of event so get the word out early!

Gift Wrapping: Team up and wrap the gifts for a good cause during the holidays! Many shopping malls already offer this service with tips going to registered charities.

Garage/Yard Sales: Set up a day to sell items that you, family, friends, and neighbors don't need any more.

Greeting Cards: Homemade greeting cards are the latest craze and are sold at a premium! Design them yourself or reach out to a friend or local craft group to help make and sell them.

Happy Hour Party: Invite friends and family to a happy hour party for food and drink at your home or favorite watering hole. Get food and drink donated to maximize proceeds!!

Head Shaving: Find someone who is passionate about our cause and talk them into letting you shave their head for donations! Works great if the person is a local celebrity or even a higher up at your work or school.

Holiday Home Tour: Do you have a couple of neighbors who really like to deck the halls for the holidays? Organize a holiday home tour!

Holiday Party: Pull out those ugly holiday sweaters and host a holiday party where everyone can be jolly!!

House Party: Invite friends, family, and neighbors over for a good ole fashioned House Party! Let them know that it is for a good cause and that donations are appreciated. You will probably get a few people who will want to chip in and help you with food!

Hats off to our Challenged Citizens: Encourage your workplace or school to allow people to wear hats in exchange for a small donation. Stickers are available through the Gateway Area Chapter office.

Hair Salon: Ask a local hair salon or spa to donate for every haircut or manicure they give.

Indoor Golf Tournament: Turn an indoor area into a mini golf course, set up challenges along the way, and be creative!

International Food Evening: Host a fun-filled night where guests can tour the world through various international dishes and drinks. Have the decorations and music coincide with the dishes!

Iron Chef Tournament: Contestants bring their signature dishes for attendees to judge. Offer restaurant or cooking school gift certificates as prizes.

Jail-N-Bail: Toss friends/co-workers in “jail” and make them post bail to get out. Another twist is to have friends/co-workers pay to have someone else put in jail. Charge by the minute or in blocks of time (\$.25/minute; \$3.00 for 15 minutes; \$12 for an hour).

Jewelry Party: Many in-home jewelry parties will offer a charitable donation in lieu of hostess gifts...or use your hostess gifts as auction items during the party!

Jeans Day: Partner with your employer to allow co-workers to wear jeans instead of their normal work attire if they make a minimum donation. Dress down day stickers are available through the Gateway Area Chapter office.

Karaoke: Organize a party and have guests pay to sing or have their friends pay to have them sing. Add in a judge or two and make it like American Idol.

Ladies' Night / Day: Organize a ladies' night or day out! **Leg Waxing (for man):** Similar to Head Shaving...find a man who is committed to our cause and talk him into waxing his leg(s) or chest for donations.

Letter Writing: Write a personal letter asking friends or family to support your fundraising efforts. Make sure to include your personal story and motivation!

Musical/Concert Tickets: Ask a local venue to donate a pair of tickets to a musical, concert, or dance performance and then auction them off.

Make a Tea Party: Invite your community members to a tea party sending them an envelope with the information. For guests who decide to attend, ask them to pledge in return.

Movie Night: For a donation, guests can come enjoy a movie with snacks and drinks. Get an outdoor projector and make it a picnic movie night!

Make it a Monopoly® Night: charge an admission fee and make it a fun night! **Murder Mystery Dinner:** Host a dinner where your guests will be providing most of the entertainment. Tips to hosting murder mystery dinners can be found online, in addition to complete kits that can be purchased for a small fee. Know someone who already hosts mystery dinners, partner with them to host a benefit mystery dinner!

Miniature Golf Tournament: Want to organize an event for the young and old? Organize a miniature golf tournament at a nearby course with an auction and raffle.

October activities: consider a dance, pumpkin carving, bake sales, scarecrow decorating contest. Anything fun! Charge an admission fee.

Office Fundraising Challenge: Talk with everyone in your office and get them to challenge each other to raise the highest amount. The strongest competition is typically between departments. Give the “winner” a prize. Maybe some movie passes? Gift certificate to dinner?

Personal Assistant: Offer to be your friends’ and coworkers’ personal assistant for a day (or maybe a few hours) in exchange for a large donation. **Picnic:** Get friends, family, and neighbors together for a friendly picnic. Ask local merchants for food donations and find a location with a large, outdoor area.

Poker Run: A classic! **Professional Services:** Do you have a special skill or expertise (shopping, scrapbooking, photography)? Offer your services to friends, family, and neighbors in exchange for a donation.

Personal Web Page: Create your own personal fundraising page in your choice of social media and link it to the Columbus HOPE Foundation donation portal and raise money for the Intellectually Disabled and Special Needs citizens. Photos, your story, a blog, and donor names will appear on your page for friends and family to look at and share. You can also reach out to others by sending emails to your contact list so then visitors can donate directly through your page. Of all the fundraising ideas, this is the easiest, quickest, cheapest, and most effective tool to raising awareness & money for our cause!

Penny War: Get the departments or branches at your work to compete against one another in a Penny War. Containers are placed in a lunch or break room and are labeled with each team’s name. Then the competition begins...each team earns one point for every penny in their container. However, a point will be deducted for every non-penny currency found in their container (ex: 2,000 points would be deducted for a \$20 bill). The goal is to get as much silver and paper bills into the other teams’ containers while collecting as many pennies as possible in yours. The team with the highest score receives a prize!

Pet Birthday Party: This may sound a little dorky, BUT, people love their pets. And they love other people’s pets...even yours. Get the word out that if they were thinking about buying

“Sparky” a new toy, maybe they should be thinking about writing a check out Columbus HOPE Foundation instead.

Quesadilla Night: Host a fiesta with a taco, nacho, or quesadilla bar!!

Quilt Sale: Are you or someone you know part of a quilting group? Ask for a few quilts to be donated for a benefit sale!!

Raffle Tickets: Get a few highly desired items donated (vacations, electronics, etc.) and sell raffle tickets in the community for a chance to win those items, in addition to other smaller items.

Races: You name it...if it can be raced, you can use it to raise money for a cause. From turtles to mice, from tractors to soap box derby cars, races are a great way to get the community involved in your cause while raising money. Each participant pays an entrance fee to race whatever it is that you decide (sponsors are usually pretty easier to find for races). The funnier the race, the larger the turnout so be creative and make sure to market, market, market the race!

Restaurant Cards: Partner with several local restaurants to organize a restaurant punch-card program. You can sell punch-cards in the community to patrons who can then visit those restaurants listed and receive a discount. Make sure to let the restaurants know that all proceeds will benefit the Columbus HOPE Foundation.

Salsa Night: Similar to Quesadilla Night...invite your amigos over for a fiesta!! Throw in a homemade Salsa or jalapeño eating contest!

Scrapbooking: Get friends and family together for a scrapbooking workshop where they can learn how to turn pictures into memorable and personal works of art. Scrapbooking supplies can be expensive, so make sure to charge an adequate fee to participate.

Sports Tournaments: Borrow a field in your community and host a benefit tournament for softball, kickball, dodgeball, soccer, football, etc.

Trivia Night: Charge a fee per team to play. You can ask questions about sports, pop culture, music, local history, geography, etc. Raffles and auction items will bring you additional donations.

Theme Night: Choose your own theme to raise some money. Be creative!!
Taste Test Fundraiser: Organize a taste test event. After all who doesn't like food? Tips: Ask local salons, waitresses or bartenders to donate a portion of their tips on a designated day(s). Make sure to hang flyers letting everyone know that all tips will be donated to the Columbus HOPE Foundation and additional donations are welcome.

Television Show Finale Party: Are you an American Idol, Voice or Survivor fan? Host a finale party and ask guests to come dressed as their favorite contestant. Ask trivia questions about the series or have a competition to see who predicts the winner!

Under-the-Sea Themed Dance: Bring back those old high school dance memories by organizing a dance!!

Used Book Sale: Ask co-workers, friends, and neighbors for unwanted books and have a sale!

Valentine's Ball: Are you a hopeless romantic? Organize a Valentine's ball and share your sappy romantic side with others to help end MS. Have guests come dressed as famous couples!

Video Sale: Sell old DVD's or CD's. **Vintage Car Rally:** Organize a rally where car fanatics can come out and check out some of the coolest cars in town! Charge an entry fee for each car to be displayed. Get a local vendor to donate proceeds from concession stands and you've got it made!

Wine Tasting: Find a local winery that is willing to participate or host your own and charge a fee for guests.

Wall of Fame: Designate a wall as the "Wall of Fame." Anyone who donates money or prizes, get his / her name on the wall via business cards, napkins, posters, pictures, or whatever. The bigger the donation, the bigger the sign.

Wii Competition: Host a Wii competition where the adults have a chance to play like kids. The event could focus on sports, singing, or musical competitions! Charge a fee for those who wish to pay, in addition to a small spectator's fee.

Your Own Idea: Almost any hobby or interest can be used to create a charity fundraiser event. Chances are that if you are involved in it, others in your community are too.

Zumba Night: find a trainer for the dance fitness program, charge a fee, and learn some moves!