

VT STATE TOOTSIE ROLL PROGRAM GUIDE

The Knights of Columbus Tootsie Roll Program raises funds in support of programs for mentally handicapped citizens.

Organizations throughout the State of Vermont that have received support from this program include the Vermont Special Olympics, the James O'Hagan Camp, Onion River Daycare and several other organizations. **PER DIRECTIVE FROM THE SUPREME COUNCIL, THE CHARITY YOU DESIGNATE MUST BE A CHARITY THAT SERVES THE MENTALLY HANDICAPED.**

This guideline is designed to help your council plan and execute your fund raising event for this worthy program.

Phase 1. February

1. Appoint a Council Chairman
2. Using the Form on page 3, order aprons and boxes of Tootsie Rolls by March 1st.

Send this form to your District Deputy.

DO NOT SEND THIS FORM TO THE STATE CHAIRMAN

Phase 2. May

1. Enlist Workers.
2. Obtain permission to solicit at planned locations.
3. Specify the recipient(s) of the council share of the proceeds so donors will know who they are supporting.

Phase 3. June

1. The first week of June is the primary time for the program. Other weekends in June may be used if there are serious problems or conflicts. Please **DO NOT** select a business in another council's area without first getting permission to do so by the other council's Grand Knight.

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2. Once your event has concluded, fill out the form on page 4 and send check or money order for the **FULL AMOUNT** of the funds collected to the K of C State Handicapped Citizen Program Chairman within **FIVE (5) DAYS** of program completion. Checks should be made out to: **K of C TOOTSIE ROLL FUND.**

IMPORTANT: When sending your check to the State Tootsie Roll Chairman, please fill out the form on page 4 with the name(s) of the organization(s) scheduled to receive your share of the proceeds and the amounts each charity is to receive.

EXCEPTIONS:

- Council donations made to the JAMES O'HAGAN CAMP will be given directly to the State Secretary on your behalf .
- Council donations designated for the VT Special Olympics will be sent directly to the Vt. State Special Olympics headquarters. Funds will go to your local areas on your behalf.

Phase 3. Check Presentation

After receiving your check from the State Council, contact the charity(s) you have selected and arrange a special presentation at your council home. Publicize your event by also inviting local news agencies (newspaper, radio, TV).

In order to participate in this program you **MUST** insure that your Tootsie Rolls and Aprons have been paid for in the previous year. If not, your order **WILL NOT** be honored.

In the event you or your chairman need further guidance, feel free to contact your District Deputy, or the State Handicapped Citizen Program Chairman for more details information.

State Chairman

**John A. Stancil
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Essex Junction, Vermont 05452
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DISTRICT DEPUTY ORDER FORM

Council # _____

- Number of Tootsie Roll cases needed _____ at \$17.25 per case of 300.
- Number of aprons needed _____ at \$7.25 plus \$6.25 handling charge.

Please mark quantity (if needed)

____ A “Help Mentally Handicapped Citizens”

____ B “Help Handicapped Citizens”

____ C “Helping people with Mental Retardation”

- Number of collection cans needed _____.

A case of 12 specially printed Knights of Columbus Canisters and Hats will be shipped at no charge, with every 16 cases of candy ordered.

This Order is due to your District Deputy by March 1st.

Please send your order to your DISTRICT DEPUTY by March 1st. He will coordinate the Council shipments and arrange to have your order delivered to your council.

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COUNCIL DESIGNATION FORM

Please use this form when sending your check to the Vt State K of C Handicapped Citizen Program Chairman

Date _____

Council # _____

Amount Raised \$ _____

Check # _____ (made out to K of C Tootsie Roll Fund)

Charity Choice(s)

Charity Name	Amount of Donation

Vt State K of C Handicapped Citizen Program Chairman

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