



Knights of Columbus

INTELLECTUAL DISABILITIES FOUNDATION
OF NEBRASKA, INC.



TO: GRAND KNIGHTS AND COUNCIL TOOTSIE ROLL® CHAIRMEN:

This packet is designed to provide as much assistance as possible to you and your council for the annual **TOOTSIE ROLL® DRIVE**.

The success of any fundraising venture is predicated on planning, organization, and people. Without these three ingredients you might just be spinning your wheels.

Emphasize Publicity and soliciting businesses for donations. The more community participation, the more community awareness. Also, let these businesses know about the certificates of merit, and be sure to follow up by giving these certificates to any business that buys a case of Tootsie Rolls® or any business or individual who makes a large donation. Appreciation creates good will.

These certificates can also be given to your workers in appreciation for their time and efforts to make this drive successful.

Remember to order your Tootsie Rolls by February 1. If you order your Tootsie Rolls® with another council or councils, you can save postage with orders of 33 cases or more. If you ordered with another council last year and there were no problems, then do so again.

As you are aware, our councils across the State of Nebraska vary in size and population served. Therefore, if you have any suggestions on how to improve the packet as it applies to your local council and area served, please don't hesitate to advise.

If you need any of the forms duplicated and you do not have the facilities available locally, please contact me and you will be supplied with the necessary material.

As Knights of Columbus in the State of Nebraska, we should be working toward a common goal – **“SERVING OUR CITIZENS WITH INTELLECTUAL DISABILITIES THE BEST WAY WE KNOW HOW.”**

Thank you for the great job in the past and looking forward to a great 2010 drive.

Fraternally,

Connie and Matt Richardson Co-Directors

P.S. If you lose this packet, you can find PDF's of what you need at the State Web site www.nebraskakofc.org under the **“Resources”** button at the top of the Home Page, and then under **“Forms”**. You can currently submit your council's Tootsie Roll® Program Report online, but you **MUST SEND YOUR CHECK IMMEDIATELY**.



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Local Chairman TIMELINE FOR 2010 TOOTSIE ROLL® DRIVE

2009

DECEMBER 1

Local chairman selected by each council

2010

JANUARY

Meeting

Start deciding who will receive your council's portion of the drive.

FEBRUARY

Outline areas or territories for captains.

Ordering deadline – Tootsie Rolls®, aprons, etc. (IMPORTANT)

Area captains recruited.

Area captains begin recruiting sales force volunteers.

Distribution of funds determined at council meetings.

MARCH

Local proclamation signed, pictures taken.

Volunteer sales force recruitment completed.

Press release on local proclamation signing has been issued.

Statewide radio and television promotions have begun.

Second press release regarding local campaign.

Volunteer training through kick-off party.

APRIL

Sales collected and tabulated.

Issue local press releases announcing local results.

Mail "thank you's" to supporting groups.

MAIL FINAL REPORTING FORM AND CHECK TO

KNIGHTS OF COLUMBUS INTELLECTUAL DISABILITIES FOUNDATION.



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INTELLECTUAL DISABILITIES FOUNDATION
OF NEBRASKA, INC.



Dear Friend:

DID YOU KNOW THAT...

One of every 10 people has a family member with intellectual disabilities?

There are approximately 7.2 million people with intellectual disabilities in the United States?

Approximately 47,000 Nebraskans experience some degree of intellectual disabilities?

Intellectual disabilities affects more individuals than all other handicapping conditions combined?

As you can see, intellectual disabilities are not someone else's problem; it potentially affects all of us. The concern for the intellectually disabled and the prevention of this disability is the responsibility of the community at large.

The Nebraska Knights of Columbus initiated the Tootsie Roll program in 1976 to benefit children and adults with intellectual disabilities. The general public has lent its support through contributions during this annual fundraiser. This year, Knights of Columbus is expanding its appeal to business leaders to join in this campaign. You, as a business leader, are invited to help improve life's opportunities for citizens with intellectual disabilities by making a donation..

Fifty percent of the funds will be returned to the community from which they are received.

Among the programs and services made available with your funds are the following:

- | | |
|-----------------------------|-----------------------------------|
| Residential Care | On the Job Training |
| Community Living Facilities | Recreation and Physical Education |
| Training Centers | Social Training |
| Workshops | Advocacy Service |
| Day Care Centers | Guardianship Program |
| Nursing Care | Prevention Program |
| Vocational Training | Research |

Sincerely yours,

Grand Knight

Council



Knights of Columbus

INTELLECTUAL DISABILITIES FOUNDATION
OF NEBRASKA, INC.



**KNIGHTS OF COLUMBUS
TOOTSIE ROLL® DRIVE FOR CITIZENS WITH INTELLECTUAL DISABILITIES
VOLUNTEER FORM**

I will be able to solicit for the Knights of Columbus drive
for citizens with intellectual disabilities and would be available:

Friday Time: From _____ To _____

Saturday Time: From _____ To _____

Sunday Time: From _____ To _____

Location Preferred

Name

Address

Phone Number

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INTELLECTUAL DISABILITIES FOUNDATION
OF NEBRASKA, INC.



(To Business for Permission to Solicit)

Type in duplicate on council letterhead or on letterhead of Intellectual Disabilities Foundation

(Send both copies to business)

Dear

As you may have heard, our annual Tootsie Roll® Drive for citizens with intellectual disabilities will be conducted this year on Friday, Saturday, and Sunday, April 9, 10, and 11, 2010.

This is a most noteworthy cause and we are therefore asking you for cooperation in the endeavor by allowing the Knights of Columbus to use your facilities and area in the solicitation of funds for children and adults with intellectual disabilities.

Please acknowledge by returning a copy of this letter.

On behalf of the Knights of Columbus and Nebraskans with intellectual disabilities, thank you and God bless you.

Fraternally,

(name)

Chairman,
Intellectual Disabilities Foundation

Approved:

Company: _____

By: _____



Knights of Columbus

INTELLECTUAL DISABILITIES FOUNDATION
OF NEBRASKA, INC.



News Release

KNIGHTS OF COLUMBUS TO SEEK FUNDS FOR NEBRASKANS WITH INTELLECTUAL DISABILITIES

Helping citizens with intellectual disabilities help themselves will be the theme for the fund drive conducted by _____ Knights of Columbus in _____.
(Name of Council) (City)

This is Nebraska Knights annual fund-raising drive conducted for citizens with intellectual disabilities and will be held _____ according to _____, Grand Knight.
(Date) (Grand Knight)

It is a statewide drive in which Tootsie Rolls® are given in exchange for a donation to this cause.

The local council has selected _____ as chairman of the area drive.
(Council Chairman)

The Knights of Columbus will be aided in their solicitation by members of _____,
(Scout Troop no.)

_____, and _____.
(Name of Ladies' Auxiliary) (Other Community Groups)

All funds from this drive will be spent on the needs of citizens with intellectual disabilities in this area and those within the State of Nebraska. Over \$4,000,000 has been raised by the Knights of Columbus.

Your local Knights of Columbus invite you to join in their efforts to help Nebraskans with intellectual disabilities in Nebraska

help themselves. Support their statewide Tootsie Roll Drive® on _____.
(Date)



Knights of Columbus

INTELLECTUAL DISABILITIES FOUNDATION
OF NEBRASKA, INC.



A PROCLAMATION

WHEREAS, intellectual disabilities affects one out of every ten families in America, and over 47,000 Nebraskans have intellectual disabilities;

WHEREAS, the quality of life is important to all members of our community, including children and adults with intellectual disabilities;

AND WHEREAS, the Knights of Columbus is a Charitable and Fraternal Organization that promotes the dignity and welfare of citizens with intellectual disabilities;

NOW, THEREFORE, I _____, Mayor

of the City of _____, do hereby proclaim

the week of _____ as

SUPPORT CITIZENS WITH INTELLECTUAL DISABILITIES WEEK

in our fair city, and call upon all of our citizens to support the Knights of Columbus in this most worthwhile and humanitarian effort for children and adults with intellectual disabilities and their families.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City.

Mayor



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INTELLECTUAL DISABILITIES FOUNDATION
OF NEBRASKA, INC.



TO FINANCIAL SECRETARIES, DISTRICT DEPUTIES, AND COUNCIL TOOTSIE ROLL CHAIRMEN:

This year's Tootsie Roll® Drive to help the intellectually and physically handicapped will be held on April 9, 10, and 11, 2010. The packets will be sent to all the Financial Secretaries and District Deputies. All the forms needed for the drive and the report forms to be sent to me are included. Half of the money raised will be returned to the councils to be given to a charity of their choice. The checks will be made out to the charity and then sent to the Financial Secretary.

For some reason, we still have some checks each year that are never cashed, so it will be up to you to see that they are presented to the charity. I'm sure they will cash them, because we all know how much money is needed. Also, when you return the report form and check to me, only put in the dollar amount, and don't include the odd cents.

The rest of the funds this year were donated by the State Council to the following:

Easter Seals	\$10,000.00
Special Olympics	10,000.00
Madonna School	10,000.00
Villa Marie	10,000.00
A.R.C. of Nebraska	12,000.00
S.M.I.L.E. Inc.	7,500.00
Madonna Rehabilitation Center	3,000.00
Camp Quality USA	7,500.00
Sports for Kids – College World Series Tickets	1,000.00

Some funds are kept in reserve for special projects throughout the year. You can see this annual drive helps support many different organizations in the state. Thanks to the generosity of many Nebraskans and the hard work of dedicated Knights, over \$1,950,000 has been distributed since 2001. God bless you, and keep up the good work.

Fraternally,

Matt & Connie Richardson

Matthew R. and Connie J. Richardson
Health Services Co-Directors
Nebraska Knights of Columbus
309 East Sherman St.
West Point, Ne 68788
Phone (402) 372-4980

P.S. The report form and your check must be returned to me by June 1, 2010, if you want to receive a trophy. It takes awhile to pick the winning councils and get trophies ordered. There were quite a few councils that would have won last year if they had returned the form and money on time.