



**St. Raphael
Knights of Columbus
Council No. 14171
Event Plan
2017 Plan-June 4, 2017
2017 Intellectual Disabilities Drive**

Dear Brothers and Sisters in Christ,

This is the Eleventh Intellectual Disabilities Fund (Tootsie Roll) Drive. This year our ID Drive is dedicated to Venerable Father Michael J. McGivney, our founder and candidate for canonization. Our Council funds some very worthwhile and essential Intellectually Disability community and parish programs. Our Naperville community is always generous towards this worthwhile cause. Our location captains and co-captains are always looking for new volunteers to help out at their locations. Please be generous with your time because our fundraising makes a real a difference to support our intellectually challenged and disabled special friends. There is nothing more worthwhile than the look of our special friends winning Special Olympic awards; and, participating at REACH, area High School programs, Special Camps for Special Citizens, the Marionjoy Foundation, We Grow Dreams and the many other Intellectual Disability Organizations and events that our funding helps to sponsor.

This year our dedication to our special friends is needed to achieve our goal to reach \$30,000 in collections. Our St. Raphael Council has in past years made an outstanding effort to collect funds and make an extra effort to achieve a higher result for our special friends. We need Location Captains and volunteers. Please volunteer and seek others to volunteer. Who can volunteer? Volunteers can be Knights, Spouses, friends, parents, relatives, neighbors, other groups, children and friends of your children. We encourage 100% participation by our Brother Knights and their families. Family and friends are always welcome to participate. We also encourage participation by other Parish organizations that also have the goal of volunteerism and helping others. This is a great Boy and Girl Scout, Youth, Young Adult, Mature Adult and Confirmation or Volunteer Project. For our children, their fundraising will contribute to community service hours. All volunteers are needed and welcomed. The work is rewarding as this fundraising goes to help the Intellectual Disabled within our community and parish. Volunteers less than 18 year of age are asked to volunteer at store front locations and at our St. Raphael's church.

We will conduct the Tootsie Roll Drive over two weekends in September this year. We were not able to secure the Super Walmart location this year due to store over

commitments. The two weekend approach allows better coverage, and allows those Knights unable to participate due to a family or other commitment on one weekend to participate on another weekend. This is a worthwhile cause and one of the largest Knights of Columbus national annual volunteer campaigns.

We seek to keep this worthwhile activity transparent and consistent with our goal that 100% of the funds raised are given to worthwhile community organizations and schools for the beneficial use of our special friends. Each benefiting organization receiving funds from the Intellectual Disabilities Drive is fully vetted by the Illinois State Council K of Charities, Inc.-ID Fund Knights of Columbus.

Each year we make adjustments to improve the results of this fund raising drive. This year we again welcome the Cathy Darin Crusaders (St. Raphael's KofC Ladies Auxiliary) for the fifth year and will be helping at our various collection locations. For the second year we also are welcoming some of our special friends and their parents from some of the area high school Intellectual Disability programs. Please welcome their volunteerism and enthusiasm. This year several of our intellectually disabled friends and parents have asked to participate in this fund raising activity and we encourage this at store front and church locations.

Mr. Norm Bishop [303-475-0608] will chair the 2017 Intellectual Disabilities (Tootsie Roll) Drive, and be assisted by co-chair Bob Tanner [815-341-5122].

Please sign-up on Sign-up Genius, or see us at mass, at the monthly business meetings, or call us if you would like to participate or get involved. We really need 100% involvement from our Brothers, Sisters, family and friends to make this event a success. We will roll-out the sign-up genius at the end of June and will send an email once the sign-up genius is active.

Church Drive Weekend--September 9 and 10, 2017--- Saturday and Sunday after all Masses.

We will collect tootsie roll donations after each **Saturday and Sunday Mass**. Bill Foye [630-605-2815] & Norm Bishop [303-475-0608] will co-Captain the Church Parish Mass Drive this year. This is a great location for families with young children to get involved, encourage volunteerism and concept of charity. We set up outside the Nartex with tables on either side of the entry into the church. If it rains, we use umbrellas and rain coats. We try to honor the sanctity of church.

1st Weekend--September 8, 9, and 10, 2017---Friday, Saturday and Sunday. Store Front Weekend (all store front locations are child friendly)

Sign-up on “Sign-up Genius” – Here is the internet address:

<http://www.signupgenius.com/go/70a0e4aa4ac2fa31-2017>

We will solicit donations on Friday, Saturday and Sunday at

- **Casey’s, Oswald Drugs & Sherman Williams Paint Store.** [Dan Ryan (630-544-0774) and R. J (Bob) Hanson (630-357-8347), Co-Captains, Friday, Saturday & Sunday; 9 am till 5 pm.
- **Caputo’s** [Chris Prazak, Captain, 630-579-1816] Friday, Saturday & Sunday; 9 am till 5 pm.
- **Jewel at 95th & Rt 59** [Tom Burns & Tom McHugh, Co-Captain, 630-747-8819] Friday, Saturday and Sunday; 9 am till 5 pm.
- **Jewel at 1759 West Ogden Ave** [Dennis Kiraly, Captain, 630-416-0849]. Friday, Saturday and Sunday; 9 am till 5:00 pm
- **Garden Fresh Market and Hardware Store,** [Paul Susa, Captain 630-660-7884]. Friday, Saturday and Sunday; 9 am till 5:00 pm

The storefront locations begin at 9:00 am and will go until 5:00 or 7:00 pm (depending upon Captain’s location and desires). The location captains may make some adjustments to the shift times for the collection schedule. This year the Bears play the Atlanta Falcons at 12 noon on Sunday September 10, so some captains may adjust their hours to accommodate game time.

There is quite a bit of competition among organizations soliciting for donations. This is a tough time for a lot of folks and organizations collection funding. Every year we need to be especially friendly and courteous to patrons.

2nd Weekend-September 15 & 16, 2017-Friday and Saturday. Street Corner Weekend

Sign-up on “Sign-up Genius” – Here is the internet address:

<http://www.signupgenius.com/go/70a0e4aa4ac2fa31-20171>

We will collect tootsie roll donations on street corners Friday, and Saturday.

Street locations include:

- **River and Jefferson on Friday and Saturday**[Dan Schwartz, Captain 630-881-8687],
- **Naper/Plainfield at 87th on Friday and Saturday** (intersection near the fire station) [Alan Francis, Captain, 630-730-5914]
- **Book at 95th, Friday and Saturday** [Bruce Kleckler, Captain,630-995-0764].
- **Fort Hill Drive and Sanctuary, on Friday and Saturday** [Michael Davis, Captain, 630-618-0081]

We will begin after sunrise about 7:00 am on Friday with the morning and evening rush hour at the street corner locations. Two-hour shifts are available on Friday between the hours of 7:00 am and 8 pm (dusk). The rush hour manning is very important and should be the first priority. The Friday rush hours are always difficult to man because of work conflicts. But these are periods where we collect significant donations and manning is critical to the success of our 2016 drive. We encourage our retired Brothers and those Knights who are able to consider committing to either the Friday morning rush hour or evening rush hours. We begin at 7:00 am or 8:00 am on Saturday and will work our locations until 5:00 pm (total of four or five, two-hour shifts). The captains may organize into one hour shifts depending upon volunteer time.

Don't forget to wear the City of Naperville vests when soliciting at a street location. These will be furnished to each location captain.

IMPORTANT ALL ACCEPTED CHECKS THIS YEAR MUST NOT BE CASHED, BUT MUST BE ENDORSED TO THE "ILLINOIS STATE COUNCIL K OF C CARITIES INC.--ID FUND". WE NEED TO COLLECT ALL CHECKS, AND ATTACH THEM TO OUR ID DRIVE REPORT DUE TO STRICT IRS AUDIT RULES.

Corporate & Business IDF Program:

This year we would like to increase corporate and business contributions. Some companies have Corporate Matching Fund Programs. We encourage you to check with your employer and see if these programs are available. This year we are also asking each brother to ask a store that they do business with for a tax deductible monetary donation to our Intellectual Disabilities Drive. In some cases businesses and corporations seek to find rewarding and wholesome community programs as part of their community outreach and donations. We believe that our ID Tootsie Roll drive meets the community goals and offers a great mechanism to get 100% of the funds given to where they are needed most. We will be very glad to write letters to acknowledge a donation or provide any documentation required to meet the requirements of these programs.

Please check with your employers and with businesses that you frequent. It is our goal this year to have the entire cost of tootsie rolls and incidental cost like bottled water, completely covered by corporate and business donations. We hope to raise \$2,500 this year through Corporate and Business donations. Knight Piesold & Co. has already provided a check for \$500 and challenges other Brother companies to consider a similar donation. We will announce each company and business that gives a donation in our parish bulletin and will show each as special sponsors for this year's Intellectual Disabilities Drive.

Who Can Volunteer for the Intellectual Disabilities (Tootsie Roll) Drive?

This is a volunteer effort that everyone, young and old can take part. We suggest that you make this a family and friends activity and involve spouses and children. If you cannot stand for long, we have locations where you can work a store front, or you can count money. We encourage everyone to participate.

Volunteer Qualifications:

Everyone can participate. A smile and enthusiasm for this worthwhile cause is the only qualification to volunteer!

Volunteers for street corner locations should be able bodied with good vision and reactions, due to traffic danger. **Safety first!** Solicitation includes approaching automobiles at traffic stop signs and stoplights. Due to traffic danger, we ask that street corner locations be manned by person 18 years and older. You must be aware of traffic at all times.

Family and youth volunteers are encouraged to work storefront locations and after Mass times at the church. These locations do not have traffic hazards so younger children can participate but always under parental supervision.

To be successful, we ask for total participation from our membership, and we ask that our brothers volunteer for more than one shift during the two weekends. Charity and Volunteerism are important parts of our Knights of Columbus Brotherhood. Please encourage you family and friends to participate. The money we raise as part of this Intellectual Disabilities drive provides in some cases the only source of funds for some of our Community and Parish Intellectual Disabilities programs. Please sign-up with our location captains and volunteer! If you have participated in the past, please call your captain and let him know that you will participate again.

Money Handling

Money handling and collection must be done in a professional and responsible manner, which allows public confidence, accountability, and security at all times. The location captains/chairpersons are responsible for the location collection and any collection instructions to the people collecting. Collected moneys should be placed in a locked trunk or safe location until monies are picked up by the money collectors. The location captains/chairpersons are responsible to make sure the money is turned over to the designated money collectors. This year the designated money collectors are Messrs. Tim Rogers, Bob Tanner and Norm Bishop. No other brothers, family members or friends should collect money from a collection location.

The money collectors are responsible to account for the collections at each location, and provide the date and time of collection. They do this by filling out a tally sheet, which stays with the amount of money collected during a shift collection time period from a location and will be used by the money counters to tally the location proceeds based on date and time period. The tally sheet is used to show from year to year how a collection location is doing compared to previous years. The money collectors turn in the tally sheet to the money counters at St. Raphael's parish offices in the parish center. Once counted, the moneys will be recorded in a computer tracking report. Periodic deposits (with a deposit slip) will be made into the St. Raphael Council Bank Account by Mr. & Mrs. George Villa, Messrs. Rogers, Tanner, or Bishop at the earliest opportunity. The money when received by the bank will be counted by the teller and the amount of the deposit slip will be checked against the bank count, and then reconciled. The teller will provide a deposit slip and the deposit slip will be given to the chairman and entered into the computer tracking report.

Each step outlined is based on establishing a money handling procedure that assures the donated moneys are properly handled and limits the risk of mishandling, misappropriation or robbery. The process is auditable by the Financial Secretary and Trustees.

Everyone who volunteers to work on the ID Tootsie Roll Drive is always interested in how we are doing regarding collections. It is our practice not to give out numbers until the deposits and bank deposits are reconciled. However, we will always try to provide indicative numbers after each day's collection to the Grand Knight, Deputy Grand Knight, Tootsie Roll Drive Chairman, and location chairmen.

Money Counting

Money counting will be on a specified schedule this year at the St. Raphael's parish center (room to be determined based on availability). George and Linda Villa (630-416-3875) will co-captain the money counting at St. Raphael's [Room still to be confirmed with Parish]..

Date	Time
Sat Sept 9	1:00P.M. to 5:00 P.M.
Sun Sept 10	No counting
Mon Sep 12	1:00P.M. to 6:00 P.M.
Fri Sept 15	1:00 P.M. to 5:00 P.M.
Sat Sept 16	1:00 P.M. to 5:00 P.M.
Sun Sept 17	1:30 P.M. to 5:00 P.M.

We may make some schedule adjustments depending upon the collection levels.

When we all work towards a greater good, the result is a greater accomplishment!
Thanks for your continued help to make this another successful ID Drive.

Chair: Norm Bishop (Cell Phone 303-475-0608)