

# Knights of Columbus Arkansas State Council

## Disability Director

Please note the new phrase associated with our annual “Tootsie Roll Drive is ***“Programs for People with Intellectual Disabilities”***”. Remember the phrase is not nearly as important as the person. It is important that we speak and write about these individuals with the respect any human being deserves.

Ask our State Council Treasurer to provide you with a report for last year’s effort in support of this program. It is disappointing that nearly 50% of our council do not practice the principles of our Order, ***Charity, Unity and Fraternity***. Every year we should establish a minimum goal of 75% of our Councils participating. We should have at least 40 Councils participating with income of \$100,000.00

Instructions and order blanks will be provided that may be used to order Tootsie Rolls for the drive in October. It is important to get this information mailed to the Grand Knights early in the Fraternal Year so that they can order their supplies. Bear in mind, however, it ***does not have to be limited to Tootsie Rolls***. A council may choose whatever fundraising method most effective in their area. It can be a Spaghetti Dinner, Silent Auction, Dinner Dance whatever they feel comfortable sponsoring.

It is of prime importance to advertise this program early in the year. Publish articles in the State Council Newsletter in August, September and October. Finally publish the results (Due on or before the 13<sup>th</sup> of each month). This can be supplemented with e-mail to the Grand Knights and District Deputies as well as personal letter from you. If Past state officers belong to a council; ask them to be your voice at their council meeting. District Deputy’s must support the program when he attends council meetings in his district and be directly involved with the program.

The State Council Disability Director is expected to attend the State Council Organizational Meeting, Mid-Year Meeting, State Convention and his Districts Deputy Meetings and all 2<sup>nd</sup> & 3<sup>rd</sup> and 4<sup>th</sup> Degree Exemplifications in your geographical region. At the Organizational Meeting the State Council Program Chairman through the State Deputy will furnish copies of promotional material including the ***“Surge with Service”*** booklet and goals and objectives for the fraternal year. .

## Disability Director

### Mission:

Explain the ***“Program for People with Intellectual Disabilities”*** to the Grand Knights. When it should be conducted, and where the donations are used. For example 85% of the funds are donated to the organization designated by the council, and 15% is donated to the ARC. Explain the ARC and it is a choice elected by our delegates at the State Convention.

## **Objective:**

- Promote, educate and advertise in our State Council Newsletter, State Council Web Site, local newspapers and cable television
- Work with State Council Web Site Director to post information on the web site.
- Work with the State Council Activities Director to advertise in local newspapers, cable television, radio, etc.
- Inform and educate Grand Knights that they should participate in this drive with any activity and provide examples such as Golf Tournaments, Spaghetti Dinner, pass the hat and whatever else may be effective. The important thing is they contribute and no donation is too small (or large).
- Coordinate results with State Secretary (monies are forwarded to his office) and State Treasure to keep historical records and issue checks to the designated organizations and mail them to the local council in a timely manner.

## **Method**

To accomplish these objectives the Program Directors in Arkansas must instill in all District Deputies the need to take back to each council the means to conduct all programs as they are designed to operate.

Directors and District Deputies are the lifeline of success for the Order in Arkansas. They must work with all councils to understand that *strong programs mean strong membership. Remind them that 88% of our members joined the Order to get involved in Church or other activities.*

Program Directors will be required to assist the State Program Director in voting for the Program of the Year for each of the five categories.

At the conclusion of your term furnish the incoming State Disability Director with an updated copy of your duties and responsibilities.

## **DISABILITY DRIVE FOR THE STATE OF ARKANSAS**

This program has been called the Tootsie Roll Drive in the past but should be presented **ONLY** as the Disability Drive now. It is a national program and has no affiliation with Tootsie Roll or other candies.

**THE PURPOSE:** To support state and local charities who assist those with disabilities by our soliciting monies for the support of these charities by many different projects. The charity is selected by our Delegates at our State Convention is “The Arc” in Little Rock. The K of C have supported the Performing Arts Camp since it began in 1996 and supported the regular Arc summer camp for over thirty years. The 60-acre retreat serves the disabled by structured classes in everything from music to cooking helping create self-confidence and self-esteem in all who participate. The charities served at the local level are selected by your council and fulfill needs in your local community.

**THE DIRECTION:** This program usually runs in October but as the Director you are involved all year. Support of this program is dependent on getting the word out by both one on one meeting with Grand Knights of councils and by both mail and e-mail. Keeping this in front of the councils year round is the objective.

You need to see the members of councils who did not participate the prior year at state meetings and ask why. You must solve any problem the council has with the program so they will become active in the program. In the first quarter of the year an article in the state newsletter will start the process of keeping the program in front of the members. The second quarter involves seeing all the councils you can at the state meetings asking for their help. Councils you do not see at meetings might require attendance at their meeting or at least a phone call asking for their support. All involved in assisting their council's program and providing follow up. You may be just one person but you have an army of Knights, ask for their help. Starting in the second quarter an article in the state newsletter keeps the councils attention. Suggested articles are, the need to support the program, suggested ways to raise funds for both large and small councils, information on the charities supported in the past by both state and local councils. Follow up at the end of the year to determine what councils did not have a program and why.

**THE PROCESS:** You as the disability director must work closely with the State Treasure that will receive all collected funds. The State Treasure will also provide the necessary insurance coverage for the councils involved with a program. In late July or early August all material for the Disability Campaign must be mailed out to all councils. This should include a cover letter, instructions, report form, tootsie roll order form, and fund raising apron order form. Copies of these forms used in the past are attached. Tootsie roll order form and fund raising apron order forms are available from Mr. Gus Sundermeier phone 708 423-5193, fax 708 423-8012. These forms are not necessary to use in fact most councils obtain candy or any other needed items on a local basis.

The net profits from your councils program will be divided between our State Councils charity 15% and your council's local charities 85%. See the instruction sheet.

The entire purpose of your position is to see that ALL councils in the state participate in this program by running a fund raising program or making a donation to the program.

## **ANNUAL PERSONS WITH DISABILITIES DRIVE REPORT FORM**

### **INSTRUCTIONS**

Please work with your District Deputy when planning and reporting your Council's Disability Drive information. As soon as you have planned your Councils program, complete and the top portion of the report form to the State Council Disability Chairman.

If the dates of your drive will not be in October, inform the State Council Disability Director for insurance purposes. The state K of C has Liability Insurance for your council.

At the completion of your program deposit all monies into your Councils checking account. **ONLY** take out your expenses (costs of candy, apron, ect.). Send the net profits on your council check made out to the **ARKANSAS STATE COUNCIL** along with the bottom portion on the reporting form. These need to go to the **State Secretary** and a copy to the State Council Disability Director. The state will total up the entire net profits by council, deduct the state councils 15% and return your councils 85% for distribution to the charities you have shown. **ALL MONEY** must be received by **DECEMBER** to count toward the current year's competition.

MAKE THIS THE BEST YEAR EVER!  
PLAN YOUR PROGRAM NOW!

**ANNUAL PERSONS WITH DISABILITY DRIVE REPORT FORM**

To: State Disabilities Director  
From: Grand Knight \_\_\_\_\_  
Council Name and Number \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, and Zip: \_\_\_\_\_  
Event Schedule Date: \_\_\_\_\_

- A. Our Council will participative in this years drive. \_\_\_\_\_
- B. Our Council will not participate due to \_\_\_\_\_

Part 1

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Part 2

To: State Secretary  
CC: State Disabilities Director

FROM: Council Name and Number \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, and Zip: \_\_\_\_\_

SUMMARY: Total Funds Raised: \_\_\_\_\_  
Costs (expenses of the program) \_\_\_\_\_

Net Profit \_\_\_\_\_

85% of profit (council share) \_\_\_\_\_

15% of profit (state share) \_\_\_\_\_

Our council will donate the 85% revenue as follows:

1. Name of charity \_\_\_\_\_ Amount \_\_\_\_\_
  2. Name of charity \_\_\_\_\_ Amount \_\_\_\_\_
  3. Name of charity \_\_\_\_\_ Amount \_\_\_\_\_
- TOTAL \_\_\_\_\_

This form and a check for the full amount to the State Secretary, copy of form to Disability Director. Check(s) for local charities will be returned to the local council for distribution. **THANKS FOR YOUR SUPPORT.**

## ***Take someone on a Journey of a lifetime Recruit him into the Knights of Columbus***

**The only way to recruit a member is to have a Form #100 in hand**

Person's w/Disabilities Director	Time allocation	
Function Performed	Minimum Commitment	
Attend State Organizational Meeting	14	Hrs Once
Attend District Leadership Conference	4	Hrs Once
Attend State Mid Year Meeting	14	Hrs Once
Attend State Convention	20	Hrs Once
Subtotal; State Functions	52	Hrs Once
Prepare Newsletter articles	1.5	Hrs/Mo
Interface w/Other Directors & Chairmen	2	Hrs/Mo
Attend Ceremonials within District	4	Hrs/Mo
Council Interface	2	Hrs/Mo
Subtotal; Program Functions	114	Hrs/Yr
Total Time Commitment	166	Hrs/Yr

All functions listed exclude travel time and no reliable estimate may be made regarding incurred expenses.