

Grand Knight's Checklist for 49th Annual DD Drive

July	o Appoint a Chairman for the DD Drive. Provide this chairman with all the materials and data necessary to complete the job: a current membership roster, previous year's information, and order forms.
	o Contact Developmental Disabilities Chairman (East or West) and report the Council DD Drive Chairman's name, phone number and email address.
	o Set a Council goal for the DD Drive.
	o Contact the pastor to discuss parish DD Drive bulletin announcements and parish solicitation.
	o Select desired collection sites for the Council DD Drive and obtain permission and/or permits as needed to collect from local businesses and cities.
August	o Decide how many cases of Tootsie Rolls to order. A minimum order of 33 cases required for free shipping, but Councils can combine orders. The Council's District Deputy and the DD Drive Chairmen will help facilitate.
	o Order Tootsie Rolls by Friday, August 20 . A fillable, email-able PDF order form is available on the state website. Send a copy of the Tootsie Roll Order Form to the State Community Director.
	o Check aprons and order new ones if necessary by Friday, September 3 to ensure delivery.
	o DD Drive Chairmen & Grand Knights should attend the DD Drive Kickoff Event in the Council's area.
	o District Deputies will have specific information on the time and place of the event.
	o Arrange for promotion of the local drive through local media.
	o This is the 49th annual "Drive for Persons with Developmental Disabilities" in Missouri.
	o Knights of Columbus Councils from all over the state will be collecting on this weekend.
September	o All proceeds collected (less costs) are distributed; none are retained for administrative costs.
	o 50% of all net funds collected will go to help the Knights of Columbus Developmental Center at SSM Cardinal Glennon Children's Hospital. The other 50% goes to Councils to use to support local organizations who assist people with developmental disabilities. Last year more than 230 different agencies in Missouri were supported through these funds.
	o Learn about the Continue to Give facility for online donations.
	o Coordinate with other Councils in the Council's area through the District Deputy to maximize efforts.
	o Recruit and assign members to work at a specific collection site.
	o Contact Special Olympics or other agencies for their assistance at the collection locations.
	o Assign one person to monitor on collection sites, collect proceeds regularly, and restock workers with Tootsie Rolls on the day of the Drive.
October	o Write businesses and ask that they make or match a contribution for the DD Drive.
	o Appoint a committee to account for the proceeds of the DD Drive.
	o The Financial Secretary will receive all necessary DD Drive forms via mail, or forms are available on the state website and Facebook.
	o Verify that everything is ready and participate in the DD Drive!
Nov.	o Publish information & a solicitation for DD Drive contributions in the parish bulletin.
	o Deposit the funds from the DD Drive into the Council account, and then forward a Council check made payable to <i>Columbian Charities of Missouri, Inc.</i> directly to the Columbian Charities Treasurer, as soon as possible following the DD Drive.
Nov.	o Inform the local media and parish membership of the achievements and successes.
	o Complete all reports and mail to the Columbian Charities Treasurer and the Community Director.
	o Request turnaround funds from Columbian Charities.
	o Complete Final Report by December 1 for awards at the State Convention.

Please visit the State Website at www.mokofc.org and look in the "Community Activities" area for copies of all forms needed for the drive: Tootsie Roll and Collection Apron Order Forms, Final Report, and Turnaround Fund Request Forms. There is also a Sample News Release and Sample Business Appeal Letter.

Council #: _____ Council Name: _____ City: _____
 Grand Knight: _____ Gross Goal: \$ _____ Net Goal: \$ _____
 Chairman's Name: _____ Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone #: _____ E-mail: _____

Please mail or email this information to the Developmental Disabilities Chairman (East or West) depending on the Council location.