

Drive for Persons with Developmental Disabilities

Drive Goal = \$700,000.00

October 7, 8, & 9, 2016*

(*Councils are asked to conduct their drive October 7-9; however, if there are special circumstances that your council cannot conduct its drive that weekend, the insurance purchased by the state council to cover the drive is effective every weekend in October.)

As members of the Knights of Columbus we are committed to supporting organizations who are dedicated to the health, education and welfare of persons with developmental disabilities. This is highlighted each year by our "Drive for Persons with Developmental Disabilities" (formerly known as the "Tootsie Roll Drive," and more recently as the "MR Drive").

Knights of Columbus Developmental Center at Cardinal Glennon Children's Medical Center

One-half of all proceeds collected in this annual drive go to support the Developmental Center which was started by the Missouri Knights in 1982.

Services:

The Center specializes in diagnosing and treating thousands of children afflicted with: Autism Spectrum Disorders, Developmental Delays, Learning Disabilities, Dyslexia, Down Syndrome, Cerebral Palsy, Prader-Willie Syndrome, Hyperactivity and Attention Deficit Disorder. This is done by a staff of Child Psychologists, Educational Diagnosticians, Social Workers, Pediatric Nurse Practitioners, Special Family Therapists, and special consultant "Higgins" (a Goldendoodle) the therapy dog. Other programs in place include: Parent Education, Developmental Screening, Professional Training and Developmental Education.



Thanks to your hard work and dedication to our annual Drive, and through your generous donations, the Center recently moved out of the hospital and into the second floor of the Cardinal Glennon Children's Foundation building. This move was completed in May of 2013. This new facility more than doubles the size of the center from 4,200 sq. ft. to 10,500 sq. ft. It also has its own parking lot which is located just steps away from the door. When the Center opened in 1982, it was served by a staff of 3; now the Center can boast of a staff of 20, many of which are pictured to the left in front of the entrance to the new facility.

Turn-Around Funds

The other half of the proceeds collected goes back to your council to use to support local programs for persons with developmental disabilities. Over 230 different agencies across the state received support through these funds last year.

Turn-around fund request forms should be completed no later than June 30, 2016.

Councils who do not have a specific agency in their area which works with the developmentally disabled are encouraged to request that their turn-around funds be donated to the Knights of Columbus Developmental Center or to Special Olympics Missouri. You can indicate your preference on your Developmental Disabilities Drive Disbursement Request Form.

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GRAND KNIGHT'S CHECKLIST FOR 2016 DRIVE

July

- √ Appoint a Chairman for the Drive
- √ Contact State Developmental Disabilities Chairman (East or West) and report Council Chairman (please include phone number and email address)
- √ Obtain permission and/or permits (if necessary) to collect from local business' and cities

August

- √ Order Tootsie Rolls (deadline August 24) and Aprons
- √ Drive Chairmen, Grand Knight, and other key Council members should attend the Drive Kickoff Event in your area, District Deputies will have specific information on the time and place of the event
- √ Send copy of Tootsie Roll Order Form to State Community Director
- √ Arrange for promotion of your local drive through local media*

September

- √ Recruit and assign members a location to collect (by September 29)
- √ Contact Special Olympics or other local agencies for their support of your drive, including help at your collection locations
- √ Coordinate with other councils in your area to maximize efforts

October

- √ Verify that everything is ready and participate in Drive!

November

- √ Complete all reports and forms necessary and mail to the appropriate people

January 1, 2017

- √ Deadline for Final Reports and Money for the Awards handed out at State Convention

Remember - If you Fail to Plan, you Plan to Fail!

**Please visit the State Website at www.mokofc.org and look under the "Community Activities" area for copies of all forms needed for the drive: Tootsie Roll and Collection Apron Order Forms (Originals given to councils by DDs in July); Final Report and Turnaround Fund Request Forms (Originals mailed to Financial Secretaries in September). There are also copies of a Sample News Release and a Sample Business Appeal Letter.*

We are Called to Serve the Most Vulnerable

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Blueprint for a SUCCESSFUL Drive

July 2016:

- A. Appoint a Drive Chairman for your council.
 1. Provide this chairman with all the materials and data necessary to complete the job. (Membership Roster, previous year's information, Order Forms, etc.)
 2. Set a council goal for the Drive.
- B. Contact the State Developmental Disabilities Chairman for your area (East or West) and report your Council Chairman and council goals. (A Report Slip for this is available at the bottom of the page.)
- C. Select desired sites for collection.
 1. Obtain permission and/or permits (if necessary) to collect from local businesses and cities.
- D. Decide how many cases of Tootsie Rolls you will order - minimum order is 33 cases for free shipping. (If your council will not use 33 cases, consider getting together with adjacent councils and combining your orders. Your DD can help to facilitate this effort.) - Orders are due by August 24.
- E. Check Aprons and order new if necessary - Order by September 1 to ensure delivery in time for drive.

August 2016:

- A. Arrange for promotion of your drive through local media.
 1. Some points about the drive to communicate:
 - This is the 45th annual "Drive for Persons with Developmental Disabilities" in Missouri.
 - Knights of Columbus councils from all over the state will be collecting on this weekend.
 - All proceeds collected are distributed, none are retained for administrative costs.
 - 50% of the funds collected go to help run the Knights of Columbus Developmental Center at Cardinal Glennon Children's Medical Center.
 - The other 50% goes to councils to use to support local organizations who assist Persons with Developmental Disabilities. Last year more than 230 different agencies in Missouri were supported through these funds.
- B. ORDER TOOTSIE ROLLS - Orders must be placed by August 24
 1. Send copy of Tootsie Roll order form to John Mautino, Director.

September 2016:

- A. ORDER APRONS (if necessary) - Orders should be placed by September 1.
- B. Via your District Deputy, coordinate with other councils in the area to maximize efforts.
- C. Write businesses and request that they make a contribution or matching gifts to the effort.
- D. A **committee** should be appointed to account for the proceeds of the drive.
- E. Recruit and assign members to work at a specific collection site by September 29.
- F. One person should be assigned to check on collection sites and to collect any excessive amounts of money, as well as to restock workers with Tootsie Rolls, on the day of the drive.

October 2016:

Verify that everything is ready and participate in the drive!

After the Drive:

- A. Complete all reports and forms necessary and mail to the appropriate persons. *The Financial Secretary will receive all necessary forms and details in a mailing scheduled to go out in September.*
- * Councils are to deposit the proceeds from the drive into their council account, and then forward a council check directly to the Columbian Charities Treasurer. This must be completed as soon as possible following the drive. **In order to maintain the highest level of integrity, these instructions must be followed:**
 1. Fill out Final Report Form and draft a council check payable to "Columbian Charities of Missouri Inc."
 2. Mail White copy of Final Report Form and check to Ralph Cupelli, Columbian Charities Treasurer.
 3. Mail Yellow copy of Final Report Form to John Mautino, Director.
 4. Retain Pink copy of Final Report Form for council records.
- B. Discuss how you will use the Turn-Around Funds available to your council. (50% of net deposited)
- C. Request those funds using a Developmental Disabilities Disbursement Request Form.
- D. Inform your local media and parish membership of your achievements and successes.

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 your council location.