



State of Wisconsin
Knights of Columbus

Helping People with Intellectual Disabilities
Instructions



Councils need to fill out the **Council Order Form** by **February 1** and give it to District Deputy. Councils need to keep a copy of their order. If a Council needs more aprons they are to order and pay directly with the Developmental Service Center.

District Deputy collects all of their Council Order Forms and completes the District Order Form. The District Deputy needs to forward the **District Order Form and all Council Order Forms** to the State Coordinator by **February 15**. Forms can either be mailed or emailed to the Coordinator. If the order is emailed to the State Coordinator, an order confirmation will be sent within 48 hours. If an email confirmation is not received within 48 hours, the order is deemed not received.

All councils should attempt to participate in the Tootsie Roll Drive from: April 18-May 9.

After the completion of the council drive, the **Tootsie Roll Program Report** with a **check** of the total amount collected needs to be mailed to the State Coordinator **within 10 days of the completion of the council drive**. All forms and checks filed by June 30 will receive their disbursements back in the Fall Diocesan Meeting Packets. All late checks will be held over until the next years drive.

All councils are able to promote and encourage any organization which assists those with intellectual disabilities to apply for State Funds. Instruction for how to do this is on the State Website. Applications are accepted between September 1 and November 15. Grants are awarded in January.
