



**Connecticut State Council Knights of Columbus
and
Columbian Charities of Connecticut, Inc.**



**Campaign for People with Intellectual Disabilities
"How Sweet it is to Help"**

**PROCEDURES
2023**

1. For over half a century, the Connecticut State Council of the K of C ("State Council"), Columbian Charities of Connecticut, Inc. ("CCCI", a 501(c)(3) charity associated with the State Council) and participating local K of C councils have conducted the annual Campaign for People with Intellectual Disabilities (CPID). The funds raised through CPID are donated to a variety of agencies and programs throughout Connecticut that provide services to people with intellectual disabilities. For example, CPID is the source of the large donations that are made annually to Special Olympics Connecticut, Columbiettes Campership and other worthy programs.

NOTE: All funds raised in the name of the Campaign for People with Intellectual Disabilities must be handled through the procedures described in this memo. Any fundraising that appears to be associated with CPID but which is not handled through these procedures is a serious violation of federal and state law, and the Laws and Rules of the K of C, and will be dealt with accordingly.

2. The traditional method for CPID fundraising uses Tootsie Rolls as a small token given to donors and others. However, CPID fundraising is not limited to the use of Tootsie Rolls. Councils can use other legal methods for fundraising.
3. CPID operates through a coordinated effort among CCCI, the State Council and local councils. CCCI facilitates the acquisition of the candy and other items, has registered the fundraiser with the proper state agencies, and also handles issuing checks and other financial matters. Local councils conduct the fundraising efforts, collect the money and send it to CCCI. After deducting the costs of conducting the fundraiser, the funders are split. The local council can designate qualified agencies or programs to receive 80% of the funds raised, and the remaining 20% is donated to larger, statewide agencies and programs.
4. If a council wishes to use Tootsie Rolls, candy, aprons and collection boxes are available from CPID Area Coordinators during the month of August. Prices are \$23.00 per case (packaged 300 per case with 6 sealed packages of 50 rolls each).
5. Return or request for credit of unused Tootsie Rolls are not allowed. Tootsie Rolls ordered and received by a council for the program year; must be paid for during that program year.

6. All funds collected by a council must be turned over to the State Chairman (identified below) immediately following the council's drive. Funds should be forwarded to the State Chairman via a check made payable to "Columbian Charities of Connecticut Inc." or "CCCI." Please ensure that the council's number is included on the check. In the memo or reference line, please put "CPID Receipts – Council # _____."
7. After the Chairman receives the funds, he will send to the council a form with a breakdown of costs of goods (Tootsie Roll cases, ordered for the program year) and requesting the Council's distribution of 80% share of the profits of the monies raised. Included with this form is a CCCI Verification form that must be completed and signed by a representative of each of the organizations that the council has identified. Failure to file a completed and signed report will jeopardize the distribution of the Council's share of these funds. That this is an IRS requirement. No faxes or Scanned Copies of the forms will be accepted. When sending in your council's receipts, please submit the name and address of the Brother Knight to whom the forms are to be mailed to, Please type or write clearly, so the forms can be mailed to the correct Brother Knight. Please use the form that is sent to you. Any form that is sent back other than the original copy will be sent back to the council.
8. CCCI donates the remaining 20% of the funds raised to support agencies and programs identified by its board of directors (Special Olympics Connecticut, Columbiettes Campership, etc.). If a council fails to request distribution of its 80% share within 12-months of the close of that fraternal year program, CCCI has the right to treat those funds as part of the 20% available for donation at the discretion of the CCCI Board.

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