

Arizona Knights of Columbus Charity Raffle



2020 Charity Raffle Guide

**Information for your successful
CHARITY Raffle**

A Win-Win Program

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Executive Summary 2020

1. Grand Knight to identify Charity Raffle Chairman, create raffle committee, and advise the Arizona State Council Charity Raffle Director of chairman's contact information by 2/1/20
2. Set a sales goal, for example: At least 10% above last year's results.
3. Grand Knight or Charity Raffle Chairman to make sure that tickets are on hand for your council by mid-January 2020. If you did not receive them, contact State Charity Raffle Director (denpsulli@aol.com or Phone: 480-201-5556).
4. Council Charity Raffle Chairman and committee to determine "Council Marketing" effort.
 - a. Make sure to discuss your council's plan with council leadership and **Pastor**.
 - b. Note: See full 22-page Charity Raffle Manual for helpful hints on successful campaigns and sales tips used by other Knights. (on state website at www.KofC-AZ.org)
5. Grand Knight and Charity Raffle Chairman to determine charity(s) to receive council share (**MUST BE A 501c3**) organization. This **MUST** be done before the 2020 State Convention as **NO CHANGES** will be allowed after the State Convention.
6. Recommendation is to distribute a minimum of 6 books to all members. In Arizona, fraternal organizations may mail tickets to members but not to other unsolicited individuals.
7. **Winners must be 21 years of age or older by May 16, 2020.**
8. Charity Raffle Chairman should collect ticket stubs and monies often and maintain a running log of sales \$\$ to update council on progress toward goal. Promote raffle at EVERY meeting and council event – esp. Fish Fries, Pancake Breakfasts and after every Mass (with Pastor's permission).
9. Charity Raffle Chairman oversees distribution of tickets to all members, promotes the raffle, sales record and turns in all raffle monies and checks to the Financial Secretary. Charity Raffle committee prepares ticket stubs by marking council number on reverse side of ticket stubs, removing staple and separating tickets.
10. Fill out the 2020 AZ State Charity Raffle Sales Report (2 pages) which **MUST** be turned in at the 2020 State Convention along with tickets stubs with a single **council check** for the total amount collected through the campaign. **The council check must be written to the AZ Knights of Columbus Charities, Inc.** or mailed (to be received no later than May 13th), to Dennis Sullivan at 3711 E Old Stone Circle N, Chandler, AZ 85249.
11. Council receives 50% of their sales returned for their charity(s). State will issue a check(s) that will be sent to Financial Secretary following the convention in the name of the charity(s) and the \$ amount.
12. **2020 Incentive bonus plan** – The bonus is calculated from the State's half of the total sales, to help councils cover expenses, pay for assessments and/or any recognition for individual efforts. No cash may be given to any individual member. Sales incentive begin with council sales over \$1,000. The bonus check is made out to the council and sent to the Financial Secretary. See example below.

Arizona Knights of Columbus State Council Charity Raffle 2020 Guide

Councils with 2019 sales:

\$1,000 to \$5,000 must increase ticket sales by 10% to earn a 10% bonus.

of \$5,001 to \$10,000 must increase sales by 7.5% to earn a 10% bonus.

of \$10,001 to \$15,000 must increase sales by 5% to earn a 10% bonus.

of \$15,001 to \$20,000 must increase sales by 2.5% to earn a 10% bonus.

over \$20,000 need to exceed their 2019 sales to earn a 10% bonus.

13. As in the past several years, the program remains 5 tickets for \$20, and 6 books for \$100, which gives the ticket buyer an extra book of tickets.
14. If your council wishes to place your charity(s) name on the bottom of the poster, CHECK OUT THE STATE WEBSITE FOR PRINTABLE COPIES OF THE POSTER at www.KofC-AZ.org.

Brothers We are strongest when everyone works together!

Charity is our primary goal and this project enhances charity programs at both the local and state levels. Jesus primary mission was a mission of charity.

2019 AZ State Charity Raffle results: [Delete material not necessary]

- Total Sales: \$330,782
- Councils participating: 114
- Average sales per council: \$2,901
- Average sales per member: \$19.28

If you experience problems or have questions, please send an e-mail or call me.

A more detailed copy of this guide with additional suggestions and ideas for a successful raffle sale is on the State Website at <http://www.KofC-AZ.org> . We will also send e-mails to the raffle committee throughout the campaign to provide all councils with the most updated raffle information. Good luck selling tickets and reaching your council's Charity goal.

Vivat Jesus!

Dennis Sullivan
manini

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Timeline at a Glance

December 1, 2019 – Tickets, posters and sales guides delivered to District Deputies. He should deliver to assigned councils within the next month – no later than Jan 31, 2020.

December 2019 - January 2020 – Select Charity Raffle Chairman and a Charity Raffle Committee. This committee can help plan the sales campaign, stuff envelopes for each council member, select the charity or charities who will benefit. The committee can also give you support with sales and promoting Charity Raffle at the council meetings and events.

February 2020 (or sooner) – Mail or give members their tickets and **START SELLING!** Promote the State Raffle at every meeting and at every event – especially Fish Fries, Pancake Breakfast and after every Mass (with Pastor’s permission). Remember, tickets **MUST** be sold to persons 21 years or older. **Tickets sold to anyone under 21 will be disqualified and not paid to any other member of the family.**

Mid- May 2020 – Wrap up your sales, collect ticket stubs, and money. This is a good time to hold a committee meeting so that members can help write or stamp your council number on the back of the ticket stubs. **The ticket stubs need separation.** You will need to bring a Council Check to the convention. If your Treasurer is scheduling a fishing trip to Alaska in May, make sure he gives you a check before he leaves. Remember – **Please bring only council checks. Please do not send or bring personal checks or cash to the convention. If someone other than you turns in the tickets make sure they understand the program. Better yet, assign the Raffle Chairman as an alternate delegate and have him deliver the raffle material to the convention.**

May 15-16, 2020 - You can turn in your raffle ticket stubs, council check, and Raffle Sales Report, Century Report, and Individual Knights Sales over \$1,000 at the State Council Convention.

May 16, 2020 at 12:00 noon – is the **deadline** for turning in raffle materials. This gives us time to prepare a Raffle Report for the convention delegates.

After the State Council convention [2 - 4 weeks] – Check(s) are made out to your council’s designated 501c3 charity(s) and are mailed to your Financial Secretary for councils who turned in tickets, council check, and State Report listing eligible charities. **No changes can be made to your selection of charities after the 2020 State Convention. Remind the Financial Secretary to watch for the check(s) from the State Council.**

Information about the Prizes

1. The prizes are drawn from 1st prize to the 10th prize. Two alternate tickets are drawn in case we cannot locate or must disqualify any of the ten winners.
2. **Winners must confirm their acceptance of the prize within 30 days** of being notified by returning a copy of the letter sent to them requiring a signature and their social security number. **Winners must be 21 years or older to participate and collect the prizes.**
3. **The unconfirmed winners list is posted on the web site as soon as possible. The list is updated after all winners are confirmed. This may take up to six [6] weeks.**
4. **The original winners are responsible for all taxes and will receive a 1099 form for income tax purposes.**

Raffle Check List:

Planning phase [December and January]

1. Grand Knight selects Council Raffle Chairman. **(Date _____)**
2. Send Council Chairman's name and e-mail address to Raffle Director Dennis Sullivan at denpsulli@aol.com or Phone: 480-201-5556. **(Date _____)**
3. Name a 501(c)3 eligible charity[s] as recipients for the council share of the ticket sales so everyone knows who will receive the proceeds of the ticket sales. Name of charity[s] _____ **(Date _____)**
4. Set a council goal for the sales campaign of at least a 10% increase over 2019 council sales. [We will sell as many tickets as possible is not a goal]. A goal is a dollar figures based on a percent over last year's sales] our goal is \$_____. **(Date _____)**

Sales phase [January, February, March, April]

1. Distribute tickets to council members including a letter describing why you are selling raffle tickets. **(Date _____)**
2. Suggest/develop new/other ways for the council to sell tickets. **(Date _____)**
3. Communicate progress to the council and parish. **(Date _____)**

Wrap-up [May]

4. Collect money and ticket stubs. **(Date _____)**
5. Review tickets for complete details, remove the end tab to separate tickets and stamp or write the council number on the back of each ticket stub. **(Date _____)**
6. Deposit all money and checks in your council account. **(Date _____)**
7. Write a Council check to the Arizona Knights of Columbus Charity, Inc. **(Date _____)**
8. Fill out the 2020 Arizona State Council Charity Raffle Sales, Millennium, and Century Sales Reports, Bring all three reports with ticket stubs, and **Council check** to the 2020 Arizona State Convention before 12:00 noon, May 17, 2020. **(Date _____)**

Final report must include:

- _____ 2020 State Council Charity Raffle Sales Report completed with charity(s) listed.
- _____ Millennium [\$1,000] Report completed, if none mark NA and your name.
- _____ Century Sales [\$100] Report completed, if none mark NA and your name.
- _____ Council check for the total amount of ticket sales. [Council # on the check]
- _____ Ticket stubs separated, and council number printed or written on the back.

Century Sales [\$100] Individual Knights \$1,000 Sales Report 2020

The sale of raffle tickets is a team effort among Brother Knights and councils. We also want to recognize individual councils and Knights that do an outstanding job of selling Charity Raffle tickets by listing them on the Knights web site. In order to recognize one or both, please fill out this report even if you have already told me about their achievements.

Century [\$100 or more] Sales]:

A century sale is **one Knight selling one person \$100 worth of tickets which is six books to one person at one time. They can put one name on all 30 tickets or put different name on them such as family members.** If someone buys \$200, report it as one sale and \$200 in the Total Sales column. **Report only totals. DO NOT SEND THE LIST OF NAMES WHO PURCHASED \$100 OR MORE TICKETS. Keep them for your records.**

Report for your councils Century Sales of \$100 or more:

	Council #	City	# Century Sales	Total Century Sales	Average per sale
Example 1	00001	Any Town	2	\$300	\$150
Example 2	00002	Any City	5	\$500	\$100
Your Council					

Individual Knights Sales of \$1,000 or more [PLEASE PRINT USING CAPITAL LETTERS]

Print the information for all Knights with total sales over \$1,000.

Count	Council #	City	Knight's Full Names	Phone Number	Total Sales
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Report Submitted by: _____ Council Number: _____

Note: A composite Millennium and Century Sales Report will be posted on K of C web site.