

# **Arizona Knights of Columbus Charity Raffle**



2021 Charity Raffle Guide – Revised 1-26-21

**Information for your successful  
CHARITY Raffle**

**A Win-Win Program**

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## **Executive Summary 2021**

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 2/1/21
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 2021. If you did not receive them, contact State Charity Raffle Director Joe Rostowsky ([jrostowsky@gmail.com](mailto:jrostowsky@gmail.com) or Phone: 480-241-0406).
4. Council Charity Raffle Chairman and committee to determine "Council Marketing" effort. Note - Make sure to discuss your council's plan with council leadership and **Pastor**.
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 2021 State Convention as **NO CHANGES** will be allowed after the State Convention.
6. Recommendation is to distribute a minimum of 3-6 books to all members. **Tickets cannot be sent through the US Mail.** Books must be distributed at a council meeting, outside church or through other creative face to face interactions.
7. **The name on the ticket stub is considered the winner, not the person who purchased the ticket. Do not print a minor's name on the ticket stub. Winners must be 21 years of age or older by May 22, 2021.** Please take note of the new wording on the 2021 ticket example on the next page.
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 records 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 2021 AZ State Charity Raffle Sales Report (2 pages) which **MUST** be turned in at the 2021 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 15th), to Joe Rostowsky – State Raffle Chairman 2217 W. Calle Marita Phoenix, AZ 85085.

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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. **2021 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.  
Councils with 2020 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 2020 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](http://www.KofC-AZ.org).

ARIZONA STATE COUNCIL  
*Knights of Columbus*  
ANNUAL CHARITY DRAWING  
Saturday, May 22, 2021

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Phone \_\_\_\_\_  
Sold By: \_\_\_\_\_  
*Name printed here must be 21 years or older.*



ARIZONA STATE COUNCIL  
*Knights of Columbus*  
ANNUAL DRAWING TO SUPPORT LOCAL CHARITIES  
Saturday, May 22, 2021

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1st Prize: \$10,000;  
2nd Prize: \$7,000; 3rd Prize: \$5,000; 4th Prize: \$3,000  
5th Prize - \$2,000    7th Prize - \$500    9th Prize - \$500  
6th Prize - \$1,000    8th Prize - \$500    10th Prize - \$500  
NEED NOT BE PRESENT TO WIN

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DONATION: \$5 per ticket, \$20 for 5 tickets, \$100 for 30 tickets.  
Must be 21 years or older to participate.

### **Thanks for inviting me back to the State Raffle!**

This is my second go round as State Raffle Chairman. I last held the position from 2005 – 2009. I handed the reigns to Richard Armanini who then got Dennis Sullivan and I think most of the Brother Knights from Council 10062 involved in the process. These gentlemen were fantastic stewards for 11 years. They took the raffle to a much bigger level. Our job is to not let them down – we need to keep the raffle progressing forward. Thank you Brother Knights for all you did.

Because 2020 was such a strange year for all of us we are not going to change anything with the raffle for 2021. The only thing we are going to do is add some additional support in Tucson and other areas of the State. I will publish all the contacts in January 2021. If you experience problems or have questions, please contact me or one of the other raffle contacts. We are here to help you be as successful as you want to be.

A copy of this guide with additional suggestions and ideas for a successful raffle sale will be put on the State Website at <http://www.KofC-AZ.org> . We will also send e-mails to the council raffle chairmen 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!**

*Joe Rostowsky*

Joe Rostowsky  
AZ State Charity Raffle Director  
jrostowsky@gmail.com  
480-241-0406

## **Time Line at a Glance**

**January 9, 2021** – Tickets, posters and sales guides delivered to District Deputies. He should deliver to assigned councils within the next month – no later than Jan 31, 2021.

**January 2021** –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 2021 (or sooner)** –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 **AND** the name on the ticket stub needs to be of a person 21 years or older. **Tickets with stubs having names of persons under age 21 or sold to anyone under 21 will be disqualified and not paid to any other member of the family.**

**Mid- May 2021** –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 21-22, 2021** - 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 22, 2021 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 2021 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 1<sup>st</sup> prize to the 10<sup>th</sup> 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. **The name on the ticket stub is considered the winner. Winners must be 21 years or older to participate and collect the prizes. Winners not 21 years of age or older on May 22 will be disqualified.** 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.
3. **The original winners are responsible for all taxes and will receive a 1099 form for income tax purposes.**

**SAMPLE LETTER TO COUNCIL MEMBERS ONLY**

<Date>

Name  
Address  
City, State, Zip

Brother <First Name>,

It is again time for the Annual Knights of Columbus Arizona State Charity Raffle. All prizes are cash again this year. They are 1<sup>st</sup> prize - \$10,000, 2<sup>nd</sup> prize - \$7,000, 3<sup>rd</sup> prize - \$5,000, 4<sup>th</sup> Prize – \$3,000, 5<sup>th</sup> prize - \$2,000, 6<sup>th</sup> prize - \$1,000, 7<sup>th</sup> prize - \$500, 8<sup>th</sup> prize - \$500, 9<sup>th</sup> prize - \$500, and 10<sup>th</sup> prize - \$500. **The total is \$30,000!**

Our Council goal for 2021 is \_\_\_\_\_. Our charity is <Name charities> will receive half the proceeds from the sale of the raffle tickets. Last year our council gave <name charity> a check for <amount of check>.

These six books of five [5] tickets each are for you to ***sell or purchase***. The tickets are \$5 each or \$20 for each book—or a total of \$100.00. Each book sold is \$20 toward our goal and \$10 for <name charity>. You can return all ticket stubs and money through the church office, collection basket, or directly after Mass to the Knight’s table. Make all checks payable to the Knights of Columbus Council <number>. Please return the ticket stubs, money or check in an envelope with your name on it to identify you as the seller. **Please do not separate the tickets stubs and do not mail cash.**

The deadline for returning tickets money is [pick a date in May close to the convention time].

This is your opportunity to support a council project and help raise money for <charity>. **If you do not believe in selling or buying Charity Raffle tickets to support charity, then please make a donation in any amount.** Additional tickets are available.

Thank you for your help with this very important charity project.

< *Your name* >

2021 Council Charity Raffle Chairman

***Note: send the letter using mail merge and window envelopes for this project. If you do not know how to use mail merge, recruit a member who does and have him do the letters for you. Use electronic signature or fancy type for the name and provide contact information in the footer of the letter. Consider printing Sale Tips on the back of this letter.***

\_\_\_\_\_, Raffle Chairman, Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_



**Raffle Check List:**

**Planning phase [January]**

1. Grand Knight selects Council Raffle Chairman. **(Date \_\_\_\_\_)**
2. Send Council Chairman's name and e-mail address to Raffle Director Joe Rostowsky at [jrostowsky@gmail.com](mailto:jrostowsky@gmail.com) or Phone: 480-241-0406. **(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]**

1. Collect money and ticket stubs. **(Date \_\_\_\_\_)**
2. 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 \_\_\_\_\_)**
3. Deposit all money and checks in your council account. **(Date \_\_\_\_\_)**
4. Write a Council check to the Arizona Knights of Columbus Charity, Inc. **(Date \_\_\_\_\_)**
5. Fill out the 2021 Arizona State Council Charity Raffle Sales, Millennium, and Century Sales Reports, Bring all three reports with ticket stubs, and **Council check** to the 2021 Arizona State Convention before 12:00 noon, May 22, 2021. **(Date \_\_\_\_\_)**

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**Final report must include:**

\_\_\_\_\_ 2021 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.



2021 Arizona State Council Charity Raffle Report

Council # \_\_\_\_\_

Date Rec: \_\_\_\_\_

Time Rec: \_\_\_\_\_

Rec By: \_\_\_\_\_

Total Ticket Sales \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

50% of Sales: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

(Total Disbursement must equal 50% of Gross Sales)

Approved Charities - [501(c) (3) document not required]:

Arizona Right to Life \$ \_\_\_\_\_

Arizona Special Olympics \$ \_\_\_\_\_

Parish [Name] \_\_\_\_\_ \$ \_\_\_\_\_

Ministry \_\_\_\_\_ \$ \_\_\_\_\_

St Joseph Youth Camp \$ \_\_\_\_\_

Parish St. Vincent de Paul \$ \_\_\_\_\_

(Name) \_\_\_\_\_

All Other Charities: [Must attach current 501(c) (3) IRS letter] Attached IRS Letter

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Official Use Only
Check # Amount
Total \$
Attach Council Checks only.

YES Used Previous

[ ] [ ]

[ ] [ ]

STOP did you name your charity?

NOTE: IRS Laws and State Knights of Council Bylaws require the charity recipients of the raffle proceeds be a 501(c) (3) organization.

Council Information: (Print Clearly)

Raffle Chairman: \_\_\_\_\_ Council # \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Tickets turned in by: \_\_\_\_\_ Phone: \_\_\_\_\_

Signatures: GK \_\_\_\_\_ Raffle Chair \_\_\_\_\_

WRITE OR STAMP YOUR COUNCIL NUMBER ON BACK OF TICKETS

SEPARATE STUBS

DO NOT BRING CASH OR PERSONAL CHECKS!

Make check payable to: AZ Knights of Columbus Charities, Inc

**Century Sales [\$100] Individual Knights \$1,000 Sales Report 2021**

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 us 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. All names must be individuals 21 years of age or older on May 22, 2021.** 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
<b>Example 1</b>	<b>00001</b>	<b>Any Town</b>	<b>2</b>	<b>\$300</b>	<b>\$150</b>
<b>Example 2</b>	<b>00002</b>	<b>Any City</b>	<b>5</b>	<b>\$500</b>	<b>\$100</b>
<b>Your Council</b>					

**Millennium Sales: 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.