

Arizona Knights of Columbus Charity Raffle



2022 Charity Raffle Guide – Revised 12-2-21

**Information for your successful
CHARITY Raffle**

A Win-Win Program

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Executive Summary 2022

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 2/1/22
2. Set a sales goal, for example: At least 10% above last year's results.
3. Grand Knight or Charity Raffle Chairman please make sure that tickets are in the hands of your council members by mid-January 2022. If you did not receive them from your District Deputy by then, contact State Charity Raffle Director Joe Rostowsky (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 2022 State Convention as **NO CHANGES** will be allowed after the State Convention.
6. Recommendation is to distribute 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 21, 2022.** Please take note of the wording on the 2022 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 2022 AZ State Charity Raffle Sales Report (2 pages) which **MUST** be turned in at the 2022 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**

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Knights of Columbus Charities, Inc. or mailed (to be received no later than May 14th), to Joe Rostowsky – State Raffle Chairman 2217 W. Calle Marita Phoenix, AZ 85085.

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. **2022 Incentive bonus plan** – The bonus is calculated from the State’s half of the total sales. Starting in 2022 incentive bonuses will only be able to go to a designated charity. Incentive bonuses will no longer be given to a council to put into their general fund. The bonus check will be made out to charity the council designates on their report form. The incentive bonus will be awarded using the same formula as the past. See example below.

Councils with 2021 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 2021 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.

ARIZONA STATE COUNCIL
Knights of Columbus
ANNUAL CHARITY DRAWING
Saturday, May 21, 2022

Name _____
Address _____
City _____
Phone _____
Sold By: _____

Name printed here must be 21 years or older.

[REDACTED]



ARIZONA STATE COUNCIL
Knights of Columbus
ANNUAL DRAWING TO SUPPORT LOCAL CHARITIES
Saturday, May 21, 2022

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

DONATION: \$5 per ticket, \$20 for 5 tickets, \$100 for 30 tickets

Must be 21 years or older to participate.



Thanks for such a great 2021 – Let's do it again in 2022!

Welcome to another year of the Arizona Knights of Columbus State Council Charity Raffle!

What you all did in 2021 was simply amazing. Considering everything that happened in 2020 I wasn't sure what to expect with the 2021 Raffle. My secret goal was just not to lose any money. Councils got very creative with how to sell given some of the restrictions still in place and we wound up with a total of \$320,722.56 in sales. That is the 5th best total all time! That's over \$160,000 going to our parishes and local charities when they really needed it. The State Council used their half to pay for the prizes, pay for raffle expenses and then donate to our designated state charities.

Our goal in 2022 is to continue to grow our sales and charity efforts because our parishes and charities still need help. In speaking with State Officers after our 2021 raffle we decided we wanted to see what we could do for 2022 to get more money to charities. We thought of two things we could do right away to make an impact and adopted them.

- 1) We decided not to print so many extra tickets. Councils have told me how much they have just thrown out each year after the convention. It took me weeks to get rid of the extras in my garage last year. So this year we printed 100,000 less tickets which saved the State over \$2,000 which can go to charity
- 2) We decided that we need to get more money into local charities hands by changing our Incentive program as noted on the previous page. If your council earns an incentive, it will now go to your local charities instead of to the council general fund.

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.

As usual if you have any questions please don't hesitate to reach out to me.

Vivat Jesus!

Joe Rostowsky

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

Time Line at a Glance

December 4, 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 2022 –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 2022 (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 2022 –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 20-21, 2022 - 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 21, 2022 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 2022 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. 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 1st prize - \$10,000, 2nd prize - \$7,000, 3rd prize - \$5,000, 4th Prize – \$3,000, 5th prize - \$2,000, 6th prize - \$1,000, 7th prize - \$500, 8th prize - \$500, 9th prize - \$500, and 10th prize - \$500. **The total is \$30,000!**

Our Council goal for 2022 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* >

2022 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 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 2021 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 2022 Arizona State Convention before 12:00 noon, May 21, 2022. **(Date _____)**

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Final report must include:

_____ 2022 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.



2022 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 2022

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 21, 2022.** 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					

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.