

Arizona Knights of Columbus Charity Raffle



**Knights of
Columbus®**
Arizona
State Council

2024 Charity Raffle Guide

**Information for your successful
*Charity Raffle***

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Executive Summary 2024

1. Grand Knight to identify Charity Raffle Chairman and create raffle committee to help him.
2. Set a sales goal, for example: At least 10% above last year's results to earn bonus
3. Grand Knight or Charity Raffle Chairman please make sure that tickets are in the hands of your council members sometime in January 2024. 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 your 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 2024 State Convention as **NO CHANGES** will be allowed after the State Convention. NOTE: Your council is not considered an eligible 501c3 charity by default. Councils are 501c8 – Fraternal Benefit Societies.
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.**
8. **Winner must be a living person and able to claim their prize.**
9. **Winner must have a Tax ID number for tax purposes.**
10. **Winners must be 21 years of age or older by May 18, 2024.** Please take note of the wording on the 2024 ticket example on the next page.
11. 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.
12. Fill out the 2024 AZ State Charity Raffle Sales Report which **MUST** be turned in at the 2024 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:
Joe Rostowsky – State Raffle Chairman 2217 W. Calle Marita Phoenix, AZ 85085

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13. 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.
14. 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 and Pancake Breakfasts.
15. **2024 Incentive bonus plan** – The bonus is calculated from the **State’s half** of the total sales. As we did in 2023, 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 is getting the largest donation or the charity designated on the report form. The incentive bonus will be awarded using the same formula as the past. See example below.
Councils with 2023 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 2023 sales to earn a 10% bonus.
16. 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.
17. 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.

 <p>Knights of Columbus* Arizona State Council</p> <p>ANNUAL CHARITY DRAWING</p> <p>Saturday, May 18, 2024</p> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Phone _____</p> <p>Sold By: _____</p> <p><small>Name printed here must be 21 years or older.</small></p> <p># ██████████</p>	 <p>Knights of Columbus* Arizona State Council</p> <p>ANNUAL DRAWING TO SUPPORT LOCAL CHARITIES</p> <p>Saturday, May 18, 2024</p> <hr/> <p style="text-align: center;">1st Prize: \$10,000;</p> <p style="text-align: center;">2nd Prize: \$7,000 3rd Prize: \$5,000 4th Prize: \$3,000</p> <p style="text-align: center;">5th Prize - \$2,000 7th Prize - \$500 9th Prize - \$500</p> <p style="text-align: center;">6th Prize - \$1,000 8th Prize - \$500 10th Prize - \$500</p> <p style="text-align: center;">NEED NOT BE PRESENT TO WIN</p> <hr/> <p style="text-align: center;">DONATION: \$5 per ticket, \$20 for 5 tickets, \$100 for 30 tickets Must be 21 years or older to participate.</p>
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3 years in a row – You are killing it!

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

As we end one year and roll into a new year many people like to go back and revisit the hits and misses of the past year and set goals for the upcoming year. I like to do that with the State Raffle. The good thing about my job is that it has lots of hits and not as many misses. Looking back at 2023 we had another outstanding year! We had the second-best sales year of all time selling \$346,079.11.

Even better news is when we look at the last 3 years since we came out of Covid – In those 3 years we have sold \$1,027,905 in tickets. That means \$513,952 has gone to our local charities in need. That is just outstanding!

One last statistic – we now have recorded data for the last 20 years. As of this moment we are around \$9,000 short of going over the \$5 million sales mark in those 20 years. What an unbelievable number. When I was Raffle Director the first time from 2006 – 2009 I never would have ever thought this was possible. Congratulations to everyone!

So what is our goal for 2024 – Continue to grow! How can we do that? Aim to have 100% participation from all active councils in the State. Also, no problems with any of the Raffle Winners. Unfortunately, last year we had to void one winner because someone put his deceased sister's name on the ticket. We almost had to void a second winner for failure to have a tax ID number. Thank you to the council that sold the ticket that helped the winner file to get a tax ID number. This year we will be providing all councils with a handy sales cheat sheet that they can send to everyone in their council so that everyone knows how to sell tickets so there is no misunderstandings or problems later on.

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

Timeline at a Glance

January 6, 2024 – Tickets, posters and sales guides delivered to District Deputies. He should deliver to assigned councils within the next month – no later than January 31, 2024.

January 2024 –Select Charity Raffle Chairman and create 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 2024 (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.**

Important: Name on ticket must be a living person that is able to claim their prize AND provide a tax ID number.

Beginning of May 2024 –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 to be separated.** 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 – **Bring only council checks.** Do not send or bring personal checks or cash to the convention. If someone other than you turns in your 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 17-18, 2024 - You can turn in your raffle ticket stubs, council check, and Raffle Sales Report, at the State Council Convention.

May 18, 2024 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 2024 State Convention. Remind the Financial Secretary to watch for the check(s) from the State Council.**

Information about the Prizes and distribution

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. The name on the ticket stub is considered the winner. If the winner cannot claim the prize the ticket is declared void and all winners move up one place.
3. Winners must be 21 years or older to participate and collect the prizes. Winners not 21 years of age or older on May 20, 2024 ticket will be voided and all winners move up one place.
4. Winners with prizes greater than \$500 (prizes 1-6) must confirm their acceptance of the prize within 30 days of being notified by returning the tax document sent to them. This document requires their signature and their social security number. **If the winner cannot/refuses to provide us with their tax ID information their ticket will be voided and all winners moved up one place.**
5. No ticket books or ticket stubs are to be sent through the US Mail, Fedex or UPS. This is Federal gaming violation.
6. If you sell someone tickets and they send you a check to pay for the tickets that is considered acceptable.
7. If they want copy of the stubs scan them and email them or send them photos.
8. The winners list will be posted to the State website after all winners are confirmed AND their tax documents returned. This may take up to six [6] weeks.
9. **The winners are responsible for all taxes.**

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 2024 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>.

We are asking each brother knight to take six books of five [5] tickets to ***sell or purchase themselves***. Ticket books can be picked up at Council meetings or at the Knights donut table after Masses. 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* >

2024 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 2024 Arizona State Council Charity Raffle Sales Report, Bring all the report with ticket stubs, and **Council check** to the 2024 Arizona State Convention before 12:00 noon, May 18, 2024. **(Date _____)**

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Final report must include:

_____ 2024 State Council Charity Raffle Sales Report completed with charity(s) listed.

_____ Council check for the total amount of ticket sales. [Council # on the check in the address area or on the memo line]

_____ Ticket stubs separated, and council number printed or written on the back.



Knights of Columbus
Arizona
State Council

2024 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) documentation 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

_____ \$ _____

_____ \$ _____

Bonus award

If your council qualifies for a sales bonus, the additional funds will be given to the charity that is getting the largest donation. For example, if one charity is getting \$1000 and the other \$500, the bonus money will go to the \$1000 charity.

If your charities get equal amounts, please circle the charity to get the bonus

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 _____

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

WRITE OR STAMP YOUR COUNCIL NUMBER ON BACK OF TICKETS

SEPARATE STUBS

DO NOT BRING CASH OR PERSONAL CHECKS!