



Knights of Columbus Ontario Charities Foundation

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PROGRAM GUIDELINES

1. Ontario State Council expects all Councils to participate in this special event. If your Council cannot do it on its own then it should cooperate with another Council or as part of an entire District.
2. Councils will keep 40 per cent, after payment of expenses, for disbursement to your Council charities. The remaining 60 per cent of net proceeds must be sent to State Council which will distribute it all to Special Olympics Ontario.
3. The Council appoints a Tootsie Roll Chairman who will be responsible for getting interested members involved in this fundraising endeavour.
4. The Chairman should check with your local municipality to see if there are any special requirements for this type of fundraising in your area.
5. Participating Councils must complete **Intention to Participate in Tootsie Roll Fundraising** and send it to State Council.
6. All Tootsie Roll products must be ordered ONLY by completion of **Tootsie Roll Order Form**. Sample attached (This form is provided to you by State Council after its receipt of the Intent to Participate form). Minimum order sizes are noted on the order form and it may be necessary to combine orders between councils or within districts to meet these requirements. Please note that there are caps and collection canisters available.
7. Your Council members should approach local businesses and corporations for support and donations to make Tootsie Roll purchases.
8. Once you have completed your fundraising campaign, the Chairman must complete **Report on Tootsie Roll Fundraising** which summarizes the event, and submit it to State Council along with the funds due.
9. Any questions or concerns regarding these guidelines or the program should be directed to the State Office at stateoffice@ontariokofc.ca