

Grand Knight's Checklist for the 2025 Annual DD Drive

July:

- Appoint a Chairman for the DDDrive.
- Contact Developmental Disabilities Chairman (East or West) and report the Council DD Drive Chairman's name, phone number and email address.
- **Set a Council goal for the DD Drive.** ○ Contact the pastor to discuss parish DDDrive bulletin announcements and parish solicitation. ○ Select desired collection sites for the Council DD Drive and obtain permission and/or permits.

August:

- Decide how many cases of Tootsie Rolls to order. A minimum order of 33 cases required for free shipping, but Councils can combine orders. The Council's District Deputy and the DDDrive Chairmen will help facilitate.
- Order Tootsie Rolls by **Friday, August 15**. A fillable, email-able PDF order form is available on the state website. Send a copy of the Tootsie Roll Order Form to the State Community Director. ○ Check aprons and order new ones if necessary, by **Friday, August 29** to ensure delivery. ○ Arrange for promotion of the local drive through local media.

September:

- Learn about the **Continue to Give** facility for online donations.
- Coordinate with other Councils in the Council's area through the District Deputy to maximize efforts. ○
- Recruit and assign members to work at a specific collection site. ○
- Contact Special Olympics or other agencies for their and assistance at the collection locations.
- Assign one person to monitor on collection sites, collect proceeds regularly, and restock workers with tootsie Rolls on the day of the Drive.
- Write businesses and ask that they make or match a contribution for the DDDrive.
- Appoint a committee to account for the proceeds of the DDDrive.
- The Financial Secretary will receive all necessary DDDrive forms via mail, or forms are available on the state website and Facebook.

October:

- Verify that everything is ready and **participate in the DDDrive!**
- Publish information & a solicitation for DDDrive contributions in the parish bulletin.
- Deposit the funds from the DD Drive into the Council account, and then forward a Council check made payable to *Columbian Charities of Missouri, Inc.* directly to the Columbian Charities Treasurer, as soon as possible following the DDDrive.
- Inform the local media and parish membership of the achievements and successes.

- November:
- Complete all reports and mail to the Columbian Charities Treasurer and the Community Director. ○ **Request turn around funds** from Columbian Charities.
 - Complete Final Report by **December 1** for awards at the State Convention.

Please visit the State Website for all the DD Drive Forms: [HERE](#) for copies of all forms needed for the drive: Tootsie Roll and Collection Apron Order Forms, Final Report, and Turn around Fund Request Forms. There is also a Sample News Release and Sample Business Appeal Letter.

Ron Mathias: 660-528-0767

Email: ron.mathias.kofc@gmail.com

Victor Bender: 573-358-5307

Email:

vbender5308@hotmail.com

Jerry Herbert, Columbian Charities Treasurer

7218 Picasso Dr., O'Fallon 63368

Note: Use a separate form for each program you are supporting, copy form if needed.