



# Intellectual Disabilities Program

## Process & Timeline: 2019-2020

### June:

>Grand Knights submit final orders at the Leadership Seminar

-Orders include:           Tootsie Rolls (number of cases)  
  Aprons  
  Canisters

>District Deputies determine designated delivery points and contact information

>State places orders with Tootsie Roll Company

>State places orders for aprons

Note: Only aprons with this message may be used:  
"Helping People with Intellectual Disabilities"

### July and August:

>Grand Knights and Council Program Leaders attend **Program Seminars**

>Councils begin pre-campaign preparations

-Schedule collection sites (i.e.: stores, parishes, events, etc.)  
-Enlist volunteers and create coverage schedules  
-Built excitement and enthusiasm!

## September:

- >Councils pick up Tootsie Rolls at delivery locations
- >Councils activate program:
  - Continue promoting activities
  - Begin collection activities
  - Continually recognize and thank volunteers

## October/November:

- >Councils continue with collection activities:
  - Inform volunteers of intended recipient agencies
  - Count and deposit all amounts collected
  - Continually recognize and thank volunteers

## December:

- >Councils process and submit ALL funds to State by **December 1.**
  - Submit check payable to: Maryland State Council
  - Note on check: "Intellectual Disabilities Program"
  - Send check to State Program Chairman:
    - Yen Le**
    - 1909 Briggs Rd**
    - Silver Spring, MD 20906**
  - Provide State with names of preferred recipient charities, including percentage allocation of funds by charity
  - Indicate if letters will be presented to charities and date needed
- >State processes council funds
  - Deducts cost of tootsie rolls and aprons

- Deducts 5% for State-designated intellectual disabilities programs
- Determines agency funding amounts based on council percentage requests
- Prepares and forwards presentation letters to Grand Knights and cc's District Deputies

### January:

- >Recognition awards presented at State Mid-Term Meeting based on:
  - Total amount collected
  - Per capita collected
  - Place winners announced for four categories of councils

### January/February:

- >Councils present letters and checks to agencies
- >Agencies contact State and request checks
- >State mails checks to agencies
- >District Deputy follows up with Grand Knight to ensure completion

### **SPECIAL NOTE:**

All participating councils must submit 100% of their collected Tootsie Roll funds to Maryland State Council as outlined in the process noted above. Following this process ensures that State receives reimbursement for the Tootsie Rolls and aprons, in addition to ensuring State can fund designated programs for specific individuals with intellectual disabilities.

Note that various government IRS guidelines also mandate that collected funds are handled in a specific manner and following this process ensures that we fully comply with laws governing our Order. Finally, the Tootsie Roll program is a Supreme Program and all dollars collected must be reported to Supreme on an annual basis.