



Wisconsin State Council • Knights of Columbus

A Catholic, Family, Service, Fraternal Organization

www.wikofc.com

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September 2018

Worthy Grand Knight and Council Raffle Chairman,

We are enclosing your Council's Charity Raffle tickets for the 2018-2019 Wisconsin State Council Charity Raffle early this year! Please distribute all of them to your members and attempt to sell a high percentage of them. **All raffle ticket stubs with checks and/or cash must be returned to your council's raffle chairman for recording and processing. Do not send any ticket stubs, checks and/or cash to our Wisconsin State Council Knights of Columbus State Office in Madison or to the convention hotel/center.** Councils will make a recommended three deposits, by the dates listed on the Deposit form, before the annual convention. Any ticket stubs, checks/cash received after April 10th should be taken to the convention by your delegates. Cash is not preferred for your and our safety.

With this mailing you will find the following documents (which can be reproduced):

- 1) A sample letter that can be used to distribute tickets to your members. On the same page, a sample press release that can be given to your local newspapers to let the community know about the Charity Raffle.
- 2) Three copies of the Council Raffle Deposit form which should be given to your Diocesan Charity Coordinator with your ticket stubs along with One (1) Council Check to cover the price of the tickets sold.
- 3) One copy of a Charity Chairman Reporting Form which should be used by your Council Chairman to give tickets and money to your Financial Secretary so he can authorize one Council check to be given to the Diocesan Coordinator each month along with the stubs. Retain this completed form for your records. Copy it as needed.
- 4) Charity Request Form to be used for substantial charity requests (typically \$1000 to \$3000) where your council cannot meet the clear financial hardship of the recipient.
- 5) Raffle Posters which should be used to promote the raffle in Churches and business establishments in your community. Large posters are in both English and Spanish.
- 6) Last year's annual report.
- 7) The **Council Charity Grant Request Form** due May 1, 2019. This form is required to receive your distribution of funds at this time 2019.

This information and all forms are also on our State Web site listed at the top of the page. To view click on State Forms, and under the Community header, under the Charity sub-header, and click on the various links as described.

If you have any questions, please contact your **Diocesan Charity Coordinator** who is listed in the State Directory. In brief they are:

Green Bay	Jeff and Lily Janssen	920-489-0790	jcjracer@gmail.com
La Crosse	Dan and Joan Spencer	715-305-0398	spencer5062@outlook.com
Madison	Bob and Colleen Pizur	608-285-0175	anrca@charter.net
Milwaukee	Jim and Beth TenPas	920-207-6007	sapnet@charter.net
Superior	Dennis and Doris Berends	715-265-4186	dennisberends@centurytel.net

Fraternally Yours,

Mark Kohls

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