



## 2017 Campaign for People with Intellectual Disabilities Procedures

1. The State Council's Campaign for People with Intellectual Disabilities exists to support agencies and programs in Connecticut that provide services to, or otherwise serve People with Intellectual Disabilities.

**NOTE: Distribution of these funds not via the State Council or to agencies and programs that do not serve People with Intellectual Disabilities is a strict violation of State Council and IRS Regulations and will be dealt with to the strictest adherence.**

2. Tootsie Rolls are available from Area Coordinators during the month of August. Prices are \$23.00 per case (packaged 300 per case with 6 sealed packages of 50 rolls each) and \$10.00 per apron
3. Return or request for credit of unused Tootsie Rolls are not allowed. Aprons and Tootsie Rolls ordered and received by the Council for the program year; must be paid for during that program year.
4. All funds collected by the Council must be turned over to the State Council immediately following the Council's drive. All monies should be forwarded to the State Chairman via a check made payable to the "Connecticut Columbian Charities Inc." or "CCCI." Please ensure that the Council's number is included on the check – if not part of the preprinted version of the check, please make reference in the memo line: "Tootsie Roll Receipts – Council # \_\_\_\_\_." Deadline for award qualifications is November 30.
5. Once receipts are received, a form will be forwarded to the Council, highlighting the breakdown of costs of goods (Tootsie Roll cases, and aprons ordered for the program year) and requesting the Council's distribution of 80% share of the profits of the monies raised. Included with this form is a Columbian Charities Verification form (CCI) that must be completed and signed by a representative of each of the organizations that the Council is requesting will receive their 80% of the profits raised. Feel free to make copies of this form as needed; and note the special instructions on the reverse side of the form. Failure to file a completed and signed report will jeopardize the distribution of the Council's share of these funds (Note that this is an IRS requirement – not one of the State Council.)
6. The State Council/CCCI reserves the right to distribute the remaining 20% of the profits raised during the program year to support agencies and programs in Connecticut as they see fit to benefit the State Council.
7. If a Council fails to request distribution of their 80% share within 12-months of the close of that fraternal year program, the State Council/ CCCI has the right to deny requests of distribution of these funds, and include them in the State Council's 20% share of the profit for distribution to state wide agencies and programs.