# The Council Executive makes the decision to have a charity drive.

The executive as a group makes this decision and then must take the proposed charity drive to the general membership for approval.

Ensure that everyone understands that you will be accepting both goods and money as part of your charity drive.

Discuss the potential charity drive with your priest as you will be using his church. Ask him if he has a charitable organization he knows is in need of assistance.

# Select a charitable organization to support

You could start with the list of charitable organizations you currently support.

Things to consider.

Is the organization mostly run by volunteers?

Does the organization offer direct support to the less fortunate in our society and do they support women and children?

# Contact the selected charitable organisation and get their approval

 It is essential that you contact the proposed organization to ensure that they want your support.

# Get a short list of the items the organization needs

Ask for a list of the top five items they require.

# Take your proposed charity drive to the next general meeting for approval

If approved set the timeframes and ask for volunteers.

The responsibility for overseeing the charity drive falls on the community director but any capable Brother Knight or community member could oversee the drive.

# Set the timeframes

Minimum lead time is about a month.

Determine when you will hold the charity drive.

Collect for two weekends and all daily masses during that week bookended by the weekends.

# Advertise

Two weeks before your planned charity drive you need to ensure that the charity drive is advertised in the church bulletin.

On week before the charity drive insert a letter from the Knights in the church bulletin that indicates who the recipient organization is and lists their immediate needs.

It is important that all parishioners are aware of the charity drive and have ample time to pick up the requested items.

Covid -19 may restrict the collection of some items such as clothing.

Posters can be printed and set up at the church advertising the charity drive.

Consider the timing of the charity drive. In supporting an organization such as Villa Rosa that assists mothers and children, time the event to coincide with Mother’s Day

# Logistics

This drive depends on the generosity of the parishioners and it is important that a collection site is identified. This could be the church itself or an outbuilding. You may need volunteers to man the collection site. Be sure to clearly identify when and where you will be collecting.

A collection box has to be set up and someone has to be responsible for emptying the box on a daily basis.

Goods have to be listed as received and weighed as required.

Money collected at each mass has to be picked up, counted and forwarded to the council treasurer.

Three weeks before the charity drive send out a request for volunteers.

Use checklists to ensure that any volunteer coverage is identified and filled.

# Delivery

Go to the Supreme Internet site and download a copy of the “Food for Families” form as this form need to be signed by the Grand Knight and a representative of the recipient organization

On the first Monday following the charity drive contact the organization you are supporting and ask when you can deliver the goods collected.

You will need one or two trucks and volunteers to do the delivery. Don’t forget to take the Food for Families form with you and a cheque for the money collected.

# Photo Opportunity

Take photos of Brother Knights and volunteers delivering the goods and money

# Thank the parishioners and Brother Knights for their generosity

Immediately following the successful charity drive put up posters thanking the parishioners and Brother Knights for their generosity. Include the photos you took when you did the delivery.

# Supreme Rebate

Deliver $500.00 cash or 1000 lbs. of donated food and get a $100.00 rebate

Maximum eligibility is $500.00 per year.

You have to complete a form 10057 to Supreme for compensation. Also (not a requirement to obtain the refund) councils should still complete a 10784 on the project.