

**St. Francis de Sales &
Knights of Columbus Council #10834 Drawing
July-Sep 2016
*Drawing Concept***

1. Drawing Prize: Thanks to the generosity of Speedway Chrysler Dodge Jeep Inc - two prizes will be awarded:
 - a. Grand prize - a "late model used car" (TBD) valued at ~\$12,000.
 - b. Second prize - 2013 Piaggio Typhoon Scooter valued at ~\$3,000.
2. Drawing to be held at the Church picnic on 17 Sep (after 5 PM Mass ~7PM)
3. Intent is to print 4,000 (4,500) tickets with a recommended donation of \$5.00 per ticket or 5 tickets for \$20.
4. Similar to last year, we mail out 20 to 25 tickets to each Knight of Columbus Council Member in early Aug and ask that they be returned NLT Monday, 11 Sep by mail to the church, dropped off at the Church office, placed in the collection basket or returned to one of the POCs. This will distribute ~2000 (2500) of the 4000 (4500) tickets. We will need to mail out the tickets, follow-up with emails, bulletin notifications and phone calls to motivate many of the Knights to open the mail and sell the tickets. Confirming mailing list with Jim Scherer.
5. We will solicit donations for tickets at the St Francis de Sales masses on 22/21 & 27/28 Aug, 3/4, 9/10 Sep and 17 Sep (at picnic until 1830). Set up at the church 15-20 min prior to each mass. Helps advertise the drawing as parishioners walk into mass (we received as many donations for tickets before mass as after; also when set up before mass we did better after mass).
6. We will coordinate with area churches (Sacred Heart/St. Casimir; Immaculate Conception/ St. Joseph's; Holy Angles – dates TBD).
7. Recommend SFDC 4th degrees take to Aug/Sep 4th degree meeting to solicit donations (they should not use the tickets they were personally mailed, but additional tickets provided by the POCs).
8. Ticket solicitation will end on 17 Sep (day of Church picnic) after the 5 PM Mass at ~6:30 PM. The drawing will occur ~ 7 PM at the Picnic.
9. Draft letter to K of C members completed, need to coordinate with Dan Ladd to get pictures and description of the car and scooter.
10. Advertisement:
 - a. Begin placing notices in the St Francis de Sales bulletin later in July and the weeks prior to soliciting donations for the tickets.
 - b. Email notice to K of C members and phone calls to those based on last year's returns.
 - c. Notices in the other church bulletins the week before and week of the raffles at their churches.

d. Poster boards and fliers to be posted and used at tables when we do the sales (Dennis Huffman lead).

e. Similar to 2014 Drawing, we will work with Dan to display car and scooter at some of the events.

f. Will only print 4000 (4500) tickets, once they are distributed, lost, stolen or destroyed that is it. Chance of winning each prize 1:4000 (4500)

11. Costs estimates (working more detailed estimate) will need to work with Jeanne Im at SFDS office for reimbursement:

a. Printing of quality tickets ~\$300 to \$350.

b. Mailing of tickets ~ \$100.

c. Envelopes and paper ~ \$50.

d. Poster board etc ~ \$50.

e. Anticipated Total Cost < \$500.

12. Support needed: Note Twohig will be out of the net from ~27 Aug through 8 Sep at his daughter's wedding.

a. Co-chairs or tri chairs:

(1) Twohig (overall plan, track tickets by serial number, organizes solicitation at masses, letters, announcements, gets tickets printed, distributes tickets to council members, send out thank you notes to supporting parishes, stuff/mail envelopes, etc)

(2) Huffman: (helps tracks donations, secures donations, transfers donations to parish accountant, posters, helps organize and runs solicitation at masses; helps coordinate with other parishes for dates and times for sales)

(3) Third individual – covers duties while other co-chairs not available.

b. Individual to address envelopes: If Carlos Usera cannot do it this year.

c. Publisher Fliers and posters (last year Twohig and Huffman): Works with co chairs to develop posters, fliers, reviews letter, announcements and have sufficient to support multiple ticket sites.

d. Make required phone calls – assist co chairs in following up with KoC members on distribution and turn-in of ticket stubs and donations.

e. Vehicle Transfer to parish & winner and coordinate vehicle for display at parish masses and at the drawing. Dan Ladd will cover transfer of vehicles. Need individual to work with Dan Ladd to coordinate moving vehicle to and from parish/securing vehicles.

f. Knights to solicit donations at the different masses. Need minimum of three at Sat 5 PM and Sun 1015 AM and two at the Sunday 0800 AM masses for St. Francis de Sales. Need two individuals at the masses at other parishes. Should be set up 15-20 Min before mass, confirm that priest will make announcement at the end of mass.

John Twohig & Dennis Huffman