



**our Charitable Activity**

*to assist*

**the Least Among My Brethren**

*“Whatsoever you do to the least among my brethren,  
that you do unto me.” Matt. 25:40*

**Training Manual** rev. 12.9.12

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6420-A1 Rea Rd, Suite 312  
Charlotte, NC 28277  
An IRS 501(c)(3) non-profit public corporation  
Federal Tax ID # 56-213- 9696  
N C Charitable Solicitation License:SL005652***

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*LAMB Foundation of NC, Inc.*  
*Board of Directors*

The current Board of Directors for the LAMB Foundation of NC, Inc., whose term of office is July 1, 2012 through June 30, 2013, are:

President	-	John C. Gouldie
Secretary	-	John J. Murray
Treasurer	-	Angelo Gibilaro
Director	-	David R. Jones
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Director	-	Colin Jorsch
Director	-	John Nussbaum
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Director*	-	Richard White

The LAMB Foundation of NC, Inc. holds its annual meeting in May to discuss the disbursement of the funds retained for special donations and the election of officers and board members.

\*and liaison with the Knights of Columbus

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## What Is “LAMB” and the LAMB Foundation of NC?

LAMB, which stands for “Least Among My Brethren,” is a foundation that raises funds to assist people with intellectual disabilities in North Carolina. The LAMB program was started in 1960, became a statewide program in 1974 and was formally established as a public, nonprofit, fully tax-deductible 501(c)3 charity in 1999, named the LAMB Foundation of NC, Inc. The sole purpose of the foundation is to raise funds and distribute them to accredited organizations and institutions throughout the state that assist people with intellectual disabilities. The Knights of Columbus councils in the state are the primary organizing entity and provide the bulk of the manpower behind the collection of funds for the foundation. In this way, the councils are responsible for directing the distribution of a majority of the funds they collect.

## Why Do We Have A LAMB PROGRAM?

- ✓ The first principle of our order is **charity!**
- ✓ In North Carolina, LAMB is the principle way we exemplify charity, so every council should participate in any way it can.
- ✓ Our efforts provide meaningful support to groups that desperately need our help.

Since its inception, the LAMB Foundation has raised more than \$21 million for people in North Carolina with intellectual disabilities. That money has been raised all without a single paid employee, thanks to the more than 15,000 Knights of Columbus statewide who, along with their family and friends, stand long hours giving away Tootsie Rolls and asking for donations. Fully, **93%** of the funds raised go directly to charity. The only major operational expenses are for the Tootsie Rolls, aprons and an outside accounting firm.

## Where Does The Money Come From?

The money raised for the LAMB Foundation comes from a variety of sources. The current predominant method by which a council raises funds, which we refer to as the “street campaign,” is through handing out Tootsie Rolls. (***See Details For A LAMB Street Campaign on pg. 6***) This is where Knights, family members and friends don bright yellow aprons and arm themselves with Tootsie Rolls and collection cans. They stand in front of retail establishments (that have given permission), offer candy to all who pass by and accept donations from those wishing to help out. This straightforward, simple approach has raised millions of dollars.

The LAMB Foundation also raises funds that we collectively refer to as “Non-Street Fundraising.” These funds are raised through corporate and individual donations, special events and a variety of other programs, some of which will be covered later in a specific section dedicated to “non-street.”

By way of some quick examples, one non-street fundraising method is through corporate matching gift programs in which Knights, their friends and family participate in their employers’ “Matching Gifts” programs. A “Matching Gifts” program is where a company will match the donations made by their employees (in either money or time spent working with the charity) to charitable programs like the “LAMB Foundation of NC, Inc.” All Knights should be encouraged to ask if their employer has such a program and be urged to participate if they do.

Another non-street fundraising method is to directly solicit corporations, companies and sometimes individuals for donations and grants primarily through mailings. Large and small corporations support programs like LAMB, but most don’t if they are not asked, so ask them.

Some other “non-street” activities performed by some of our councils are golf tournaments, art auctions, charity dinners, raffles, donation boxes in places of business, and many other methods. The list is only limited by your council’s imagination.

Lately we have also been taking advantage of fundraising opportunities on the internet, such as eBay charity sales, GoodSearch and GoodShop as well as taking online donations. (See Attachment 15a and 15b for more detail on these opportunities.)

Lastly, in 2010 the “Bill Scott LAMB Foundation Endowment” was established. The endowment will allow people to make cash and stock donations that will provide perpetual financial benefits to the foundation. More details on the Endowment can be found in Attachment 16.

## **LAMB PROGRAM Overview and Goals**

Unfortunately, LAMB's fundraising total has been slowly declining for a few years. While there are a number of reasons for this, the most obvious of which has been the softening of the economy, there are other areas that we can control.

- Where we have problems getting our "traditional" stores, we need to find others or do more locations if at all possible.
- Maximize every "non-street" opportunity that you can.
- LAMB is a year-round program, yet we have many councils that do a single weekend or event and call it quits.
- Lastly, we have a very wide variance in the amount raised per member across the state. Some of our smaller councils raise more money per member than some of our largest and yes, inexplicably there are councils that do nothing.

## **Getting Into the Specifics**

### **Paperwork**

All the paperwork and forms needed to run a LAMB program are contained within this manual and are downloadable from the state K of C website: [www.kofcnc.org](http://www.kofcnc.org). The timely completion of these forms is extremely important. This paperwork ensures that a LAMB program is well documented and properly controlled. The paperwork also is important to maintain the program as a tax-deductible foundation.

## Getting Your LAMB Program Started

- ✓ Participate in the State LAMB Workshop. These workshops are a great way to share experiences, compare notes, get questions answered and more.
- ✓ Review your council's LAMB file and your council's performance; consult with members of your council who have been involved with LAMB in the past for recommendations and local lessons learned.
- ✓ Develop a calendar of LAMB activities – the earlier the better.
  - Store solicitation schedule, events, collecting at your church and at athletic events if possible.
- ✓ Develop or update the council LAMB brochure (see Attachment 5a, 5b and 5c) and/or a council information card (Attachment 7). These can be used for a number of purposes. The brochure can be included with corporate donation requests and the card can be handed out while soliciting at stores (if someone asks what LAMB is all about or makes a substantial donation). Also, a readily obtainable, printed LAMB contribution envelope is available (see Attachment 13). This envelope can be handed out at stores when people do not have any cash on them and can be included along with any donation request.
- ✓ Provide LAMB updates in every council newsletter, and articles as appropriate for your church bulletin. Also, send press releases to the local press as well as the diocesan communication outlets.
  - Develop a working relationship with the local agencies that your council supports. Also ask for a list of their needs when you are considering disbursements. ***Remind them that we support only materials that will directly benefit their clients.***
- ✓ As LAMB is a **year-round program**, the Council LAMB Director should provide updates at every council business meeting. Also try to have the director or leader of one of the charities you support make a short presentation at one of your meetings, particularly right before you are looking for store volunteers. It really helps for everyone to see a tangible example of where all the effort goes.

- ✓ Council “Kick-Off” Pot Luck Dinner for everyone who is participating in any way.
  - Enlist the council’s best speaker to excite those in attendance about the value of LAMB.
  - Invite everyone you hope to involve in this year’s Program, DD, all local clergy, religious sponsors, store managers, agency personnel, local media personalities.
  - Door greeters and speakers should wear Tootsie Roll aprons. Everyone gets a Tootsie for dessert.
  - Briefly describe previous successes. Announce this year’s goal.
- ✓ Update Council file with info so next year will be easier and even more successful. Include press releases and clippings.

## Handling The Money

Money raised in the name of the LAMB Foundation should never be placed in any non-LAMB account. It is LAMB Foundation money, and must be deposited only in the LAMB Foundation account at Wells Fargo using the numbered deposit slips available from the State LAMB Director. **DO NOT** order deposit slips yourself. Wachovia deposit books / slips are still valid.

Deposits should be made within 72 hours

The “LAMB Foundation of North Carolina, Inc.” is an IRS 501(c)(3) Corporation; Federal Tax ID # 56-2139696.

Donations to LAMB enjoy the same tax deductibility as donations to the Red Cross or to our church.

Donations of \$250 or more should be acknowledged by a special LAMB IRS receipt available from the State LAMB Director (See Attachment 10). The IRS will not accept a cancelled check as proof of donations of \$250 or more; the special IRS receipt is required. The State LAMB Director should be sent a copy of the check with address if at all possible.

### **\*\* Remember there are two required steps in handling money \*\***

1. Deposit all money (cash and checks) only in a Wells Fargo branch office using **only the pre-numbered deposit slips** for your council. Slips, if needed, can be **obtained from the State LAMB Director**.

#### **DO NOT order deposit slips yourself**

2. Donations of \$250 and above require the donor be sent a receipt acknowledging the donation.

## Details for a LAMB Street Campaign

- ✓ Finalize your store solicitation schedule. The LAMB Foundation has a Charitable Solicitation License from the State of NC, (CSL#005632), that should help in establishing our credibility if needed. With some of the larger supermarket chains, it is sometimes requested that scheduling be done through their corporate offices (at a minimum Harris Teeter, Bi-Lo and Food Lion) and they have specific rules for when and how long you can solicit. For instance, Harris Teeter now requires reserving dates six months in advance. However, many councils have a long-standing relationship with particular stores where scheduling through the store manager is the preferred method. No matter what the route, knowing the manager of every store is extremely important because, at the end of the day, scheduling is usually up to them. If you run into difficulty or need insurance certificates, etc., please contact the State LAMB Director.
  - Present a copy of your LAMB brochure and ask permission to solicit.
  - Follow up with a confirmation letter.
  - Award a Certificate of Appreciation to each store thanking them for their cooperation every year (see Attachment 6).
  
- ✓ Order candy and aprons.
  - Check supplies; make sure to order at least 30 days in advance. (Aprons, see Attachment 1)
  - For Tootsie Roll orders, use the special three-part form. (Candy, see Attachment 2). Mail the yellow copy to State LAMB Director on the same day you mail the white copy to Tootsie Roll, K/C Program. The pink copy is for your council LAMB file.
  - If you need a small amount of Tootsie Rolls that require paying shipping, check with nearby councils about combining orders or seeing if they have any excess. Candy transfers can be accounted for and will not affect your council's net.
  
- ✓ Make sure council LAMB brochures and/or information cards are printed.
  
- ✓ Prepare a shift schedule.
  - Call every council member to work shifts. Older or infirmed members who can't stand for long periods of time, can use lawn chairs, stools, etc. A number of councils have started to use web-based scheduling techniques that are proving to be a big help.

- Knights who collect accompanied by children, grandchildren and even pets always do better and raise more.
  - Work shifts, shifts and more shifts! Provide each and every worker with a brochure and/or LAMB cards and remittance envelopes if possible, to help respond to donors' questions.
- ✓ Send news releases to church bulletins, pastors, TV and radio stations, and local newspapers.
- Try to get on a radio or TV talk show, or get interviewed for a story. Emphasize the local community needs that LAMB will help! Visit the LAMB public website, [www.lambnc.org](http://www.lambnc.org), for some examples of press and TV coverage LAMB has received. If coverage is timed just before or during your solicitation dates, you will always do better.
  - Provide each media outlet with a brochure.
  - If possible, draft some talking points so that they might consider doing a story as well as a simple announcement.
  - Make certain any material provided is typed – NOT hand written – and is done in good English. For accuracy, avoid providing only verbal notice.
- ✓ Deposit all funds within 48-72 hours of receipt using **only special numbered Wells Fargo deposit slips**, which can be obtained from the State LAMB Director if needed. DO NOT order deposit books yourself. Also, please make sure the bank stamps the deposit slip correctly.

## **Details for a LAMB Non-Street Corporate Campaign**

If pursued, corporate and large personal donations can compose a substantial portion of your overall fundraising efforts. In some cases these donations can comprise up to 40% of your total amount raised (although 10%-20% would be a good first-year target).

*Some suggested steps for a successful non-street, corporate fundraising campaign:*

- ✓ **Find a person** (not necessarily your LAMB Director) to concentrate on non-street donations and fundraisers. The right person should have some basic computer skills to create letters, mailing lists, certificates and more. This person also should have a passion for LAMB and social skills to deal with company community affairs representatives, executives and others.

- ✓ **Establish a LAMB budget** for your council to cover the costs of mailings, paper, certificates, etc. If you are just starting out, a nominal amount should be sufficient. A good rule of thumb is 60 cents for every solicitation sent to cover postage, printing, paper and the like.
- ✓ **The easy ones** – Sam’s Club, Wal-Mart, Costco, Target, Harris Teeter – most large corporations that do business in your area have some level of community-based charitable giving. With Sam’s and Wal-Mart, the form can be picked up and submitted at local stores. Costco’s and Target’s forms are completed online. Visit a company’s website and look under “Community” for complete details.
- ✓ **Identify other possible donors.** This can be done in a number of ways, the easiest of which is the Yellow Pages. Other sources are your local newspaper, church bulletin, Better Business Bureau members, Chamber of Commerce or just general knowledge. If there is a corporate business journal that serves your area, they usually publish lists of the largest companies in various fields in your vicinity, as well as addresses and names of key executives.

In addition, poll your membership for possible donors; some might own businesses themselves or know someone who might donate. A number of larger companies will either match an employee’s donation or donate based on the number of hours the employee contributes to LAMB, e.g. working on store solicitations.

- ✓ **Council brochure** – as mentioned previously, having a council brochure or information card is invaluable to include with your donation solicitation mailing. This provides more detailed information about the program and your council specifically. Note that starting this year, donations also can be made to LAMB through the LAMB Foundation website: **[www.lambnc.org](http://www.lambnc.org)**. Donations will be credited to specific councils via the address of the donor or at the donor’s request.

The brochure or card also can be used for your Tootsie Roll solicitations. Distribute them to the people who give you \$10 or more. At the very least, they will know more about the program and sometimes this results in a follow-up donation.

- ✓ **Donation Remittance Envelopes** – are available from Conover Printing (see Attachment 13). Cost is \$100 per 1,000 for white envelopes, \$130 for yellow envelopes with red printing. The envelopes provide various levels of contribution options and information for credit card entry. Online donations also can be made through the state LAMB website, [www.lambnc.org](http://www.lambnc.org). Envelopes can be included with mailings or handed out with Tootsie Rolls to people who aren't carrying cash.
- ✓ **Sending out the mailings** – How you accomplish this will depend on the size of your market. When you start to send letters (see Attachment 8 for a sample) to everyone you can think of, you will be surprised where some of your donations come from.

The mailing should include the main solicitation letter, a copy of your council's LAMB brochure and a small reply envelope (#10 for the mailing, #6¾ for the reply envelope). If you are only sending 10 to 20 or so, manually adding the address, name, etc., is the way to go. If you expect to exceed 20 possible sources, you may wish to consider a simple PC-based database such as Microsoft Access. This database can not only be used to mail merge appropriate name and address information on letters and envelopes, but it also tracks other data such as the date the letter was sent, response (if any) and the amount received.

- ✓ **Individual donations** – Put an optional LAMB donation line on your yearly dues invoice. Also, as more people in general discover what the program is all about (this is where the council brochure comes in handy), you will find individual donations coming in from unexpected places.
- ✓ **Follow-up and recognition** – If possible, follow up after 7 to 10 business days with a visit or phone call to all corporate donors. All significant donations should receive a certificate of appreciation (see Attachment 6) printed on a certificate form and placed in a certificate holder (both readily available at Office Depot, Staples, etc.) or an inexpensive frame.

Also, remember any donation of \$250 or more require a specific receipt be sent to the donor.

You may also want to list your corporate LAMB donors in your newsletter or any other printed materials the council generates.

## Other Non-Street Fundraising Ideas

There are multitudes of other ways to raise funds for LAMB – with more coming all the time! Some examples include:

- ✓ **Raffles** – Hold a LAMB raffle at your council meetings or other council events. Prizes can include certificates from restaurants, store discounts and autographed sports memorabilia, which can be obtained at no cost. For example, if there is a Panera Bread location in your area, you can apply online for a bread or bagels-for-a-year certificate.
  
- ✓ **Establishing LAMB days with a restaurant or business in your area** – Many restaurants and other businesses are willing to establish “charitable giving days” as a way of building business. For instance, on a certain day, x% of a restaurant’s gross revenue benefits LAMB. This could be a yearly event or ongoing, e.g. the first Monday or Tuesday of the month, with 10% of the restaurant’s gross receipts benefiting LAMB. Encourage your members to attend on that day and put a notice in your church bulletin, if possible. Also, the amount raised is tax deductible by the restaurant or business owner – just make sure the check is made out to the LAMB Foundation of NC.
  
- ✓ **Golf tournaments, auctions, bingo, card parties, chocolate-tasting events (the ladies love it)** – with the proceeds from the event going to LAMB.
  
- ✓ **Donation boxes** – A single donation box in a high volume, largely cash-based business can generate more than **\$500** a year, and all you have to do is collect the money every three weeks or so! Locations should be selected (with the owner’s permission of course) where the patron usually pays with cash, for example donut and bagel shops and fast-food locations. Retail locations that don’t already have tip jars are preferred. Have a Knight “adopt a box” to do the regular collections; it’s generally easy to find someone who frequents the chosen location anyway. As the donation box can hold \$30-\$40, it needs to be locked and it’s a good idea to secure them down (or at least give the appearance that they are secured). Refer to Attachment 14a for more information on where to obtain boxes, etc. A high-quality placard for the box can be printed on a PC printer using glossy photo paper (found cheaply at Wal-Mart). See Attachment 14b for an example.

- ✓ **Tootsie Roll sales** – If Tootsie Rolls are left over from your street collections, sell them by the box (suggest \$8 per box of 50) at your church as Halloween candy. Make sure to publicize through church bulletins, signage and word-of-mouth that the proceeds benefit LAMB.
- ✓ **Shopping mall special events** – Some larger shopping malls (Simon mall chains in particular) feature an “Evening of Giving” event, where the mall remains open after hours only to special ticket holders. The tickets are sold by numerous charities. Proceeds from any tickets your council sells benefit LAMB.

## Paperwork

There are currently five reporting forms (see the back of the manual) used by the foundation, all of which should be sent to the State LAMB Director. With a very limited amount of staffing at the state level, it is extremely important that these forms be completed as carefully and accurately as possible and submitted by the required dates.

They are:

**Form 1 – *Report of New Program*** – To be submitted when a new successful fundraising program is instituted by your council. This form can be submitted at any time during the year, but must be submitted by Feb. 1 of the following year.

**Form 2 – *Squire Participation Report*** – This report should be submitted by year End. (Dec. 31)

**Form 3 – *Disbursement Request*** – This is the report detailing the main financial benchmarks for your council and how your council would like its funds distributed. Note: An “interim” disbursement can be filed anytime during the year if you would like to award a check prior to year end, presuming sufficient deposits have been made to cover the expenditure.

The front page of this report shows the net income available, 85% of which is available for distribution by the council, as well as the number of checks being requested and the address they should all be sent to. The GK of your council needs to sign this report. The back of the form has a space to list the various checks requested.

**If requesting a donation to an Exceptional Children's Class at a school, we will need the name of the teacher of the particular class.**

Also, remember we are bound by the foundation's mission statement to only fund programs that assist people with intellectual disabilities. As an example, mental health centers typically provide psychiatric or other mental health care – which isn't intellectual disability care as defined by the AAIDD. If in doubt, or if you would like more information on the AAIDD definition, contact the State LAMB Director.

It is extremely important, however, that this form is in the hands of the State LAMB Director **no later than February 1 of the following year.** For example, for 2013 this form is due February 1, 2014, at the latest. In addition to accounting concerns, our the charities we support desperately need the funds we provide.

*Disbursement requests received after April 1<sup>st</sup> of the following year can't be acted upon and any remaining funds will be disbursed by the Lamb Board of Directors.*

**Form 4 – Income Report** – This form details the dates of street collections, non-street receipts and how much was raised. The back of the form allows for the listing of individual deposits and expenses (aprons and Tootsie Rolls). This form is due no later than **December 31** of the current year.

**Form 5** – Announces the appointment of a new council LAMB Director (or re-appointment) by the Grand Knight of the council.

## **ORDERING APRONS**

**All Aprons should read “Helping People with Intellectual Disabilities” older versions such as those saying “Helping People with Mental Retardation” should be destroyed.**

The form to be used when ordering aprons is found on the next page. This form is the only form that the vendor will accept. Please make a copy and fill it out completely. Send a copy of the order to the State LAMB Director on the same day you mail the order to “Developmental Services Center” in Champaign, IL.

**The cost of Aprons is \$ 7.25 each; the handling charge per order is \$9.00**

As with candy, *do NOT send any money with your apron order*. Upon receipt of a copy of your order, the State Council will pay the apron bill for your Council. This cost will then be deducted from your gross income before determining the amount spendable by your council. See OPLAMB-2 Final Income Report.

**1. Send the completed apron order form to –**

Developmental Services Center      (Kyla Ray) (217) 398-7722 x404  
1304 West Bradley Avenue              FAX (217) 398-0455  
Champaign, Illinois 61821-2035

**2. On the same day, send a copy of your apron order form to –**

State LAMB Director                      Tel. No. 877.368.LAMB, Fax: 980 207 2222  
6420-A1 Rea Rd, Suite 312              Email: SLD@lambnc.org  
Charlotte, NC 28277

**3. Keep a copy of the order for your LAMB records in case there’s a problem with delivery and for reference next year.**

**ALLOW AT LEAST THREE WEEKS FOR DELIVERY!**

*Minimize your LAMB Overhead!* Please do not order any more aprons than are absolutely necessary. Old aprons can often be repaired if a cord is broken, or a seam has come undone.

However, be sure to discard any aprons that are torn or badly tattered. *Do not present an unkempt appearance to the public as you ask for their assistance.*

# Developmental Services Center

1304 West Bradley Avenue  
Champaign, IL 61821-2035  
Phone 217 398 7722  
Fax 217 398 0455

## Fund Raising Apron ORDER FORM

### 1 Fill out order information

Organization KNIGHTS OF COLUMBUS

Council Name & No. \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_ ( ) \_\_\_\_\_

Please  
Print

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### 2 Include shipping information.

Date ordered \_\_\_\_\_ Date required \_\_\_\_\_

Allow 3 to 4 weeks  
for delivery

(Shipping Ship to \_\_\_\_\_  
address

only) Address \_\_\_\_\_

(No City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
PO Box)

### 3 Select a standard message to be printed on the aprons

HELPING PEOPLE WITH INTELLECTUAL DISABILITIES \_\_\_\_\_ Qty

AND/ OR

AYUDANDO A LAS PERSONAS CON INCAPACIDADES INTELECTUALES \_\_\_\_\_ Qty

### 4 Decide on quantity and calculate cost.

Number Ordered	Cost per Apron	Order Subtotal
<input type="text"/>	X \$7.25	= _____
	+ Handling =	<u>\$9.00</u>
	TOTAL =	_____

*Send this Order (but NO money!) to –*  
**Developmental Services Center**  
1304 West Bradley Avenue  
Champaign, IL 61821-2035

*And simultaneously to:*

**State LAMB Director**  
6420-A1 Rea Rd, Suite 312  
Charlotte, NC 28277

*Put another copy in your LAMB File.*

Authorized Signature \_\_\_\_\_

## ***ORDERING the CANDY***

Use only the latest three part form received from Tootsie Roll. Send the **YELLOW** copy of the order to the State LAMB Director on the same day you mail the WHITE order to –

***Tootsie Roll K/C Program  
Box 633  
Oak Lawn, IL 60454***

or

in an emergency **FAX to** (708) 423-8012 Att'n: PSD Gus Sundermeier (**but do not duplicate by also sending the order to Tootsie Roll**) Mr. Sundermeier's telephone # is (708) 423-5193

The cost of candy is **\$ 19.50 per case** of 300 – in 6 packs of 50

***ALLOW AT LEAST THREE WEEKS FOR DELIVERY!***

As with aprons, ***do NOT send any money with your candy order.*** Upon receipt of a copy of your order, the State Council will pay the apron bill for your Council. This cost will then be deducted from your gross income before determining the amount spendable by your council. See **Final Income Report (Form 4)**.

**NOTE: Tootsie Roll will no longer ship orders of less than 18 cases!**

**Orders of 18-32** will automatically incur a **charge of 5%** of gross for shipping. Orders of 33 cases or more shipped to one commercial or institutional address will not incur any shipping charges.

**Very small Councils should combine orders** to save this needless shipping cost. Large Councils are usually happy to add extra candy to their order for small neighboring Councils. Ask your DD to help you find a Council to combine your order with.

**Keep a copy of the order for your LAMB records**  
**in case there's a problem with delivery, and for reference next year.**

You may call Tootsie Roll at (773) 838-3577 to check on the progress of your order as your delivery time nears. Do NOT call Tootsie Roll to see if a FAX has been received. FAXs do **not** come directly to their office.

***Minimize your LAMB Overhead!*** Do not order any more candy than is absolutely necessary. However, excess can be easily stored for a year or more; or, sold as Halloween candy to earn extra LAMB income. \$10 or more for a pack of 50 Tootsie Rolls would be a very fair and competitive price. You would gross \$60 or so per \$19.50 case. Income from this source would be reported as “non-street” on OPLAMB-2

***Questions?*** – call the State LAMB Director, at 877-368-LAMB  
or e-mail at: SLD@lambnc.org

## **Council LAMB Goal Calculations for 2013**

**Goals for 2013 will be based on an average amount raised of \$58 per Member**

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**If a Council's 2012 average / member is already above \$58 their goal for 2012 will be 2 % over their 2012 Gross.**

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**Councils that did not reach the \$58 per Member Goal in 2012:**

**1) Subtract current \$/Mbr from \$58**

**2) Divide difference by two, and add to current \$/Mbr.**

**By way of example, a council that averaged \$44 per mbr. in 2011 their goal for 2012 will be \$51 per member, see below,**

$$(i.e. \$58 - \$44 = \$14 / 2 = \$7 + \$44 = \$51.00)$$

---

**Councils that did not participate in 2012**

**Goal would be \$58 per member Divided by Two = \$31.50**

## LAMB Brainstorming Session

### *How can we improve our income for the “Least Among My Brothers”?*

#### ➤ Area Strategy

- Should we synchronize our street collection dates with nearby Councils to maximize publicity?
- Are we avoiding conflicts with other Councils? Only one Council should solicit in front of an area store. Only one Council should solicit any store, or individual for a “Corporate Donation”

#### ➤ Street Collections

- Do we have permission to cover ALL of the large, high traffic stores in our area?
- Are we covering them only during highest traffic times?
- Are we covering as many locations as possible.
- Does at least one of our solicitation days coincide with payday for the largest employers in our area?
- Are we averaging at least \$75 per 3hr shift per member turning out?
- Are we turning out at least 2/3rds of our membership to solicit?
- Are friends and family members turning out in numbers at least equivalent to the number of knights working?
- Are our Columbiettes and Squires helping out?
- Are any people from the agencies we assist turning out to help?
- Have you tried soliciting at your church, local fairs, etc?

#### ➤ Non-Street Donations

- Your Council’s initial non-street goal should be 10 to 20% of your gross
- Where are you getting donations now?
- Are we using the best talent in the Council to solicit donations?
- Have we approached all of the companies, stores, and individuals that might reasonably support our worthy cause?
- Have we organized at least one annual Council fund raising event to benefit LAMB? For example, a 50/50 drawing; local golf event; special dinner, Read-a-thon, others??

## COUNCIL BROCHURE

We are often called upon to describe our OPERATION LAMB program. It is handy to have a brief summary available to give to anyone who inquires. Such a summary would also be useful when recruiting new members, when soliciting funds from corporate sponsors, and when seeking permission to solicit in front of local businesses. *It is also a good idea to have such information in the hands of all workers as they solicit donation, so that they will be prepared for questions.*

On the following two pages, a DRAFT three-fold brochure can be found. The simplest way to convert it to a Council brochure is to fill in the name and address of the Council LAMB Director, or the Grand Knight. There is also a column in which the previous recipients and sponsors might be mentioned. This is an important addition that makes the brochure of great local importance.

If needs only require a low number you can usually print them up on a home PC printer. Higher volumes can be printed at an office supply location (Stapes, Kinko's, Office Depot etc.)

If you require a number you may want to contact the printer we use for the manual as well as the remittance envelopes (See Attachment 13)

Alternatively, several Councils use some of the information and compose highly individualized brochures using the talents of members who might be so skilled. One Council prepares cards for the same purpose. A local copy shop donates (the cost of) them so no Council money is needed. A copy of the information supplied on the card is shown on the page following the brochure material.

**Also note all printed materials should have the following in a minimum 9 point type somewhere in the document:**

"Financial information about this organization and a copy of its license are available from the North Carolina Solicitation Licensing Branch at (919) 807-2000. The license is not an endorsement by the State."

Whatever procedure is used, it is a good idea to have a LAMB brochure or card handy in your Council, and to update it each year. All street solicitors should have these available to supply if a donor inquires about LAMB.

**Keep in mind however, costs associated with printing, mailing, certificates of appreciation, etc. need to be covered by the Council's general budget, funds collected for LAMB cannot be used for these purposes.**

A substantial portion of the funds we raise comes from the generous donations of local corporations and individuals. All donations to the LAMB Foundation are tax deductible.

In 2012, over \$700,000 was raised statewide with a growing percentage comprised of individual and corporate donations. As the LAMB Foundation as well as the Knights of Columbus are 100% volunteers, over 93% of all of the funds we raise go directly to the charities we support.

If you would like to make a donation, checks should be made payable to the LAMB Foundation of NC, Inc. and mailed to:

LAMB Foundation of NC  
(Council Name and Address)

Or to donate securely on-line or  
for more information visit:

[www.lambnc.org](http://www.lambnc.org)

The federal identification number of the LAMB Foundation, a 501(c)(3) public charity, is 56-2139696. A copy of the determination is available upon request.

Financial information about this organization and a copy of its license are available from the North Carolina Solicitation Licensing Branch at (919) 807-2000. The license is not an endorsement by the State.

## *LAMB Foundation of NC*

A program to assist people with  
intellectual disabilities....

the

Least Among My Brethren

Matthew 25:40



The LAMB Foundation of NC, Inc. is a  
charity supported by the Knights of  
Columbus throughout the state of NC



## *OPERATION LAMB*

A fundraising program of the  
Knights of Columbus, for the  
LAMB Foundation of NC, Inc.  
a non-profit public charity  
assisting people with  
intellectual disabilities...

the

Least Among My Brethren

*Matthew 25:40*

*Knights of Columbus*

*“Council Name”*

*“Council Address”*

[www.lambnc.org](http://www.lambnc.org)

## *LAMB Foundation of NC*

A program to assist people with intellectual disabilities...

the

**Least Among My Brethren**

Matthew 25:40

Since its inception in 1974, the LAMB Foundation of North Carolina has raised over \$21 million to assist those with intellectual disabilities throughout the state.

The Knights of Columbus, an international, Christian, Catholic, family-oriented fraternal and service organization through it's OPERATION LAMB program raised over \$700,000 in 2012 for the Foundation.



Thanks to the extreme generosity of shoppers, corporate sponsors and retail outlets that support our annual Tootsie Roll campaign, many local organizations benefit from our efforts...

“List the Local Organizations

Supported by

Your Council

Here”

Fundraising for LAMB is a statewide effort of more than 15,000 Knights of Columbus. There are 122 local Councils located from Franklin in the west to Kill Devil Hills in the east.



During the OPERATION LAMB campaign, Knights along with their family and friends stand long hours outside shopping centers to collect money to assist those with intellectual disabilities.

These volunteers offer free Tootsie Rolls to all passersby in their efforts to raise money for charitable organizations. Smiling faces and bright yellow aprons have become a familiar sight at leading stores throughout the state. People give freely to the Knight's campaign in the biblical spirit.

“Whatever you do to the Least Among My Brethren, that you do also to me.” Matthew 25:40



# *LAMB Foundation of NC, Inc.*

## *Certificate of Appreciation*

*is presented to*

*in grateful appreciation of outstanding contributions to*

**OPERATION LAMB**

*to assist the people of North Carolina with Intellectual Disabilities*

---

Grand Knight

Council

LAMB Director

---

President LAMB Foundation

Date

*“Whatsoever you do to the least among my brethren, that you also do to me.”*  
**Matthew 25:40**

**COUNCIL LAMB CARD** (4" X 5.5" ON YELLOW CARD STOCK)

**Side 1**

**OPERATION LAMB**  
*Assisting people with intellectual disabilities for over 36 years*

**Least**  
**Among**  
**My**  
**Brethren**

**Matthew 25:40**  
*[[ reclining LAMB drawing goes here ]]*

Knights of Columbus

***Council Name and Number***  
***Street Address***  
***City, State***

*93% of all monies donated goes directly to charity.*  
*There are no paid employees or solicitors.*

**Side 2**

*Knights of Columbus*  
A Catholic, family, fraternal, service, organization

*Since its inception in 1974*  
*Operation LAMB has raised over \$21 million to assist people with*  
*Intellectual disabilities throughout our state.*

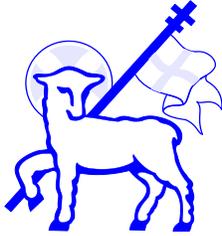
*Your Council Name raised over \$xxxxx in 2012*  
*We want to double that in 2013*

*Local organizations serving those with intellectual*  
*disabilities that benefit from this money:*

**Holy Angels of Belmont**  
**United Cerebral Palsy**  
**Exceptional Children's Program**  
**NC Special Olympics**

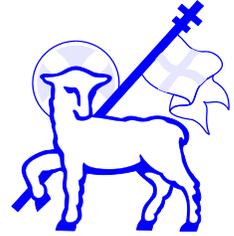
*The cost of this brochure was donated by \_\_\_\_\_*

Financial information about this organization and a copy of its license are available from the North Carolina Solicitation Licensing Branch at (919) 807-2000. The license is not an endorsement by the State.



**LAMB Foundation of NC, Inc.**

(Mailing Address)  
(City State Zip)



Date

Title First Name, Last Name

Company

Address

City, State, Zip

Dear Title Last Name:

Our annual charity drive, Operation LAMB, for people with intellectual disabilities in our community, is now underway. We ask that your company consider making a tax deductible contribution in the community-minded spirit of concern for the less fortunate in this area. May we count on your support? We know you will enjoy a special satisfaction in helping the special people of \_\_\_\_\_ with intellectual disabilities.

Last year our Council \_\_\_\_\_ collected and distributed a total of \$00,000. The beneficiaries of the campaign were # \_\_\_ agencies, and # \_\_\_\_ Special Learning Centers devoted to the care and nurturing of people with intellectual disabilities (see the enclosed brochure). Fully 93% of the funds we collect go directly to program support.

Tax deductible donations, may be made payable to the “LAMB Foundation of NC, Inc.,” an IRS charitable 501(c)(3) organization, ID # 56-2139696. Mail to the above address.

We thank you for your consideration and support in helping people with intellectual disabilities we look to help..

Sincerely yours,

Chairman/Director  
Operation LAMB

*“... Whatsoever you do to the Least Among My Brethren, that you do also to me.”*

*Matthew 25:40*

Financial information about this organization and a copy of its license are available from the North Carolina Solicitation Licensing Branch at (919) 807-2000. The license is not an endorsement by the State.

## TYPICAL FORMAT OF A PRESS RELEASE

### *Thanking Businesses Publicly*

Get to know the “right people” at local newspapers, radio and TV stations. Keep them informed with regular press releases. Follow up with phone calls thanking them whenever a piece is used. Present a LAMB Certificate of Appreciation for media coverage. (For radio, present it on the air if possible!) Develop a real presence and dialogue with local media and they will give you the publicity we need for continued success for the “Least Among My Brethren.”

\*\*\*\*\* FOR IMMEDIATE RELEASE \*\*\*\*\*

Date \_\_\_\_\_

\_\_\_\_\_, NC

*Our local Council of the Knights of Columbus, an international Catholic, family, fraternal, service organization, conducted The LAMB Foundation’s annual fundraiser for citizens of North Carolina with intellectual disabilities during the week(s) of \_\_\_\_\_ at local shopping areas.*

*A total of \$ \_\_\_\_\_ was raised.*

*Council \_\_\_\_\_, thanks the many citizens of \_\_\_\_\_, who so unselfishly contributed to this campaign. Funds will be distributed to the following local agencies \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_. In addition, 15% of the net income will be distributed to state-wide agencies that assist people with intellectual disabilities.*

*This program, known as Operation LAMB, after the biblical quotation Matthew 25:40 “Whatsoever you do to the Least Among My Brethren, that you do also to me,” has raised more than \$21 million to assist citizens of North Carolina with intellectual disabilities statewide since its inception in 1974. Last year, more than \$700,000 was raised in North Carolina.*

(Add details to your releases for local appeal. Include presentation ceremony details, information about how the money will be used by the local beneficiaries and a photo or two with applicable caption information.)

*For further information, contact – (include council’s Media Contact’s Information)*

*GK \_\_\_\_\_ at \_\_\_\_\_.*

**LAMB Foundation of NC, Inc.**  
**An IRS 501(c)(3) corporation**  
**Fed. Tax ID# 56-2139696**

**6420-A1 Rea Rd., Suite 312**  
**Charlotte, NC 28277**  
**704 543 6351**  
**Fax: 980 207 2222**  
**email: SDL@lambnc.org**

**RECEIPT FOR DONATION**  
**TO A CHARITABLE ORGANIZATION**

**Charitable Donor:**

---

<b>Date of Donation:</b>	<b>Amount:</b>	<b>Check #</b>	<b>Council: #</b>
--------------------------	----------------	----------------	-------------------

---

<b>Donee:</b>	<b><i>The LAMB Foundation of NC, Inc.</i></b> <b><i>6420-A1 Rea Road, Suite 312</i></b> <b><i>Charlotte, NC 28277</i></b>
---------------	---

**Donation acknowledged by:** \_\_\_\_\_

**Title:** Director, LAMB Foundation of NC, Inc.

**Date:**

***In accordance with IRS regulations, please be advised that no goods or services were provided to the donor in return for this donation.***

***Thank you for your most generous contribution.***

***Please save this receipt for Income Tax purposes***

---

Donor privacy and security is a top priority for the LAMB Foundation of NC. We will not trade, sell or release a donor's personal information unless we receive express written permission from the donor. In order to prevent unauthorized access to data provided, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect both online or in written form.

Financial information about this organization and a copy of its license are available from the North Carolina Solicitation Licensing Branch at (919) 807-2000. The license is not an endorsement by the State.

## REPORTS

### LAMB is a Year Long Program

It starts on January 1<sup>st</sup>, and ends on December 31<sup>st</sup>.

Only money deposited during a single calendar year  
Will count toward the funds raised and distributable for that year

### Send Reports and copies of Apron and Tootsie Roll orders to:

State LAMB Director  
6420-A1 Rea Rd, Suite 312  
Charlotte, NC 28277

Or email to: [SLD@lambnc.org](mailto:SLD@lambnc.org) or FAX to: (980) 207-2222

## DEADLINES

### DUE

As Soon As Possible

At the same time the order is placed.

No Later Than January 15th

No Later Than February 1<sup>st</sup>

No Later Than February 1<sup>st</sup>

No Later Than February 1<sup>st</sup>

### FORM

FORM 5 - Designation of Council  
LAMB Director \*

*Copies of Apron and Candy Orders*

FORM 4 - Income Report

FORM 3 - Disbursement Request

FORM 2 - Squires Participation

FORM 1 – Report of New Program

*\* Every Grand Knight should appoint a Council LAMB  
DIRECTOR. He should be recognized at every business meeting  
along with the other Council Directors, and asked to make a brief  
LAMB Report.*

**TIMELINES:**

Date

\_\_\_\_\_ Provide DRAFT of plan to Council Officers and Members.

*Solicit volunteers to support campaign team.*

\_\_\_\_\_ Present updated plan to Council Officers and Members.

*Determine what "New Program(s) will be initiated.*

*Hispanic Community Outreach/Involvement.*

*Direct Mail Campaign to businesses and individuals.*

*Update Council LAMB Brochure*

\_\_\_\_\_ *Schedule Solicitation dates with local stores*

\_\_\_\_\_ Complete staffing of committees with volunteers

\_\_\_\_\_ *Order supplies, tootsie rolls, aprons, handouts.*

# Conover Printing, Inc.

Attachment 13

113 West First Street  
 P.O. Box 608  
 Conover, NC 28613  
 Phone: 828-465-7263  
 Fax: 828-465-3981  
 E-Mail: conoverprinting@cs.com

## LAMB CONTRIBUTION ENVELOPE ORDER FORM

This is a self-contained contribution envelope that can be distributed for donations. (See back of order form for sample). They can be printed on white stock with 1-color ink or can be printed in Lamb colors of Yellow envelope with red ink. **Minimum order is 1,000 envelopes.**

**1** Fill out order information. Organization: KNIGHTS OF COLUMBUS  
 (This is the information that will print on the front of the envelope and the return address portion of the envelope)

Council Name & No. \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
 Address \_\_\_\_\_ ( ) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*Please Print*

**2** Include shipping information. Date ordered \_\_\_\_\_ Date required \_\_\_\_\_  
 Allow 2 weeks for delivery

(Shipping address only) Ship to \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(No PO Box)

**3** Decide on quantity & color and calculate cost.

WHITE ENVELOPE STOCK WITH 1-COLOR INK.				
INDICATE INK COLOR: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green				
Quantity	Price per Thousand	Order Subtotal		
X	\$110.00/M	=		
YELLOW ENVELOPE STOCK WITH RED INK.				
Quantity	Price per Thousand	Order Subtotal		
X	\$140.00/M	=		
Sales Tax (8%)				
Shipping & Handling Charge				<b>\$10.00</b>
<b>ORDER TOTAL</b>				

Send this Order to:  
**Conover Printing, Inc.**  
 113 West First Street - P.O. Box 608  
 Conover, NC 28613

Or Email to:  
 conoverprinting@cs.com

Paid by:  
 Check  
Make checks payable to:  
**Conover Printing, Inc.**

Credit Card

# \_\_\_\_\_

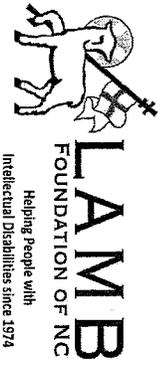
Exp Date: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

# SAMPLE OF LAMB COLLECTION ENVELOPE

FRONT OF ENVELOPE  
(With Customized Council Information)

c/o St. Matthew Knights of Columbus  
P.O. Box 49043  
Charlotte, NC 28277



Place Stamp Here

LAMB FOUNDATION OF NC  
c/o St. Matthew Knights of Columbus  
P.O. Box 49043  
Charlotte, NC 28277

# INSIDE OF ENVELOPE

I would like to support the work of the Lamb Foundation of N.C. with a gift of:  
 \$25  \$50  \$100  \$250  \$500  Other \$  
I would like to support the work of the Lamb Foundation of N.C. with a MONTHLY gift of:  
 \$25  \$50  \$100  \$250  \$500  Other \$

Name: \_\_\_\_\_ Birth mo. & day: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_  
Comments: \_\_\_\_\_  
Preferred Method of Payment  
 Check  VISA  MasterCard  American Express  
Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Secure online donations for the LAMB Foundation are accepted at [www.lambnc.org](http://www.lambnc.org)**  
Gifts to the Lamb Foundation are tax-deductible to the full extent allowed by law.  
The Lamb Foundation of N.C. is a private, non-profit 501(c)(3) corporation. NC CSI #005652 10/10

## Commemorate a special event with a gift in memory or in honor of a loved one.

- I would like to make this gift in memory of:  
Name of the deceased: \_\_\_\_\_
- I would like to make this gift in honor of:  
Name of living person: \_\_\_\_\_  
Occasion for honor gift: \_\_\_\_\_

## Please send notice of this memorial or honor gift (amount is not revealed) to:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

- My employer matches gifts to educational institutions and/or health and human services agencies.  
Name of Company: \_\_\_\_\_

To have your gift matched, please obtain a matching gift form from your company and mail it along with your gift to the Lamb Foundation of N.C.

For more information email [info@lambnc.org](mailto:info@lambnc.org)

*Thank you for your support of the Lamb Foundation of N.C.!*

ENVELOPE SAMPLE IS NOT TO SIZE  
ACTUAL ENVELOPE SIZE (WHEN FOLDED) IS 3-5/8" x 6-1/2"

# Donation Box

Pictured below is a sample of a donation box currently in use in some locations. A number of boxes have been tried and this one has proven one of the best so far in durability. It is manufactured by Displays 2 Go, [www.displays2go.com](http://www.displays2go.com), Model: CCMCL/

**Before purchasing however check with the State LAMB Director as occasionally the state has these available for purchase.**



## DONATION BOX SIGN

A sample Donation Box sign is shown below. It can be printed on an inkjet color PC printer using photographic, gloss paper.

# YOUR SPARE CHANGE



# CAN CHANGE THEIR LIVES

**Please contribute to the LAMB Foundation of NC  
a non-profit public charity supported by the  
Knights of Columbus providing funding  
to assist those with intellectual disabilities**

**We are an all volunteer organization  
93% of the money we raise goes directly to charity**

Financial information about this organization and a copy of its license are available from the North Carolina Solicitation Licensing Branch at (919) 807-2000. The license is not an endorsement by the State.

## **Internet Based Fundraising**

**Currently we have four methods of fundraising for LAMB on the internet, in no particular order they are:**

### **“GoodSearch and GoodShop”**

Last year Internet search engines generated close to \$8 billion in revenue from advertisers. GoodSearch and its companion GoodShop are a way to direct some of that money to LAMB. Every time someone who has designated LAMB as their charity with GoodSearch and just searches the Internet as they normally would, LAMB receives about 1 cent. While it may not sound like much, if only 1,000 of our 15,000 members uses this and averages 2 searches a day, LAMB would earn over \$7,000 a year. GoodSearch is powered by Yahoo! so the search results are high quality.

GoodShop – is a companion product that is tied in with just about every online retailer you can think of. Every time someone accesses a registered retail site LAMB receives a percentage of the sale. While the percentages vary, currently the average is about 3% of the sale. So lets say one of our members uses this method and purchases from a participating retailer say for \$100 LAMB earns \$3. Again it does not sound like a lot, but consider how many of our members purchased something on the Internet last year – and then figure 3% of that to LAMB

We also have a customized “LAMB” specific toolbar which can be downloaded from the GoodSearch site and there is a link to it on the State Knights and LAMB Foundation websites. With this toolbar everything is easy to use, it even includes the LAMB logo, and if you click on it you are taken to the LAMB Foundation website.

### **eBay Giving Works**

The LAMB Foundation is a registered charity with eBay Giving Works. Giving Works permits sellers on eBay to designate a percentage of their sales to go a charity such as LAMB. To date we have had only three people (two of them Knights) designate LAMB on an eBay sale and so far we have earned over \$300. Also if we can identify the location of the seller (which we did with the two Knights) their council received credit for income LAMB received. So if you are a seller on eBay please consider this opportunity.

### **LAMB Foundation Website - [www.lambnc.org](http://www.lambnc.org)**

On the LAMB Foundation website we also have a “PayPal Donation Button”. Someone who wishes to make a donation, just clicks on the button and is taken to a page where they make a donation to LAMB using their credit card.

Similarly as we know the address of the donor and if applicable we credit the amount to the council serving that area. The State LAMB Director can also furnish the necessary software code if a council would like to add the link to their council website.

### **Network for Good – [www.networkforgood.org](http://www.networkforgood.org)**

Network for Good, which as you can probably tell from the name, is a site totally dedicated to charitable fundraising. Donors can make donations to registered charities as well as check key details of the charity.

The LAMB Foundation is also registered with the Network for Good.

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## **Mobile Text Donations**

In 2011 we started experimenting with taking donations by mobile texting. By texting the word LAMB to 20222 people can make a \$5 donation to LAMB which is charged to their cellphone bill. If councils coordinate with the State LAMB Director on when they are trying to solicit mobile donations in most cases it is possible to make sure the council get credit for those donations.

## **Bill Scott - LAMB Endowment Fund**

What is an endowment?

“A permanent fund bestowed upon an individual or institution, such as a university, museum, hospital, or foundation, to be used for a specific purpose.”

Donations can be in the form of cash, however in most cases it is in stock or property.

Donations made to the LAMB Endowment in a given year will be credited towards the applicable councils LAMB goal for that year.

Additionally the LAMB Board recently approved a proposal where a council, if it wishes, can designate a portion or all of the non-street funds only they raised in a given year to the LAMB Endowment. Any funds the council designates as going to the Endowment will not be subject to the state’s 15% calculation.

The creation of this endowment fund adds another valuable financial element to the LAMB Foundation. This endowment fund will insure a continuing source of funding in perpetuity providing financial stability that some donors consider to be crucial.

If you have any questions relative to the endowment or know of someone who might be interested in making a donation please contact the State LAMB Director.

**LAMB Foundation of NC, Inc.**

6420-A1 Rea Rd, Suite 312  
Charlotte, NC 28277  
877.368.LAMB  
SLD@lambnc.org

**Report of New Program**

Council No. \_\_\_\_\_ Grand Knight \_\_\_\_\_

To further assist the "*Least Among My Brethren*", our Council has developed a significant NEW program, with all funds devoted to LAMB.

Our significant NEW program is :

Name \_\_\_\_\_

Date(s) \_\_\_\_\_

Brief description of the program –

Total money raised = \_\_\_\_\_ (note program / event expenses cannot come from funds meant for the LAMB Foundation)

This total was deposited on \_\_\_\_\_ to the LAMB Foundation Account at Wells Fargo Bank in \_\_\_\_\_ using an official, numbered LAMB deposit slip which I have independently sent to State LAMB Director Richard White.

Brother \_\_\_\_\_ was primarily responsible for this event. He may be reached at home phone \_\_\_\_\_ or, e-mail \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Grand Knight*

**Please return asap – no later than February 1, to:**

State Director  
LAMB Foundation of NC, Inc.  
6420-A1 Rea Rd, Suite 312  
Charlotte, NC 28277

or FAX to: (980) 207 222 or email to: SLD@lambnc.org

**LAMB Foundation of NC, Inc.**

6420-A1 Rea Rd, Suite 312

Charlotte, NC 28277

SLD@lambnc.org

**Squires Participation Report**

Council No. \_\_\_\_\_ Grand Knight \_\_\_\_\_ Date \_\_\_\_\_

Our Council held its LAMB street solicitations during the weeks of –

\_\_\_\_\_

I am pleased to report that we were assisted by

\_\_\_\_\_ Squires from Circle Number \_\_\_\_\_

For a “Squire Hour” total of \_\_\_\_\_ hours ( #squires X #hours worked)

The TOTAL of our Street Collections  
that may fairly be attributed to their participation is \$ \_\_\_\_\_

Any other money raised as a result of Squires participation totaled \$ \_\_\_\_\_

Thus, as a direct result of Squires participation \$ \_\_\_\_\_ was added to our  
Council GROSS Income for Operation LAMB.

I commend these Squires for their assistance, and I attest to the truth of this statement

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Grand Knight*

Please return as soon as possible

but no later than February 1, to:

State Director  
LAMB Foundation of NC, Inc.  
6420-A1 Rea Rd, Suite 312  
Charlotte, NC 28277

or FAX to: (980) 207-2222 or Email to: SLD@lambnc.org

# 201\_\_ OPERATION LAMB DISBURSEMENT REQUEST

FINAL / INTERIM (circle one)

Council No \_\_\_\_\_ Council Name: \_\_\_\_\_

Net Income: \$ \_\_\_\_\_

(minus) Endowment Donation of: <\$ \_\_\_\_\_ >

(equals) Adjusted Net of: \$ \_\_\_\_\_

85% available for local distribution ( 0.85 X Adjusted Net ) of: \$ \_\_\_\_\_

(minus) Funds Previously Disbursed = <\$ \_\_\_\_\_ >

(equals) Amount Currently Available for Disbursement: \$ \_\_\_\_\_

Please direct the LAMB Treasurer to prepare: \_\_\_\_\_ checks totaling \$ \_\_\_\_\_

Send checks to ▼

**PLEASE PRINT**

(name) \_\_\_\_\_ (address) \_\_\_\_\_

(city, state, zip) \_\_\_\_\_

(phone #) \_\_\_\_\_

Email address: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Grand Knight

Please send the completed final request to the State LAMB Director, preferably by January 15<sup>th</sup> of the following year but no later than April 1<sup>st</sup> After that date if no distribution is requested funds will revert to the state for disbursement.

State LAMB Director  
LAMB Foundation of NC, Inc.  
6420-A1 Rea Rd., Suite 312  
Charlotte, NC 28277  
Email: SLD@lambnc.org  
FAX: (980) 207-2222

Voucher No. \_\_\_\_\_

<i>State Officer's Approvals</i>	
LAMB Director: _____	Date: _____
LAMB President: _____	Date: _____
LAMB Treasurer: _____	Date: _____

FORM -3 DISBURSEMENT WORKSHEET Council # \_\_\_\_\_

Please Print

Voucher No. \_\_\_\_\_

#	Payee (see below)	Purpose of Contribution	Amount	Check #
1	Bill Scott LAMB Foundation Endowment*			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**NOTE: If requesting a donation to an Exceptional Children’s Class at a school, the name of the teacher of the particular class will also be needed**  
**I hereby attest that all payees listed are either suppliers, or charitable organizations working to help the people of NC with Intellectual Disabilities**

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Grand Knight

**\*Councils if they wish may donate a portion of their non-street collections only to the LAMB Endowment**  
**No checks can be made payable to the Knights of Columbus or to any individual**

# 201\_\_ OPERATION LAMB INCOME REPORT

version 1 2 3 4 FINAL (CIRCLE one)

Council No. \_\_\_\_\_

Street Collections occurred:

Start date	End Date

(use a separate sheet for additional dates)

Participants included: Brother Knights \_\_\_\_\_ Others \_\_\_\_\_

Non-Street events held:

Date	Event Description	Amount Raised

(use a separate sheet for additional events)

**Please complete  
Financial Worksheet  
(reverse side) and fill  
out table below:**

Description	Amount
Total Street Donations	
Total Non-Street (Corporate & Individual) Donations	
Total Gross Income	
Expenses (Candy / Aprons only)	
Total Net Income (Total Gross Income – Expenses)	

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Grand Knight

PLEASE send this completed report by no later than February 1<sup>st</sup> of the subsequent year to:

State LAMB Director  
6420-A1, Rea Rd. Suite 312  
Charlotte, NC 28277  
Email: SLD@lambnc.org  
FAX: (980) 207-2222



**LAMB Foundation of NC, Inc.**

6420-A1 Rea Rd, Suite 312

Charlotte, NC 28277

SLD@lambnc.org

**Council LAMB Director for Calendar year 201\_\_**

**Council No.** \_\_\_\_\_ **Grand Knight** \_\_\_\_\_

Our Council is committed to doing a GREAT job for the “Least Among My Brethren” this year. To that end, I have appointed as our Council LAMB Director,

**Brother ( please PRINT )**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_, **NC ZIP** \_\_\_\_\_

**Phone ( )** \_\_\_\_\_

**e-mail address** \_\_\_\_\_

**Highest K of C Office held (CIRCLE only ONE!) State Deputy DD GK other** \_\_\_\_\_

**Brother** \_\_\_\_\_ **has had** \_\_\_\_\_ **years previous experience leading our program.**

I understand that LAMB is a year-round program and that we may hold our street solicitation at any time (s) that best fit our local customs and conditions. Throughout my term of office, I will call upon our LAMB Director to make regular reports at Council meetings so that the entire membership may be kept informed.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

*Grand Knight*

***PLEASE return ASAP – no later than February 1st , to:***

**State Director**

**LAMB Foundation of NC, Inc.**

**6420-A1**

**Charlotte, NC 28277 or FAX to: (980) 207 2222 or Email to: SLD@lambnc.org**

## A Frequently Asked Question

An often asked question is how are the funds (15% of total net income) that the “state” receives used?

First, although they are relatively small, there is the need to pay for operational expenses the Foundation incurs such as;

Insurance is the single largest expense. Not only is insurance provided for the volunteers who collect for LAMB but the stores at which we collect are also held harmless from any liability as a result of our soliciting at their store.

The second largest single expense is for accounting fees. As a public not for profit 501(c)3 charity, the LAMB Foundation is required to file a non-profit tax report (Form 990) which is prepared by an outside accounting firm. The same accounting firm also reviews our cash handling procedures for accountability.

In no particular order some other expenses are:

- Bank fees
- Postage and Mailing
- Website hosting
- Printing of training manuals
- P.O. Box
- Travel & Meetings
- Phone line (primarily for faxes)
- NC State Solicitation license fee

The vast majority (over 85%) of the funds the state receives are distributed to eight regional or state-wide based agencies that serve those with intellectual disabilities.

Currently this list is comprised of:

- Black Mountain Center
- Caswell Center
- Duke University Medical Center, Fragile X program
- Holy Angels
- J. Iverson Riddle Developmental Center
- Murdoch Center
- O’Berry Center
- and the Special Olympics