

# **M R DRIVE**

**July 1, 2010 --- June 30, 2011**

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**Dear Grand Knight,**

**Thanks for joining with the Knights of Columbus in their annual state wide MR Drive. Since 1975, the knights have strived to raise funds to help those with intellectual disabilities.**

**Listed below are some important dates for the annual drive. Please review the dates and call or email Hunter Nolen (901-763-3814 or [huntrinol@aol.com](mailto:huntrinol@aol.com)) with any questions.**

- 1. Before September 1 – Select your MR Drive Chairman and send appointment form (Page 5) to Hunter Nolen, 2332 Lynnfield Road, Memphis, TN 38119. If your council's drive is before September 1, complete and submit form 3 weeks before your council's drive.**
- 2. Complete the Accidental Group Insurance form (Page 6) by September 1 or at least 3 weeks before your council's drive.**
- 3. Two months before your drive – Order needed Tootsie Rolls (Pages 7-8) and mail form to Tootsie Roll Company. Combine your order with near by councils for possible better freight rates. If your council is ordering aprons – See "Fund Raising Apron Form" on page 9, the order should be place 2 months before your drive. If your council wants customized wording on the aprons, the wording must be approved by the MR Foundation's president Mike Anderjack.**
- 4. As soon as possible and no later than March 15 send proceeds and a completed the MR Drive Summary Report (Page 10) to Hunter Nolen, 2332 Lynnfield Road, Memphis, TN 38119. March 15 is the deadline for your council to send the Summary Report and Proceeds for state convention award consideration.**
- 5. Distribution Request Form (Page 11) can be sent with the Summary Report. If not sent with the Summary Report, send the Distribution Request Form as soon as possible to John Janicek CPA, 244 Allen Drive, Greenbrier, TN 37073.**

**Fraternally yours,  
Hunter Nolen  
State MR drive Chairman**

# TIPS FOR A SUCCESSFUL MR DRIVE

**Dear grand Knights / M R Drive Chairman,**

**This letter is to provide you with tips for conducting a successful MR Drive in your community.**

- 1. Contact the collection locations early.**
- 2. Have the drive date and alternate date pre determined when you visit the solicitation place.**
- 3. You should get a note or letter from the location manager confirming your solicitation date(s). Many times information is not passed down to assistant managers to support your council has approval to collect funds at that location.**
- 4. Have a copy of the Foundation's 501 C 3 letter from the IRS available to give to the manager. There is a copy of the Foundation's 501 C 3 in this hand out on pages 15 - 16.**
- 5. Understand and abide by the business rules set for solicitation of funds.**
- 6. Call the local radio station or television station and ask if they could run a free ad for the M R Drive. Suggested wording is on Page 10.**
- 7. Solicit funds at your home parish. Don't forget to ask the pastor's permission.**
- 8. Although the Tootsie Roll drive is the mainstay of our annual M R Drive, other events or fund raising ideas are encouraged.**
- 9. Additional information about the MR Foundation including drive forms can be found at the state MR Foundation web site within the State web site. The MR Foundation address is :  
<http://www.kofc-tn.org/MR%20Foundation/mrmainpage1.html>**

## **After the drive**

- 1. Send a Thank You letter to the store manager where funds are collected.**
- 2. When you receive the funds from the MR Foundation for your council's local charity, present your check to the agency in person or at a council social.**

## **Fund Raising Ideas**

- **Tootsie Roll Drive – Main stay of annual drive to raise money for people with intellectual disabilities.**
- **Ask an associated school to help – The school children need service hours – Most councils need the help. It's a double winner.**
- **Matching funds from companies. Many councils have received matching funds from Wal-Mart. Each Wal-Mart store is authorized to donate funds at their discretion. Contact the store manager to inquire what information they require.**
- **One council presented Wal-Mart with an appreciation plaque which hangs on the wall in the store. It gives Wal-mart 365 days of recognition a year. It gives the council a segue into talking to the manager year after year.**
- **Letter to fellow council members asking if they can help with the annual drive. If they cannot help, maybe they will donate to the drive.**
- **Letters to fellow church members asking for donations. Make sure the pastor approves.**
- **Breakfast with Santa.**
- **Luau**
- **Smoked turkeys for Thanksgiving. Other prepared meats for different occasions.**
- **Sell Halloween candy. Buy at whole sale, sell at retail. Possibly have orders placed by parishioners and picked up after mass on a certain day.**
- **Get a list of companies within your city from the Chamber of Commerce and send letters requesting donations.**
- **Bowling League**

## **M R Drive Chairman Duty**

1. Select date and time for drive.
2. Fill in and mail the M R Drive Chairman form to Hunter Nolen before September 1.
3. Obtain all city and county solicitation permits needed, if any. Apply for permits as early as possible.
4. Contact store managers and get signed permission document. Be specific – include month, date and time.
5. Order all supplies (candy, aprons, etc.) to have ready for the drive.
6. Ask the Grand Knight for time at the council meetings to recruit volunteers. Volunteers include wives, family, Boy Scouts, high school students (in service hours for school), other parish organizations and friends.
7. Open a special bank account for M R Drive funds. (These are M R Foundation funds, not council funds).
8. All funds should be counted and documented with date of collection (and location if possible) before deposit.
9. The M R Drive Chairman is responsible for keeping track and making all deposits.
10. The M R Chairman will be responsible for giving a report to his council concerning the M R Funds.
11. At the completion of the annual drive, the M R Drive Chairman will be responsible for completing the “M R Drive Summary Report” (Pages 11-12) due before March 31 and the “Distribution Request Form” (Page 13).

**Grand Knights – Please return this form by September 1 or as soon as you have made an appointment to:**

**Hunter Nolen  
2332 Lynnfield Road  
Memphis, TN 38119**

**DRIVE CHAIRMAN APPOINTMENT FORM**

**Council #** \_\_\_\_\_

**Drive Chairman Name** \_\_\_\_\_

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

**City, State, Zip** \_\_\_\_\_

**Home Phone Number** \_\_\_\_\_

**Work Phone Number** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

Tennessee Grand Knights please complete and return this form to Hunter Nolen by September 1.

Hunter Nolen  
2332 Lynnfield Road  
Memphis, TN 38119

**Accident Group Insurance Coverage for MR Drive Workers**

We have obtained accidental death and dismemberment group coverage for our MR Drive workers, this coverage, provided by AIG Life Insurance Company began October 1 and covers until September 30. We anticipate the coverage will be renewed at the end of the current period. An accidental death or dismemberment payment could go as high as \$10,000 depending on the nature of the injury. While we certainly hope none of our drive volunteers suffers an accident, we strongly urge your council to apply for this **free protection** by providing the information requested below. The premium for this coverage is paid by the MR Foundation.

**For this insurance to cover the volunteers of your drive, a list of all volunteers that work must be kept. The list must include all names and home address of participants. This list should be kept by the MR Drive Chairman.**

Only one weekend (consecutive four-day period) per council will be covered by the policy. To protect your workers and receive your free coverage, you must complete and return this form to Foundation MR Drive Director, Hunter Nolen, no later than September 1 or at least three weeks before your drive dates.

**Council** \_\_\_\_\_

**We expect to have \_\_\_\_\_ workers on the weekend designated below. Please fill in only one weekend (Example Week end dated: September 11 – 14). If your council plans to work more than one weekend, select the weekend during which you expect to have the most workers.**

Week end covered by insurance: \_\_\_\_\_

Week end dated: \_\_\_\_\_

Other collection week ends

Week end dated: \_\_\_\_\_

Week end dated: \_\_\_\_\_

Last update 3/2010

TOOTSIE ROLL INDUSTRIES, INC.  
P. O. BOX 633  
OAK LAWN, ILLINOIS 60453

TO: ALL KNIGHTS OF COLUMBUS JURISDICTIONS

The price and size of the individual Tootsie Roll candy bars to the Knights of Columbus will remain the same. The case size will stay at 300 bars per case. Again for your convenience, each case will include 6 inner packs of 50 bars each. These inner packs will be over wrapped in shrink tight poly film. This will enable the councils to give a worker 50 bars at a time, if desired. A case of 12 specially printed Knights of Columbus canisters and hats will be shipped at no charge, with every 16 cases of candy, if indicated on the order form.

There will be NO shipping charge on orders of 33 cases or more that are shipped to a business address. Orders between 18-32 cases will be subject to a freight cost of 5% of the total order cost. Orders under 18 cases will not be accepted. All councils with small quantities over 5 cases should be combined with their individual orders and attached together when mailed, to make up the required minimum shipment. The combined orders will be shipped to one location. However, each council will receive their own invoice payment.

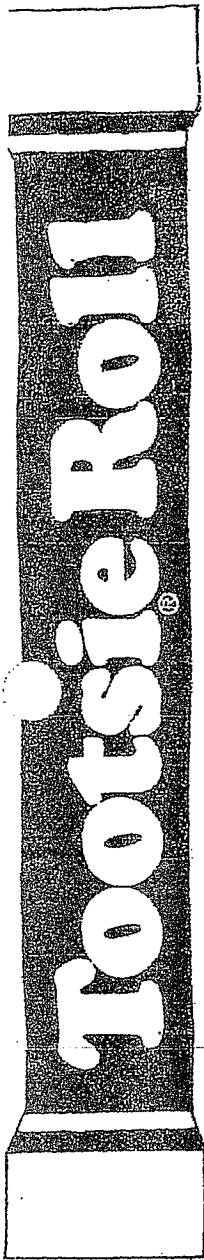
Some councils are in areas that are not well populated and as a result, truck lines do not deliver on a scheduled basis, but rather wait until they have adequate weight of other merchandise in order to make an economical trip. Please allow additional time for orders that may fall into this category.

Again, our goal is to assure each Knights of Columbus council prompt delivery of the best product with the specially wrapped Tootsie Roll bar. We can be greatly aided in fulfilling our goal and yours, if we can obtain the date of your drive. We look forward to working with you again and pledge ourselves to produce and deliver a product that will be a credit to your organization and to the work that you are accomplishing by helping people with mental retardation.

Sincerely,

Tootsie Roll Ind.

Phone # 773-838-3480.



FOR OFFICE USE ONLY	ACCOUNT NUMBER	SHIP DATE



# Knights of Columbus



## TOOTSIE ROLL ORDER FORM

### MINIMUM ORDER - 33 CASES

CASES ORDERED	ITEM NO
	914

KNIGHTS OF COLUMBUS TOOTSIE ROLLS 300 COUNT PER CASE
--

COST
\$17.25 Case

TOTAL COST

ORDERS WITH 33 CASES OR MORE WILL BE SHIPPED WITH NO FREIGHT CHARGES.

ORDERS PLACED FOR 18-32 CASES WILL BE SUBJECT TO A FREIGHT CHARGE OF 5% OF THE TOTAL ORDER.

ORDERS OF 17 CASES AND UNDER WILL NOT BE ACCEPTED OR SHIPPED UNLESS COMBINED WITH OTHER COUNCILS FOR A TOTAL OF 18 CASES OR MORE TO THE SAME SHIPPING LOCATION. EACH COUNCIL MUST BE 5 CASES OR MORE.

CASES ORDERED	ITEM NO
	9690

INDICATE THE NUMBER OF K/C CAPS AND COLLECTING CANISTERS NEEDED. THERE ARE 12 TO A CASE, ONE CASE WITH EVERY 16 CASES OF CANDY ORDERED.

NONE WILL BE SHIPPED IF LEFT BLANK.

> This MUST be a business address with a daytime phone number. <  
**RESIDENTIAL ADDRESS WILL NOT BE SHIPPED.**

SHIP TO:
Address _____
City _____
State _____ Zip _____
Phone _____

BILL TO:
Council Name _____
No. _____
Address _____
City _____
State _____ Zip _____

### AGREEMENT OF SALES

The merchandise I have ordered will be shipped to me freight prepaid by Tootsie Roll Industries, Inc. I agree to pay the invoice amount within 30 days after completion of drive unless I request and am granted additional time by you in writing. I must inform you in advance before a return can be made and then only unopened cases totaling not more than 10% of the total order. I shall prepay freight on all returned candy. No candy may be returned after 60 days from the date of invoice.

Please sign \_\_\_\_\_ Title \_\_\_\_\_ Date of Drive \_\_\_\_\_ Council No. \_\_\_\_\_  
 Council No. \_\_\_\_\_ No. of Cases \_\_\_\_\_ Council No. \_\_\_\_\_ No. of Cases \_\_\_\_\_  
 Council No. \_\_\_\_\_ No. of Cases \_\_\_\_\_ Council No. \_\_\_\_\_ No. of Cases \_\_\_\_\_

### SEND NO MONEY WITH ORDER

Send WHITE copy to: TOOTSIE ROLL K/C PROGRAM  
P.O. Box 633, Oak Lawn, IL 60454  
 Send YELLOW copy to: REGIONAL CO-ORDINATOR  
 Retain PINK copy for COUNCIL FILES

KC-001

ALL ORDERS MUST BE RECEIVED  
30 DAYS PRIOR TO SHIPMENT



# Developmental Services Center

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

# Fund Raising Apron ORDER FORM

## 1 Fill out ordering information.

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 address only) Ship to \_\_\_\_\_  
 Address \_\_\_\_\_  
 (No P.O. Box) City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

HELP MENTALLY HANDICAPPED CITIZENS  
 HELP HANDICAPPED CITIZENS  
 HELPING PEOPLE WITH INTELLECTUAL DISABILITIES  
 AYUDE A PERSONAS IMPEDIDAS MENTALMENTE  
 AYUDE A LOS IMPEDIDOS

## 4 Or choose to customize the aprons with your own message.

**Special order aprons** (printed with your own message) require an additional set-up charge of **\$40.00** per order, with a minimum order of **50** aprons. Allow **6 to 8** weeks for special order production.

Print your message here \_\_\_\_\_  
 Call for availability of other choices that are in stock.

## 5 Decide on quantity and calculate cost.

Number Ordered	Cost per Apron	Order Subtotal
<input type="text"/>	<input type="text" value="\$7.25"/>	<input type="text"/>
+ Handling Charge		<input type="text" value="\$6.25"/>
+ \$40 Set-up (special order only)		<input type="text"/>
<b>ORDER TOTAL</b>		<input type="text"/>

Please send your order form along with a check made payable to **Developmental Services Center**.  
 (No Credit Cards Accepted)

Please fill out the bottom of this form and detach to retain for your file.

\_\_\_\_\_  
 Authorizing Signature

ANNOUNCEMENTS

SAMPLE OF A 30 SECOND SPOT ANNOUNCEMENT

DURING THE MONTH OF (INSERT MONTH), THE KNIGHTS OF COLUMBUS WILL CONDUCT A (# OF DAYS) DAY CAMPAIGN TO RAISE FUNDS FOR PEOPLE IN OUR COMMUNITY WHO HAVE INTELLECTUAL DISABILITIES. PLEASE SUPPORT THIS WORTHWHILE EFFORT BY MAKING A DONATION DURING THE CAMPAIGN. YOUR CONTRIBUTION WILL HELP THESE INDIVIDUALS ENJOY THE SAME FREEDOMS WE DO. SHOW THEM THAT YOU CARE BY MAKING A DONATION TO MEMBERS OF THE KNOGHTS OF COLUMBUS WHO WILL BE COLLECTION DONATIONS AT THE FOLLOWING STORES.

SAMPLES OF 10 SECOND SPOT ANNOUNCEMENTS

SPOT 1

PLEASE HELP PEOPLE WITH INTELLECTUAL DISABILITIES IN TENNESSEE BY SUPPORTING THE KNIGHTS OF COLUMBUS DURING THE MONTH OF (ENTER MONTH).

SPOT 2

PLEASE JOIN THE KNIGHTS OF COLUMBUS IN THEIR EFFORTS TO HELP PEOPLE WITH INTELLECTUAL DISABILITIES. SUPPORT THEIR DRIVE DURING THE MONTH OF (ENTER MONTH OR DATES).

SPOT 3

PEOPLE WITH INTELLECTUAL DISABILITIES IN TENNESSEE NEED YOUR SUPPORT. PLEASE HELP THESE DESERVICNG CITIZENS BY SUPPORTING THE KNIGHTS OF COLUMBUS DRIVE IN .....COMMUNITY ON ..... (DATES).

SPOT 4

THERE ARE THOUSANDS OF INDIVIDUALS WITH INTELLECTUAL DISABILITIES IN TENNESSEE WHO NEED YOUR HELP. PLEASE SUPPORT THEM BY CONTRIBUTING TO THE KNIGHTS OF COLUMBUS FROM .....(DATES).

M. R. FOUNDATION, TENNESSEE INC.

DISTRIBUTION OF M.R. PROCEEDS ALLOCATED TO COUNCILS

Policy and Procedures

Each council conducting an M.R. Foundation drive prepares the M.R. Drive Summary report showing contributions received and expenses for Tootsie Rolls and supplies. A check for the net proceeds together with the report is sent to the drive Chairman who prepares statistical records for each council and totals for each annual drive. The Drive Chairman sends out the Council report and the check to the Foundation treasurer for deposit.

One-half of the amount of the check sent by the Council is allocated for the Council to distribute to organizations which assist mentally retarded citizens in its area or in the State of Tennessee. Recipient entitles for the funds shall be restricted to those that are exempt from Federal Income Taxes under IRS code section 501(c)(3) or are non-profit tax exempt organizations to which contributions are allowable deductions for Federal Income Tax purposes.

The Drive Chairman provides each Council with the Distribution Request Form to obtain funds. The request can be sent with the Summary Report and check to the Drive Chairman who will forward it to the Foundation Treasurer along with the requests if they are payable to eligible payees. If distribution is not determined at the time proceeds are sent to the Drive Chairman, later request can be sent directly to the Foundation Treasurer who will prepare checks to be sent to the Council for delivery/presentation at an appropriate time.

If Council request is for payment to an agency or organization previously allocated funds by a Council, the request will be processed promptly. However, if the Council desires distribution to a new recipient, a current IRS letter granting 501(c)(3) exemption must be obtained from the organization and sent to the Foundation Treasurer before funds can be paid.

Please note that the requirement for Foundation payments is NOT met by sending a State of Tennessee letter granting exemption from Tennessee sales taxes but MUST be a letter from the Internal Revenue Service granting **EXEMPTION FROM FEDERAL INCOME TAXES UNDER SECTION 501(c)(3) of the INTERNAL REVENUE CODE.** (sample copy attached)

# MR DRIVE SUMMARY REPORT

Please attach your check to this form and mail it before March 15th to Drive Chairman – Hunter Nolen, 2332 Lynnfield Road, Memphis, TN 38119.

**MAKE CHECKS PAYABLE TO THE MR FOUNDATION OF TENNESSEE, INC.**

This report is from:

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

This report is filed by:

Grand Knight: \_\_\_\_\_ or MR Chairman: \_\_\_\_\_

Amount received from members	\$	
<b>PLUS</b>		
Amount received from businesses	\$	
<b>PLUS</b>		
Amount received from public	\$	
<b>EQUALS</b>		
Gross Amount Received	\$	
<b>LESS</b>		
Total Expenses	\$	
<b>EQUALS</b>		
Net Amount Received and sent to MR Foundation	\$	

Candy Summary:  $\frac{\text{cases}}{\text{Old candy}} + \frac{\text{cases}}{\text{New Candy}} - \frac{\text{cases}}{\text{Candy on Hand}} = \frac{\text{cases}}{\text{Candy Used}}$

Worker Summary:  $\frac{\text{Knights}}{\text{Knights}} + \frac{\text{Family Members}}{\text{Family Members}} + \frac{\text{Other Volunteers}}{\text{Other Volunteers}} = \frac{\text{Total Workers}}{\text{Total Workers}}$

Please indicate the dates on which your drive was conducted:

September	_____ : _____ : _____ : _____ : _____ : _____ : _____ = _____	days this month
October	_____ : _____ : _____ : _____ : _____ : _____ : _____ = _____	days this month
November	_____ : _____ : _____ : _____ : _____ : _____ : _____ = _____	days this month
December	_____ : _____ : _____ : _____ : _____ : _____ : _____ = _____	days this month
_____	_____ : _____ : _____ : _____ : _____ : _____ : _____ = _____	days this month
	_____	total days worked

Please indicate or estimate the number of hours worked: \_\_\_\_\_

**Remember: Make Checks Payable to The MR Foundation of Tennessee, Inc.**



**MR FOUNDATION OF TENNESSEE, INC.**

**STATE CHAPLAIN**

Father Steven K. Kenny  
11710 Highway 64  
Sommerville, TN 38068-6026  
Res:901-465-8560  
Cell:901-831-3824  
[skkenny63@yahoo.com](mailto:skkenny63@yahoo.com)

**STATE DEPUTY**

Robert H. Rounsefell, SD  
1321 Winter Springs Lane  
Cordova, TN 38016-8743  
Res:901-756-9189  
Cell:901-486-4966  
[rrounsef@bellsouth.net](mailto:rrounsef@bellsouth.net)

**PRESIDENT**

Michael P. Anderjack, Jr.  
104 Mazmanian Lane  
Manchester, TN 37355  
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**VICE PRESIDENT**

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**TREASURER**

John R. Janicek  
244 Allen Drive  
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Res:615-773-8518  
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[wggknight@comcast.net](mailto:wggknight@comcast.net)

**DRIVE CHAIRMAN**

J. Hunter Nolen  
2332 Lynnfield Road  
Memphis, TN 38119  
Res:901-763-3814  
[huntrinol@aol.com](mailto:huntrinol@aol.com)

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905 Ruffian Lane  
Knoxville, TN 37923-2052  
Res:865-531-2528  
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**DIRECTOR-EMERITUS**

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Vero Beach, FL 32963  
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[Drbobchris1@aol.com](mailto:Drbobchris1@aol.com)

**DIRECTOR-EMERITUS**

Harold W. Schaeffgen  
3821 Highland Park Place  
Memphis, TN 38111  
Res:901-323-9722

**Direct questions to the Following:**

J. Hunter Nolen -901-763-3814  
1. All questions about MR Drive  
2. MR Drive & Statistics

Mike Anderjack 931-723-2499  
1. All questions other than MR Drive  
2. Request for "MR Foundation" funds

John Janicek 615-822-8315  
1. Request for Council Funds & Bal.  
2. Questions concerning 501C-3 status

Updated 2-04-2010

**DIRECTOR**

William L. Wicke, IPSD  
 600 Hardwicke Drive  
 Knoxville, TN 37923-2419  
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**DIRECTOR**

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 Fax:615-847-1618  
[mjpknight9282@aol.com](mailto:mjpknight9282@aol.com)

Updated list effective 7-01-2010

14B

**Internal Revenue Service**

**Department of the Treasury**

**P. O. Box 2508  
Cincinnati, OH 45201**

**Date: March 29, 2000**

**M R Foundation of Tennessee, Inc.**

**Person to Contact:**  
Judy Simonson 31-04016  
Customer Service Representative  
**Toll Free Telephone Number:**  
8:00 a.m. to 9:30 p.m. EST  
877-829-5500  
**Fax Number:**  
513-263-3756  
**Federal Identification Number:**  
59-1728351

*5/12/00  
F-9 Post*

**Dear Madam:**

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in February 1977 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

M R Foundation of Tennessee, Inc.  
59-1728351

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

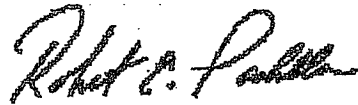
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

○ you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



Robert C. Padilla  
Manager, Customer Service

## What is the MR Foundation?

The MR Foundation, a Knights of Columbus sponsored charity, supports mentally retarded citizens by funding transportation, housing, educational and recreational programs. All agencies or programs that receive funds from the MR Foundation are not-for-profit 501 (c) (3) organizations.



## Where does the money go?

In 1999, the Foundation donated \$100,000 to help purchase vehicles for schools and group homes that serve mentally retarded children and adults. An additional \$100,000 in grants was made available for group home repairs and maintenance; scholarships to summer camps; support of educational programs; and recreational equipment and outings for the mentally retarded. Approximately 90% of the Foundation's revenues are raised during its annual statewide Tootsie Roll Drive.

Knights of Columbus councils can designate funds to support agencies in their communities.

## A Partial list of Tennessee Agencies That Receive Foundation Support

### East Tennessee

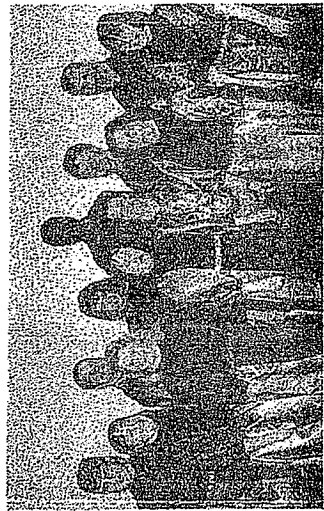
Agape Outreach Home\*Emory Valley Center\*Columbus Home\*J.O.Y. School\*Dawn of Hope Developmental Center\*Kids Inc\*Greene Valley Development Center\*Douglas Adult Cooperative\*Signal Centers\*Michael Dunn Rehabilitation Center\*Orange Grove Center\*Loudon County Special Olympics\*Sunshine Industries\*Hilltoppeis Inc\*McMinn Adult Activity Center\*Kingsport Center of Opportunity\*Comcare Inc\*Lincoln Heights Learning Center\*Sortoma Center\*Hiwassee Mental Health Center\*Gunning School\*Youth Services\*Rainbow Adult Homes\*Adult Community Training\*Helping Hands of Hawkins County\*Opportunities Unlimited\*Disability Resource Center\*KC Home of Morristown\*STAR\*ARCs of Anderson, Cumberland, Hamblen, Hamilton and Knox Counties.

### Middle Tennessee

Special Housing Services\*St. Bernard School for Exceptional Children\*Healing Wings\*H.A.T.S.\*Lawrence County Skills\*KC Home of Cowan\*Passport House\*Skills Inc\*Putnam County Special Education\*Progressive Directions\*KC Home of Clarksville\*Summer Special Housing\*Cookeville HS VAP Program\*Court Jesters Magic Troupe\*MTSU Project Help\*Sycamore Comprehensive Development Center\*Impact Center\*The King's Daughters' School\*Dickson County Adult Activity Center\*Hillcrest School\*Franklin County Adult Ed Center\*Pacesetters\*Jre Whitson Special Ed Preschool\*Independence Systems\*Tennessee Tech First Step Learning Center\*New Horizons\*Hardin County Skills\*ARCs of Davidson, Lawrence, Rutherford, and Williamson Counties.

### West Tennessee

Troop 701-Boy Scouts of America\*Camp Celebration\*Tennessee Special Olympics\*Easter Seal Society\*United Cerebral Palsy of the Mid South\*Badrus Memorial Center\*KC Home of South Fulton\*Concord Academy\*Duration Club\*Madonna Day School\*Tennessee Foster Grandparents\*C.S. Patterson Training and Rehabilitation Center\*Carroll County Special Learning Center\*KC Home of Memphis\*Sunnybrook Home\*Community Development Services\*KC Home of Newbern\*Giles County Help Center\*Proteus Syndrome Foundation\*Grace School for Special Children\*UT Rehab Center\*Shelby Residential and Vocational Services\*Benton County Development Center\*Paris Special School District\*Jackson Madison County Developmental Center\*Marshall County Child Development Center\*ARCs of Obion, Tipton, and Shelby Counties.



The Court Jesters Magic Troupe (left) and this group home (right) are a few of the agencies that receive support from The Foundation.



M. R. Foundation of Tennessee, Inc.  
 Undistributed Council Fund Balances  
 As of May 26, 2010

<u>Council</u>	<u>Balance</u>
544	\$ 2,841.00
610	,233.00
616	677.55
645	158.50
1101	2,583.53
2246	205.50
3175	-0-
3431	-0-
3537	-0-
3763	6,925.00
3832	-0-
3837	1,450.00
3991	250.00
4264	-0-
4312	-0-
4563	7,362.00
4572	596.95
4947	603.77
4972	1,653.25
5062	-0-
5207	3,750.00
5233	-0-
6099	8,001.00
6156	-0-
6321	1,076.45
6645	9,464.08
6695	1,005.00
6730	-0-
6784	3,466.88
6787	860.14
6992	670.98
7012	-0-
7086	1,940.00
7170	2,384.00
7447	-0-
7449	3,247.95
7764	-0-
7820	-0-
7838	1,555.25

**M. R. Foundation of Tennessee, Inc.**  
**Undistributed Council Fund Balances**  
**As of May 26, 2010**

<u>Council</u>	<u>Balance</u>
8083	\$ -0-
8152	-0-
8241	7,917.00
8273	-0-
8354	-0-
8396	877.00
8418	-0-
8576	933.00
8781	5,862.40
8826	7,784.00
8860	1,650.00
9123	-0-
9132	-0-
9168	565.00
9211	-0-
9282	40.00
9317	2,508.00
9586	-0-
9705	609.59
9754	904.00
9787	-0-
10010	-0-
10327	455.00
10622	286.00
10641	168.00
10706	-0-
10743	-0-
11074	-0-
11424	1,618.86
11542	1,161.15
11742	161.00
11925	-0-
12012	866.30
12256	273.00
12469	329.12
12598	1,320.44
12633	-0-
12838	36.90

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M. R. Foundation of Tennessee, Inc.  
Undistributed Council Fund Balances  
As of May 26, 2010

<u>Council</u>	<u>Balance</u>
12961	\$ 2,286.93
13167	624.00
13276	-0-
14041	699.00
14079	-0-
14482	377.00
14902	<u>-0-</u>
Total Undistributed Fund Balance	<u>\$ 103,274.47</u>

**MR Foundation Treasurer— Contact Information:**

John R. Janicek, CPA, CVA, ABV, CFF, FCPA

Office Phone: (615) 822-8315  
E-mail: [jjanicek@johnjanicekcpa.com](mailto:jjanicek@johnjanicekcpa.com)  
Address: 115 Shivel Drive  
Hendersonville, TN 37075

501 C3 Organizations Affiliated with M.R. Nashville Diocese

K.C. Home, Cowen \*

K.C. Home, Nashville \*

K.C. Home, Clarksville \*

K.C. Home, Galatin \*

Dr. Robert P. Christopher Fund (United Cerebral Palsy)

St. Bernard School for Exceptional Children

Healing Wings

H.A.T.S.

Lawrence County Skills

Passport House

Skills, Inc.

Putnam County Special Education

Progressive Directions

Sumner Special Housing

Cookeville H.S. VAP Program

Court Jesters Magic Troupe

MTSU Project Help

Sycamore Comprehensive Development Center

Impact Center

The King's Daughters' School

Dickson County Adult Activity Center

Hillcrest School

Franklin County Adult Ed Center

Pacesetters

Jere Whitson Special Ed Preschool

Independence Systems

Tennessee Tech First Step Learning Center

New Horizons

Hardin County Skills

A.R.C. of Davidson

A.R.C. of Lawrence

A.R.C. of Rutherford

A.R.C. of Williamson

Special Olympics

\* Matching Funds Available

501 C3 Organizations Affiliated with M.R. Knoxville Diocese

K.C. Home, Cowen \*  
K.C. Home, Morristown \*  
Dr. Robert P. Christopher Fund (United Cerebral Palsy)  
Agape Outreach Home  
Emory Valley Center  
Columbus Home  
J.O.Y. School  
Dawn of Hope Developmental Center  
Kids, Inc.  
Green Valley Developmental Center  
Douglas Adult Cooperative  
Signal Centers  
Michael Dunn Rehabilitation Center  
Orange Grove Center  
Loudon County Special Olympics  
Sunshine Industries  
Hilltoppers, Inc.  
McMinn Adult Activity Center  
Kingsport Center of Opportunity  
Comcare, Inc.  
Lincoln Heights Learning Center  
Sertoma Center  
Hiwassee Mental Health Center  
Gunning School  
Youth Services  
Rainbow Adult Homes  
Adult Community Training  
Helping Hands of Hawkins County  
Opportunities Unlimited  
Disability Resource Center  
STAR  
A.R.C. of Anderson  
A.R.C. of Cumberland  
A.R.C. of Hamblen  
A.R.C. of Hamilton  
A.R.C. of Knox  
A.R.C. of Claiborne

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\*Matching Funds Available



Telephone:  
(615) 741-2555  
FAX:  
(615) 253-5173

**State of Tennessee**  
**Department of State**  
Division of Charitable Solicitations and Gaming  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Avenue, 8<sup>th</sup> Floor  
Nashville, Tennessee 37243

Web Site Address:  
[www.tn.gov/sos/charity](http://www.tn.gov/sos/charity)

September 1, 2009

John Janicek, CPA/Treasurer  
The M. R. Foundation of Tennessee, Inc.  
115 Shivel Drive  
Hendersonville, TN 37075

RE: Registration to Solicit Funds for Charitable Purposes/**The M. R.  
Foundation of Tennessee, Inc.**  
ID Number: **CO237**  
Expiration Date: ~~May 31, 2010~~ Aug 29, 2010

Dear John Janicek:

This office is in receipt of the above organization's application for registration pursuant to the Tennessee Charitable Solicitations Act, T.C.A. § 48-101-501, *et seq.* After reviewing the application, the office has approved its registration.

However, if it is later determined that the organization's application or other information provided to this office is incomplete, contains false, misleading, or deceptive statements or that the organization has violated any laws governing charitable solicitations, this office will take appropriate action, which may include a determination that the organization's registration is improper or unlawful. Furthermore, the organization may be requested or required by this office to provide additional information in connection with its registration at any time.

Sincerely,

Todd R. Kelley, Director  
Division of Charitable Solicitations and Gaming

TRK:CW:DH:CO237

**THE MR FOUNDATION OF TENNESSEE, INC.**  
A TENNESSEE KNIGHTS OF COLUMBUS SPONSORED CHARITY  
104 Mazmanian Lane, Manchester, TN 37355-3075

---

**REQUEST FOR MR FOUNDATION GRANT:** (Provided from Foundation Portion of MR Drive funds)

**DATE:** \_\_\_\_\_

**AGENCY:** \_\_\_\_\_ (Must have 501(c)(3) IRS designation)

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AMOUNT REQUESTED:** \_\_\_\_\_

**LOCAL COUNCIL #** \_\_\_\_\_

**GRAND KNIGHT** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

**SUBMIT REQUEST TO:**  
Mike Anderjack  
MR Foundation President  
104 Mazmanian Lane  
Manchester, TN 37355-3075

---

1. Attach copy of Agency's 501(c)(3) IRS Designation
2. Describe Councils association with Agency: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Description of Agency's need: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach any additional supporting documentation)

---

**MR FOUNDATION USE ONLY:** Grant No. \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

**STATUS OF REQUEST:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AMOUNT OF GRANT:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

**DATE DISBURSED:** \_\_\_\_\_

**THE MR FOUNDATION OF TENNESSEE, INC.**  
A TENNESSEE KNIGHTS OF COLUMBUS SPONSORED CHARITY  
104 Mazmanian Lane, Manchester, TN 37355-3075

**REQUEST FOR MR FOUNDATION DONATION:**

DATE: \_\_\_\_\_  
AGENCY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
AMOUNT REQUESTED: \_\_\_\_\_  
LOCAL COUNCIL # \_\_\_\_\_  
GRAND KNIGHT \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_

**SUBMIT REQUEST TO:**  
  
*Mike Anderjack  
MR Foundation President  
104 Mazmanian Lane  
Manchester, TN 37355-3075*

1. Describe Councils association with Agency: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Description of Agency's need: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach any additional supporting documentation)

**MR FOUNDATION USE ONLY:** Grant No. \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

STATUS OF REQUEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT OF GRANT: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE DISBURSED: \_\_\_\_\_

**MR FOUNDATION OF TENNESSEE INC.  
SCHOLARSHIP PROGRAM**

**OVERVIEW**

The MR Foundation of Tennessee Inc. was chartered October 6, 1975 for the purpose of assisting individuals with mental retardation through 501(c)3 agencies in Tennessee. This scholarship program has been established to assist individuals, living in Tennessee, with mental retardation and/or a student, attending a higher education facility in Tennessee, working toward a Master's Degree in Special Education.

**ELIGIBILITY**

Any student, classified with mental retardation, may apply for the purpose of using the scholarship stipend to pay tuition, fees, room and board (were applicable) at the elementary, secondary education or college level.

or

Any student entering or continuing pursuing a Master's degree in Special Education.

**ENTRANCE INTO THE PROGRAM**

To enter the competition for the MR Foundation of Tennessee, Inc. Scholarship to be awarded May 2011, students should complete the Entry Form, submit and postmark before March 15, 2011.

**HOW ARE WINNERS SELECTED?**

All scholarship forms will be submitted to the Foundation Grants Committee for review. The Grants Committee will select a minimum of three (3) scholarship forms to submit to the Board of Directors for consideration at the Board meeting in April 2011. The decision of the Board will be final and the scholarship winners will be announced at the MR Foundation of Tennessee, Inc. meeting held during the Knights of Columbus Tennessee State Council Annual Convention in 2011.

**AMOUNT OF THE AWARD**

Annual stipend is \$500.00. A maximum of three (3) scholarships will be awarded in 2011.

**NOTIFICATION OF SCHOLARSHIP WINNERS**

The Grants Committee Chairman will notify the scholarship winners no later than one (1) week after the conclusion of the Knights of Columbus Tennessee State Council Annual Convention.

**WHO HANDLES SCHOLARSHIP PROCEDURES**

All phases of the competition relating to the selection of the winners will be handled by the Board of Directors of the MR Foundation of Tennessee, Inc.

Payment of scholarship stipends will be made at the direction of the Board of Directors of MR Helping Hand, Inc. MR Helping Hand, Inc. will make payments directly to the educational institution in the name of the winner.

Questions may be addressed to:

MR Foundation of Tennessee, Inc.  
Attn: Scholarship Committee  
104 Mazmanian Lane  
Manchester, TN 37355-3075

**MR FOUNDATION OF TENNESSEE, INC.  
2007 SCHOLARSHIP PROGRAM FORM**

The 2011 MR Foundation of Tennessee, Inc. Scholarship program is for individuals with mental retardation and/or students pursuing a Master's Degree in Special Education. This entry form must be completed and post marked no later than March 15, 2011 for consideration.

(PLEASE TYPE OR PRINT)

Name of Applicant: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

Home Address: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP)

Gender:  Male  Female Home Telephone Number \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current school attending: \_\_\_\_\_

Is your father a current member of the Knights of Columbus?  Yes  No If yes, Council # \_\_\_\_\_

Why should you be awarded this scholarship (use back of form is additional room is required) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the selection of the scholarship winner will be made by the Board of Directors of the MR Foundation of Tennessee, Inc. Scholarship payments will be made directly to MR Helping Hands, Inc. MR Helping Hands, Inc. will make stipend payments directly to the educational institution in the name of the student.

Signature of Applicant or Parent \_\_\_\_\_ Date \_\_\_\_\_

Mail completed form to: MR Foundation of Tennessee, Inc.,  
Attn: Scholarship Committee  
104 Mazmanian Lane  
Manchester, TN 37355-3075

Note: Scholarship Application must be postmarked no later than March 15, 2011 for consideration.

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THE M R FOUNDATION OF TENNESSEE, INC.  
*A Tennessee Knights of Columbus Sponsored Charity*  
104 Mazmanian Lane  
Manchester, TN 37355-3075

Request for Group Home – Vacation Grant

The Board of Directors of the M R Foundation of Tennessee, Inc. voted at the fall Board meeting to provide funding for residents and a reasonable number of chaperones of group homes for one vacation outing. The amount authorized is \$100.00 per resident.

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

Group Home Name: \_\_\_\_\_

Group Home Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Number of Clients \_\_\_\_\_ X \$100.00 = \$ \_\_\_\_\_

Number of Chaperone(s) \_\_\_\_\_ X \$100.00 = \$ \_\_\_\_\_

Total amount requested \_\_\_\_\_ \$ \_\_\_\_\_

*Note: The Foundation check will be mailed to the address above unless otherwise noted.*

Submit your request directly to: Mike Anderjack  
M R Foundation President  
104 Mazmanian Lane  
Manchester, TN 37355-3075

---

**For Foundation Use Only**

Date Received: \_\_\_\_\_

Grant Number: Vacation Grant - \_\_\_\_\_

Amount Approved: \_\_\_\_\_

Approved by: \_\_\_\_\_

Check Number \_\_\_\_\_ Date disbursed \_\_\_\_\_

**MR Foundation of Tennessee Inc.**

*A Tennessee Knights of Columbus Sponsored Charity  
104 Mazmanian Lane – Manchester, TN 37355-3075*

**VEHICLE REQUEST FORM**

**Agency or KC Group Home:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TDOT approval a New 12-Passenger Van vehicle request:**

- 1- Has the Agency/KC Group Home applied for TDOT funding \_\_\_\_\_ YES --- NO
- 2- Attach approval or denial letter from TDOT \_\_\_\_\_ YES --- NO
- 3- TDOT approved funding, MR Foundation participation – ( 10% maximum ).

**TDOT denial of funding for a New 12-Passenger Van vehicle:**

- 1- Are you applying for MR Foundation participation ( 80% maximum ) \_\_\_\_\_ YES --- NO

**Used 12 Passenger Van vehicle purchase request;**

- 1- Attach copy of used 12-Passenger Van vehicle contract showing model name, year, total price, current mileage, and any warranty.
- 2- Amount of funding you are requesting \_\_\_\_\_% ( 80% maximum ) \_\_\_\_\_ YES --- NO

**Van Repair Request;**

- 1- Attach copy of used Van vehicle repair estimate showing model name, year, total price, current mileage, any warranty and is vehicle covered by any existing warranty.
- 2- Amount of funding you are requesting \_\_\_\_\_% ( 80% maximum ) \_\_\_\_\_ YES --- NO

**Knights of Columbus Council Number:** \_\_\_\_\_

**Current Grand Knight name ( PRINT )** \_\_\_\_\_

**Current Grand Knights Signature only;** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Management Company ( Agency or Group Home )**

**Signature;** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MR FOUNDATION USE ONLY;**

**Grant number:** \_\_\_\_\_ **Date Received :** \_\_\_\_\_

**Vehicle Committee Action of funding \_\_\_\_\_ %**  
**Approved by:** \_\_\_\_\_ **Date Disbursed:** \_\_\_\_\_  
**Chairman – Vehicle Committee**

**Note: Mail your request with all documentation attached for consideration directly to MR Foundation Inc. President Michael Anderjack, 104 Mazmanian Lane, Manchester, TN 37355-3075**