



Instructions

Please follow these mailing instructions for
COLORADO STATE COUNCIL
FOOTBALL CRAZR FUND 2023



Please seek the assistance of your Financial Secretary to complete this and ALL Forms!

A Financial secretary has strong organizational skills. Part of their duties and responsibilities ensure proper accounting procedures are followed and an accurate record is made for your council. They maintain an accurate accounting of money flow through your council and promptly present all bills to the council for payment authorization.

You need their expertise when it comes to Councils expenditures.

- **Upon opening the, please read the Letter from Dwayne J. Enderle “Butch” State Deputy explaining the Fundcrazr for 2023. It will go over all the levels and what you can expect.**
- **Become familiar with the site <https://fc-kofc.com/> (fc-kofc.com) because you will need to go there for information.**

Sub Menu

At the top of the page is the Sub-Menu

- ⇒ **Home**-basic Home Page (the beginning)
- ⇒ **Instructions** (this page)
- ⇒ **Track Cou Disbmt** : Council Disbursement Fillable sheet for tracking who you hand out tickets to.
- ⇒ **Track Cou Tkts**: Where you can keep track of who buys the tickets.
- ⇒ **Close Out**: Where the Council Chairman fills in his contact information.
- ⇒ **Winners**: The winners will be posted here for all the weeks.

Main body

At the Top State Deputy Dwayne J. Enderle “Butch” explains the FUND CRAZR

Followed by:

- ◇ Shortcut for 2023 Close Out Council, Council Tracking Aid, Mail instruction, (Multiple Choices)
- ◇ Sweepstakes Poster Printable 8X11.
- ◇ Sweepstakes rules.

Then a repeat of the Submenus:

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Mailing Instructions Please follow these mailing instructions for

COLORADO STATE COUNCIL FOOTBALL CRAZR FUND 2023

Reminder seek the assistance of your Financial Secretary to complete this and ALL Forms!

You need their expertise when it comes to Councils expenditures.

1. **Go to <https://fc-kofc.com/> top menu Close Out.**
2. **Click in the TEAL (Marked Close Out column) where you can close out your council at the end of the crazr.**
3. Click on your Council Number. This will bring you to two pages. The first page will have your Council Name and Number on it. **Please Verify that you are on the correct Council and Council Number. If not go back and re- select.**
4. **On Page 1, fill in Name of the Council Program Chairman (YOU), Email address, Address, Address 2 (if applicable), City, State, Zip and Telephone number. Important if we need to contact you!**
5. **On Page 2, fill in the amount of sold tickets Which is Marked in Red.**
6. Automatic calculations will be done for you.
7. **In the Make check payable to COLORADO STATE KNIGHTS for: will be a total of what your Council owes the state.**
8. Make a check out to Colorado State Council for the amount as stated number 7 above from the form.
9. Place in the memo on the check Fundcrazr 2023.
10. Put the **CHECK NUMBER ON PAGE 2 WHERE IS SAYS: *Check Number input required**
11. Save your completed form to your desktop as a pdf or **PRINT 4 – 2-page copies. (IMPORTANT)**
 - 2 copies are for your Council and you as Chairman.
 - 1 copy is for the Treasurer Fund Crazr: SK Dick Callaway, envelope is in box – must place a stamp on it **MAKE SURE YOU ENCLOSE** page 1 and page 2 copies of this form when returning your check.
 - 1 Copy is To make sure your Tickets are counted send in your STUBS to SK Daniel J Rolenc in the self-addressed priority mail envelope – must go to post office and pay for priority.
- Find the number 10 envelope in your Box: It Looks like this: You must Place a Stamp on the envelope

SK Dick Callaway 2291 Coyote Creek Dr. Fort Lupton, CO 80621	Place Stamp Here
SK Dick Callaway 2291 Coyote Creek Dr. Fort Lupton, CO 80621	
Fundcrazr 2023 Council: _____	

←● **You must Place a Stamp on the envelope**

←● **Please Enter your Council number**

- **Insert a two-page copy of the close out form, for the Treasurer Fund Crazr: SK Dick Callaway, envelope is in box – you must place a stamp on it **MAKE SURE YOU ENCLOSE** page 1 and page 2 copies of this form when re- turning your check.**
- **Place the check made out to Colorado State Council for the amount as stated in red, make sure the memo is marked Fundcrazr.**
- **Please do not place any cash in the envelope!**

Then Place Stamp - Seal and Mail and seek your Financial Secretary Expertise.

Mail your Ticket Stubs to the FOOTBALL CRAZR Chairman

Ticket stubs must be in Chairman's hands by October 10, 2023.

No exceptions permitted (Firm Date)

Talk to you post office about delivery to Calhan Colorado 80808:

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1. Next locate the Priority Mail Padded envelope.



2. The Mailing label is already affixed.
3. Please collate **all SOLD tickets STUBS** in **perfect numerical order (Low to High number please) with the lower number on the top of the pile**, in **manageable** piles of 20 stubs.
4. **Rubber band the SOLD stubs with the Heavy-Duty rubber Bands Supplied to you so they stay together.**
5. Place stubs in the Priority Mail Padded envelope.
 - **Insert a two-page copy of the close out form**, to assure your Tickets are counted! **Send in your STUBS to SK Daniel J Rolenc in the self-addressed priority mail envelope – you - must go to the POST OFFICE and pay for priority.**
2. Bring to the post office and **SEE THE POSTAL REPRESENTATIVE**, for mailing of the Priority Mail charge. **Pay the representative and maintain your receipt for the Financial Secretary.**
3. **Get the tracking number** from the postal representative. **(IMPORTANT) Keep your receipt in case we must track the package.**

Ticket stubs must be in Chairman's hands by October 10, 2023.

➤ **When done with your close out please Discard unsold tickets by shredding or burning.**

Thank you for your participation in this Fund CraZR for 2023.