

C & B Program Discussion: Tickets and Processing Procedures

1. Instructions to Councils:

- a. For Customers: Please complete each ticket: Name, address, and phone number. Leave the solicitor section blank. Customers should at least write in their name and phone number. If the customer is in a hurry, the solicitor (council member) or the State C & B Chairman could call the customer.
- b. C & B checks are to be made payable to "New York State Council, K of C, C& B."
- c. Customers, please keep the portion of the ticket showing the list of prizes.
- d. Customers, leave the "Seller's Bonus Ticket" (last page) blank.
- e. Attention Solicitors: Fill out the Seller's Bonus Ticket before submitting the book to the Quick Draw and Early Bird drawings. It is not necessary to fill out the Bonus Ticket before the final drawing. Tickets sold by a council must have the solicitor name and council number written clearly where indicated.
- f. Please keep the books intact. Do not remove the staples.
- g. Do not re-staple the tickets. It will damage them. Paper clips are an option.
- h. Return address labels, or the use of rubber stamps, are permitted.
- i. Purchasers may pay with cash, or a check made out to "Knights of Columbus."
- j. The back page and the ticket shall be filled out by the solicitor.
- k. Tickets sold by a council must have the solicitor name and council number written clearly where indicated. The seller of a winning ticket at the time of final drawing receives a monetary prize. The Council may not be a seller or a prize winner.
- l. Above all, please print legibly: At the Quick Start Drawing, a ticket was pulled out. The name, address and phone number were not legible, so the ticket was rejected. Another ticket was pulled out, and that person won a prize.

2. Additional Instructions to Councils:

- a. The following are acceptable forms of payment:
 1. Council check with council number.
 2. Money order with council number written on top.

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3. Cashier's check with council number written on top.
 4. Personal check with council number written on top.
 5. C & B checks are to be made payable to "New York State Council, K of C, C & B."
- b. On the memo line, please write the "number of books" being submitted, not the number of tickets on the memo line of the check.
- c. Councils shall double-check to see if the information on the tickets is legibly printed and complete. Make corrections if possible or call the customer or the solicitor.
- d. Poorly printed, illegible tickets shall be rejected by the C & B State Chairman.

3. Sending in the books and ticket stubs:

- a. Credit is given to whole books. If you find you have a partial book, either wait until you have four tickets together (Quick Start and Early Bird only), or if final drawing, they can be turned in at that time, and credit will be given.
- b. DD's and State representatives can hand-deliver your returns in July and December. Please contact them well before the deadline in case they are not attending. Note that the council has prime responsibility for getting the books in on time. Hand-carrying is only a courtesy.
- c. Mail your returns for the Early Bird drawing to the P.O. box in Oakland Gardens.
- d. Please do not mail returns to the State Office.

4. Packaging:

- a. Bundle the stubs with paper clips and rubber bands.
- b. Put the stubs (back cover attached), and the council check, into plastic bags.
- c. Put the plastic bags into a USPS "Mailer." These are more durable than a traditional manila envelope.

5. Mail out the books and checks:

Send stubs and the check to: New York State Council, Knights of Columbus, P.O. Box 640789, Oakland Garden Station, Oakland Gardens, New York 11634-0789.