

KAPID Instructions for Processing Tootsie Roll Collections

Instructions for Filling out KAPID Tootsie Roll (TR) Fund Drive Report

- Access web site: www.kykofc.com
 - Select icon “Resources”
 - Select icon “Forms-Kentucky”
 - Select “**KAPID Tootsie Roll Fund Drive Report form**” .
Choose digital or manual option below.
 - Page 1 form - Digital (i.e., Fillable) Input method.
 - Or
 - Page 2 form – Manual Input method.
- The above forms **MUST** be downloaded to a computer hard-drive **BEFORE** digital option is selected.
 - **PRIOR** to opening the downloaded document on your computer (if an Apple laptop, use **ADOBE READER.app** to open the Collection document file.)
 - If unable to download form, just do a hardcopy print of the form from website and fill Page 2 form manually.
- Open the PDF formatted form on your computer and complete the **highlighted** fields. **Use the “TAB” key on keyboard to move from one field to the next.**
 - First field to enter is “Council Name” – place cursor on the field line and enter council name. Hit “TAB” key to next field.
 - Second field to enter is “Council Number” – enter council number. Hit “TAB” key to next field;
 - (Line 1) Third field to enter is “Amount of Funds Collected” – enter total collected amount from Tootsie Roll fund drive. Enter amount in dollar and cents – example: collected 115.75 enter as 115.75
 - Continue with Line 2 thru 4 in same manner as Line 1. **Use the “TAB” to move from line to line.**

KAPID Instructions for Processing Tootsie Roll Collections

- **Line 5 – Cost of Tootsie Roll cases:** Enter TR cases **ordered** by council in Fund drive. On page 1 form, Hit “TAB” key to system generate the extended amount field for the cost of TR. On Page 2 manual form multiply TR case **ordered** x \$20 and enter extended amount.
- **TAB to Line 6 – Calculate Net Proceeds on manual form.** Page 1 digital form will automatically calculate amounts from Line 6 through Line 14 just by using the “TAB” key for each Line (i.e, 6 - 14).
- **Instructions for Filling out KAPID Tootsie Roll Fund Drive Report (manual portion from here on, continued):**
 - **TAB to Line 7 – enter amount**
 - **TAB to Line 8 – calculate share of KAPID (Association) versus Council share of Line 7. $20\% \times$ Line 7 amount.**
 - **TAB to Line 9 – enter council share of Line 7. Subtract Line 8 from Line 7.**
 - **TAB pass Line 10 thru 12 since they are “hard coded” – no manual entry required. TAB to Line 13 and enter \$5.00.**
 - **TAB to Line 14 – Subtract Line 13 “\$5.00” from Line 9. Enter amount.**
 - **Line 14 will be the amount the Council will receive from KAPID for distribution to council’s designated organizations. Identify council’s organizations on the “KAPID Tootsie Roll Distribution Report Form”**

KAPID Instructions for Processing Tootsie Roll Collections

- **SAVE FILE to computer & PRINT , and / or SCAN the hand written form (i.e, create a copy) and submit the printed form to POC stated on form along with a check made out to KAPID for the amount on **LINE 1**.**

Instructions for Filling out KAPID Tootsie Roll Distribution Report

- **Access web site: www.kykofc.com**
 - Select icon “Resources”
 - Select icon “Forms-Kentucky”
 - Select “**KAPID Tootsie Roll Distribution Report Form**”
 - Choose digital or manual option below.
 - Page 1 form - Digital (i.e., Fillable) Input method.
 - Or
 - Page 2 form – Manual Input method.
 - The above forms **MUST** be downloaded to a computer hard-drive **BEFORE** digital option is selected.
 - **PRIOR** to opening the downloaded document on your computer (if an Apple laptop, use **ADOBE READER.app** to open the Collection document file.)
 - If unable to download form, just do a hardcopy print of the form and fill it manually.
 - Open the PDF formatted form on your computer and complete the **highlighted** fields. **Use the “TAB” key on keyboard to move from one field to the next.**
 - When entering the amount fields, please enter dollar & cents; example 78.92 enter as 78.92
 - All fields must be manually entered.

KAPID Instructions for Processing Tootsie Roll Collections

- When entering the “Category” please check the drop-down ▼ for selecting correct category (if manually entered – check out below categories to select from and mark an X next to selected category A, B, C or D).

CATEGORY

A - RECREATION & ATHLETICS ▼

A - RECREATION & ATHLETICS
B - SOCIAL & BEHAVIORAL
C - AUDIO/VISUAL EQUIPMENT
D - ARTS & CRAFTS
E - EDUCATIONAL TRIPS

- **AFTER** entering all the distribution amounts (1 through 4), then enter the person’s name & address to receive the KAPID checks if **NOT** being mailed directly to the charity organization(s) selected. Plus sign digitally as directed on the form.
- If completing the form manually, just have the Grand Knight sign manually.
- When form is completed - **SAVE FILE** to computer & **PRINT** , and / or **SCAN** the handwritten form (i.e, create a copy) and mail or email the form to POC shown at bottom of form.