

Making Miracles... the Civitan Way

Since 1976



Civitan International
CANDY BOX PROJECT

2007 Edition



Dear Candy Box Chair,

Thank you for agreeing to take on one of the most important volunteer assignments in Civitan. Your management of your club's Candy Box project will be critical to having sufficient funds for your local service projects and for Civitan International's annual contributions to the Civitan International Research Center.

Candy Boxes have been the backbone of our fund-raising activities in the United States and Canada. The first 10 years were wonderfully successful. But since 1990 the revenues have decreased each year as the program encountered a number of problems. As Candy Box Chair for your club, you are crucial to our goal of increasing revenues again. This booklet has been prepared to provide the information you'll need to operate your program effectively.

Whether you are an "old timer" at Candy Box or new to it, I suggest you start by reading the following material carefully. It will tell you how the project is supposed to run, offer ideas that have worked for others, described a few things that haven't, lists the resources that are available to you, and gives ways to seek help. There is much information here, but don't let the length deter you. Our staff has distilled the experiences of 26 years-good and bad-into a document to help you and your club succeed.

But talented Civitan volunteers like you don't just do things the way they've always been done. Every year local clubs devise new ways to improve the Candy Box program in their communities. When you or one of your volunteers has an inspired idea for doing something better, please pass it along to the Revenue staff at Civitan International so it can be shared with others.

I am most thankful to you for your willingness to make a commitment to the Candy Box Project. I send my sincere thanks to you and all the Candy Box volunteers who will help you.

Yours in Civitan,

Betty Haralson
President, 2006-07



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• PART ONE •

Quick Start

This section summarizes the Candy Box Project to give new volunteers a view of how it works. Background information and supporting materials are contained in Part Two.

For the sake of brevity, the following terms are used in this book:

Civitan — Civitan International

Chairs — Candy Box Chairmen or Chairwomen

Candy Box — The Candy Box Project

Volunteers — Club members who participate in the Candy Box Project

He/she — Used interchangeably for club members or business owners

Staff — Staff members of the Civitan International Revenue Department at World Headquarters

Candy Box is a cooperative effort of Civitan clubs, businesses in their communities, and Civitan International.

Civitan provides boxes, lids, locks, liability insurance, guidance, and supporting materials such as information cards. Additionally, each Civitan club participating in the Candy Box Project is authorized to receive one Sam's Club credit card to purchase only peppermint candy. No other items should be purchased with this special card. If other purchases are made, your club will be required to reimburse Civitan International for these charges. If Sam's Club is out of peppermint candy, you are allowed to substitute another hard candy.

Clubs obtain business locations for Candy Box placement. Someone in the club will service boxes regularly by filling the candy containers and emptying the coin container (except for "seed" money); keeping the boxes clean; counting and depositing collected funds into separate bank accounts; and forwarding 75 percent of the money collected to Civitan each month. It is important that your club realize that the club's share can only be used for charitable projects that help people with mental or physical disabilities. This is how the project is advertised, and this is the only way the proceeds can be used.

Businesses agree to permit Candy Boxes on

their premises at no cost; encourage employees to watch the boxes to prevent theft; and contact their volunteers if a box needs to be serviced.

Clubs and Civitan sign an agreement each year that specifies the terms of the project and provides information needed by international. Civitan may decline to provide candy or other supplies to clubs that do not return properly completed agreements.

NOTE: Two copies of the annual agreement are included on pages 29 and 31. After completion, one should be forwarded to Civitan and the other kept with club records.

Clubs are encouraged to contact Civitan any time they encounter problems or have questions about their project. The primary staff for Civitan's Candy Box Program is Debra T. Smith and Keith Sheffield. Contact them at:

Civitan International
P. O. Box 130057
Birmingham, AL 35213
(205) 591-8910

(Debra, ext. 113; Keith, ext. 105)

**E-mail: candybox@civitan.org or
debra@civitan.org**

Web site: [www.civitan.org/Candy Box](http://www.civitan.org/CandyBox)

Other staff members who can also provide assistance are Amy Shirley (extension 103); Glenn Thomas (extension 104); and John Rynearson (extension 109).

Getting Started

New Clubs

Tell the Candy Box Chair of both your district and sponsoring club that you want to participate in the Candy Box Project.

Clubs cannot officially join the project until they are chartered. To begin before you charter, ask your sponsoring club's Candy Box Chair to con-



tact Civitan and obtain start-up materials for you. After your club is chartered, you can advise Civitan what supplies you received from your sponsoring club. Records of those supplies will then be transferred to your new club account.

Ask your club treasurer to open a new checking account specifically for Candy Box activities.

When your supplies arrive, put all the boxes together: box, lid, security clip, lock, and card. Pick up your supply of candy at the nearest Sam's Club. Put "seed money" in each box; we recommend one or two quarters and a dollar bill.

Find a permanent-ink felt pen that will write on the back of the laminated card. Test it by neatly printing your club's name at the bottom of one of the cards. Remember to print a volunteer's name and phone number on every card before leaving the boxes in businesses.

Present a program at a club meeting to tell your members about joining the project and encouraging their involvement. Perhaps the Candy Box chair of your district or sponsoring club will assist with this. Your district liaison may also be able to help or even do the presentation for you. Collect information about businesses that are likely hosts. Try to get the names of the businesses, their addresses, and the names of the owners or managers.

Set a goal: Think about the businesses in your community and how many of them might host a Candy Box. Set a reasonable goal: both the number to be placed and the time in which you will place them. Make your goal reasonable, but don't be overly cautious. Most clubs are surprised by the level of support they find when they solicit locations. A typical reasonable goal would be to place your first nine boxes by your third club meeting after starting.

Meet with your volunteers: Review your prospect list and rank them by the numbers of potential donors who would be exposed to a box and the likelihood of obtaining permission to place one. See page 13 in Section Two for suggestions. Assign specific locations to each volunteer with a reasonable (but not too lengthy) time period to contact each. Make sure they understand your goal.

About a week before your goal deadline, contact each volunteer and get a status report. Encourage "slackers" to get started. Offer to help. Often, going out and placing the first box is hardest; it becomes easier after that.

Review the "sales" material in this book before you visit businesses. Start with those that are most likely to agree — successfully placing several boxes right off the bat will encourage and energize your volunteers (and you, too). Who are the most likely candidates? The restaurant where your club meets is a likely candidate. Any business with a flow of customers owned or managed by a member of your club; or a family member of a club member is another. Don't forget to ask any business where you or your volunteers do business regularly.

Try to approach owners or managers at times of the day when they are least busy. In a restaurant, that is usually between 9-10:30 a.m. or 2-4:00 p.m. Be sure to explain how your club will (or does) use the income from your Candy Boxes. Local charities sell! When you mention that a portion goes to Civitan, be certain to explain the incredible work that is being done at the Civitan International Research Center: studies and discoveries that help everyone.

Report your progress at club meetings: Be sure to mention those businesses that have accepted boxes. Encourage club members to praise and thank managers and employees of those businesses.

Make a list of every box location, indicating the address, the specific location in the building, the name and title of the person who authorized the placement, a phone number for that person, and notes of any special circumstances that a future volunteer might need to know about. Many clubs record the weekly/monthly income from each individual box. Although that takes a little more effort, it helps identify boxes where theft might be occurring or boxes that are not paying their way and should be moved to another location. The data can also be useful in determining how changes, such as moving the location or changing the display card, affect contributions.

In a well-run club project, placing boxes never ends. Some locations will not generate enough



income to make them worthwhile. Don't just take a box like that out — move it to a better location. Always be alert to new places to place boxes: new businesses, changes of ownership or management, or any business that you haven't solicited for six months (take the attitude that "no" actually means "come back and ask again in a few months when I'm in a better mood"). Although Civitans have had great success placing Candy Boxes in restaurants, they can be successful in many other types of businesses: banks, government buildings, barber shops, bars, and even junk yards.

After you place your first set of boxes, wait a few months to get some experience servicing them. But don't put off "round two" indefinitely. Set a firm date for placing another nine boxes.

Now that your project is up and running, read the other sections of this booklet for suggestions on maintaining and improving it.

New Chair

You've been asked to be Candy Box Chair because your club members have confidence in your sales ability, management skills, and energy level. We hope you'll put all of those to use as you take over one of your club's most important activities.

First, get a "handle" on your program. Hopefully, your predecessor left a neatly organized file, with all of last year's correspondence and records and a list of box locations and volunteers. If so, you can get off to a fast start.

Some of you, unfortunately, have had this job "dropped" on you, with little or no guidance. Don't worry — that's what this booklet is for.

If you don't have a list of volunteers, the first step is to build one. At a club meeting, ask everyone who services a Candy Box to stay behind a few minutes when the meeting ends. Ask each to provide a list of box locations that includes the address, the specific location in the building, the name and title of the person who authorized the placement, a phone number for that person, notes of any special circumstances that a future volunteer might need to know about, and an estimate of the income each brings in weekly or monthly.

We highly recommend you visit each Candy Box location, to the extent your circumstances per-

mit, although not necessarily all at once. Set aside one day a month to make the "rounds" with one of your volunteers. Even if it takes all year to get around to them all, it will be worthwhile. You will have specific knowledge of your club's Candy Box assets, and both your volunteers and the business people you visit will appreciate your interest in them. It will give you a chance to thank each of them personally for their role in your club's chief fundraising tool (or one of them, at least). Remember, you're not on an inspection tour: you're there to learn and to support your volunteers' efforts.

Review how your club operates its program. Does it fulfill the requirements of International policy and your annual agreement with Civitan? Do your volunteers maintain their boxes as they should? Are funds and reports sent to International regularly? Is the money handled in a professional way and deposited promptly after collection? Is your candy supply stored properly (a cool, dry, bug-free location) and inventoried constantly so you don't run out? Do you have a reasonable supply of new boxes, lids, security clips, locks, and cards? Do you have a formal method of recognizing and thanking the business people who host your boxes? Has the club PR chair obtained newspaper or TV coverage of your Candy Box Project in the last two years, explaining how the money is used?

If the answer to any of the above questions is no, you have some project "tweaking" to do. Don't let some veteran convince you to let something inadequate continue because "that's the way we've always done it." Make it your policy to do it right!

At the beginning of your year, set specific goals for your program. Usually these will include:

- **Adding** — more Candy Box volunteers (make it at least one, grow every year).
- **Placing** — Candy Boxes in new locations (how about one per volunteer or one per member).
- **Increasing income** by — percent (any increase is good, but 10% is a reasonable goal).

Encourage those club members who work on projects to tell people who benefit from



them that Civitan Candy Boxes help make that project possible.

Recognize those who make your program successful. Be sure your volunteers are praised individually at club meetings. If there's one special volunteer who has accomplished extraordinary results, try to get some newspaper and TV coverage describing what he/she did.

Invite host business owners to your club at least once a year. Praise them highly. This may be done all at one meeting (perhaps during Civitan Awareness Month) or individually. Use the plaques and certificates that are available from Civitan for presentations (media coverage is appropriate here, too).

REMEMBER: a cardinal rule of fundraising is that you can't say "thank you" often enough to the people who help you.

Look at what's happened. Your year is practically over and you've run an impressive and successful project. We knew you would! Now that you have a complete, organized file, be sure to pass it on to the volunteer who replaces you as Candy Box chair.

Experienced Chairs

You've been your club's Candy Box chair for a number of years because you had the ability and willingness to do it well. There's no need to change that. However, it's always a good idea to review every program occasionally and see if there aren't some aspects that could stand to be "polished up."

Here's a good rule of thumb: if your program has produced increased Candy Box net income in each of the past three years, you are doing a fantastic job.

If not, perhaps you could identify some adjustments to begin growing again.

As a first step, review the information in the booklet. Chances are you'll see some things your club use to do, but has gotten away from. You may find some good, new ideas, too.

Second step is to energize your club membership and get some additional participation. When a club's Candy Box income has declined over several years, it is common to find that the same handful (if that many) of members has been doing the job with little help for a long time. Let's be frank: if that's the case in your situation and it doesn't change, your results aren't likely to improve either. It is vital that you get some "new blood" involved in your project!

Discuss this situation with your president and/or president-elect. Get their support for making an increase in Candy Box involvement a key goal for the coming year, and be sure that is communicated to your club members. Don't forget to contact your district Candy Box chair, and even your governor for suggestions and assistance.

After signing up some new volunteers, getting new locations is your next critical need.

First, set a goal. Any increase? Up 10 percent? Double? Triple? How about becoming the biggest income producer in your district? That's up to you, of course, and is affected by the circumstances of your situation. But pick a number — one high enough that your volunteers will be proud to reach — and go for it. Like the shoe ads say, "Just Do it!"

Make a list of every business in or near your community that doesn't host a box but could. Forget that some of them said "no" earlier; consider each of them a prospect. Rank them in order of probable income potential. Meet with your volunteers and lay out a plan to visit each of them until you reach your goal for new locations (but why stop there; why not try them all?).

Success in the project is a direct factor of numbers: the number of volunteers, the number of Candy Boxes in businesses. Everything else is just "polish."

But don't stop when you reach that first year's goal. Develop a mind set in your club that you will continue to grow and improve every year. Consider every new member a potential Candy Box volunteer. Consider every new business a Candy Box host.

Finally, work with your volunteers and club leadership to identify members who have the ability and spark to take over now that you've rejuvenated the program. You've earned a little break, and our thanks.

• PART TWO •

Managing Your Project Everything you need to know

History

Candy Boxes were the brilliant idea of members and a spouse of the Louisville, Kentucky, Civitan Club. They thought of collecting contributions for candy and using the proceeds to help retarded children (a non-pejorative term that was in common use at that time).

Recognizing the effectiveness and potential of the effort, Civitan International adopted the project in 1976 and expanded it throughout North America. At first, funds were used for the construction of Cedar Lake Lodge in LaGrange, Kentucky, now a 76-bed IC/MR campus and rehabilitation agency. Civitan International contributed more than \$1.1 million to the facility.

That was just the first of many worthwhile projects to receive Candy Box funds. Over the years, clubs collected more than \$50 million from their Candy Boxes, which enabled Civitan to provide needed funding for a host of service projects that specifically aided people with

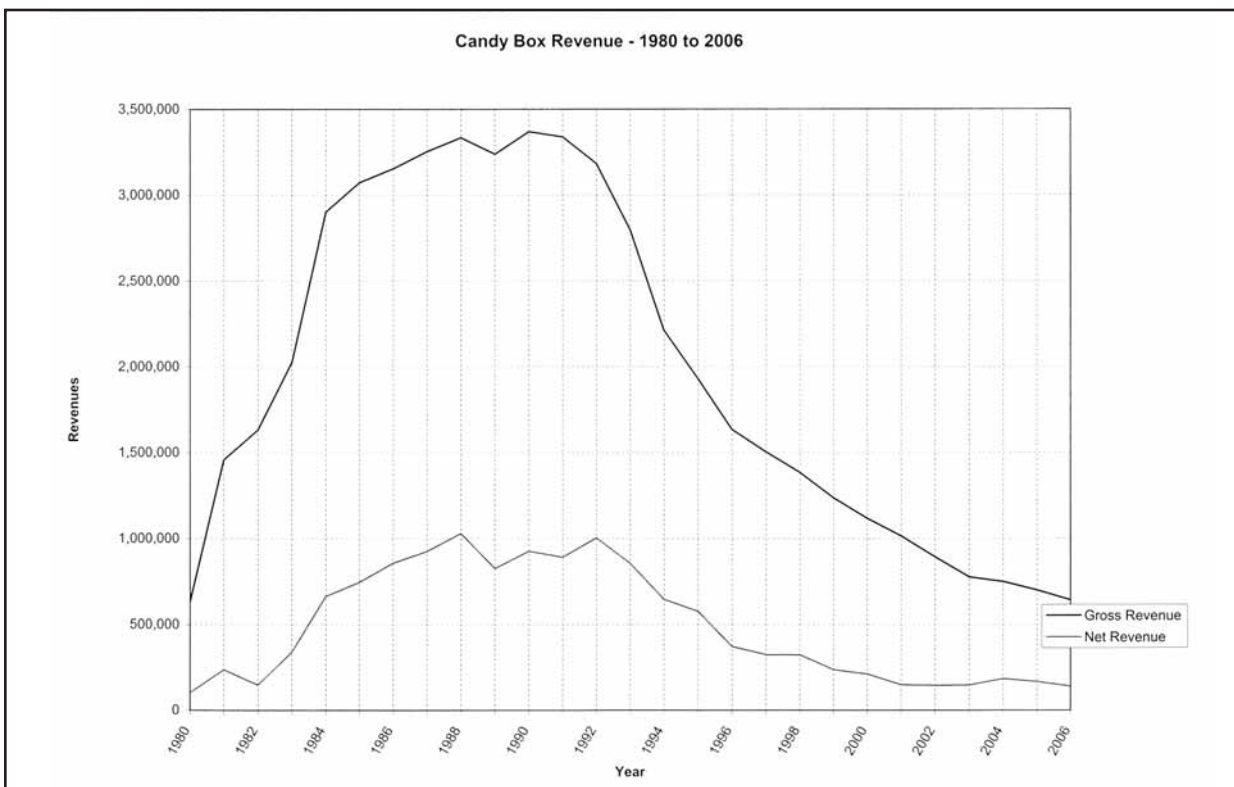
disabilities. The clubs kept more than \$12.5 million for their local charitable projects.

At its peak years of 1988 and 1992, the Candy Box project's gross income was close to \$3.5 million. One million of that flowed to Civitan and was the basis for Civitan's \$20 million financial commitment that gave birth to the Civitan International Research Center.

How the money is used

Contributors are most interested in two things when they give money to charity: what the money is for, and how much actually flows to the charitable activity. This is your strongest asset when you attempt to solicit locations for Candy Boxes.

Make up a list of the charitable projects in your community that are supported by Candy Box income. Be as specific as possible; don't just say, "Help the ARC;" describe the specific





Elizabeth Easterbrook, shown with a therapist from the Civitan Center, is just one of the children benefiting from the research and treatments available at the Civitan International Research Center on the campus of UAB.

function or activity at the agency that your club participates in (example: "Helps fund daycare at ABC Childcare for Children with Special Needs").

SUGGESTION: Print a list of these for your volunteers to carry and give to business managers or owners they talk to. Also be prepared to talk about the work being done at the Civitan International Research Center, which is helping children and adults, too.

The Civitans built this Center brochure lists International projects, including the Research Center. It also includes space to add local projects.

The Civitan International Research Center

The Civitan International Research Center opened in 1990 as a result of a commitment from Civitan International for total funding of \$20 million. The Center's main building, located in the heart of the medical center complex at the University of Alabama at Birmingham, was dedicated in 1992. Since then, the Center's facilities have expanded to more than 150,000 square feet of space in three buildings.

The Research Center's mission is to provide research, clinical service, and training programs related to brain disorders and developmental disabilities.

More than 150 faculty members, clinicians, and staff members represent the disciplines of medicine, neurobiology, nursing, physical therapy, occupational therapy, psychology, nutrition, speech/language pathology, audiology, dentistry, optometry, special education, social work, and biostatistics.

The Civitan Center has at least 40 students at all times who are pursuing master's or doctoral degrees or post-doctoral fellowships.

Center Director Harald Sontheimer, a neuroscientist, discovered that the venom of the Giant Israeli Scorpion provides an effective treatment for virulent glioblastoma brain tumors. A new Chlorotoxin serum, based on the venom's molecular structure, is now in Phase II clinical trials and shows great promise for victims of the deadly tumor.

Medical Director Alan Percy, a pediatric neurologist, is one of the world's leading authorities on Rett syndrome, a debilitating neurological disorder that affects females. He and his collaborators discovered the genetic cause of the condition.

Lucas Pozzo-Miller, another neuroscientist, detected a growth element (brain-derived neurotrophic factor) that may help regenerate microscopic spines on brain synapses lost through Rett syndrome and other disorders. This discovery may some day help reverse the nervous system damage from several disorders.

Basic scientist Scott Wilson discovered the genetic cause of movement disorders known as ataxias. His insight may also eventually help people with more common conditions such as Parkinson's disease.

Bart Hodgins, a neuropsychologist, developed an intensive model summer treatment program for children with Attention-Deficit Hyperactivity Disorder (ADHD). Through publications in clinical journals and presentations at scientific meetings, he is spreading the word about this effective approach to making life better for those bedeviled by this frustrating condition.

Other Civitan Center scientists and clinicians are making major progress into cerebral palsy, muscular dystrophy, Alzheimer's disease, and several related disorders. Civitan International's



contributions serve as vital seed money for the research grants that fund their work.

Civitan's annual contribution to the Research Center is leveraged by other grants to just over 17 times.

Research Center Facts

- Affiliations in the Civitan International Research Center include the UAB Epilepsy Center, Alzheimer's Disease Center, Center on Obstetrical Research, Civitan Sparks Clinics, and the Department of Neurobiology.
- Since its dedication in 1992, the Center has expanded to capacity of more than 150,000 square feet in three buildings.
- The scope of activity covers the life span, beginning at the molecular level through prenatal, birth, infancy, early childhood, school age, adulthood, and old age.
- The challenges of intellectual and developmental disabilities being so diverse require the interdisciplinary structure of more than 150 scientists, clinicians, students, and other staff now part of the Center.
- Disciplines include medicine, psychology, nursing, physical therapy, occupational therapy, nutrition, speech/language pathology, audiology, dentistry, optometry, special education, social work, biostatistics, and administration.
- More than 40 graduate, masters, doctoral, and post-doctoral Students from the United States, Canada, and other countries throughout the world are working in the Research Center. They will return to their respective countries to broaden the impact of their training at our Research Center.
- The Research Center recently completed a \$3-million project to install a Functional Magnetic Resonance Imaging (fMRI) scanner. Funding from the Chesapeake Civitan District Foundation helped bring this new technology to the Center. The fMRI scanner produces a three-dimensional dynamic image that will help clinical researchers understand the impact of such disorders as Autism.

International Policy

Basic principles for operating the Civitan International Candy Box project are contained in International Policy 1310.

Policy 1310

Civitan International Candy Box Project Adopted: 10/91; Last Amended: 11/06

1. Clubs:

All Civitan clubs participating in the candy box project shall sign an agreement (contract) with Civitan International. The agreement shall be valid for a period of one year and must be renewed annually, with signature of an authorized club officer.

The agreement (contract) obligates a club to use sound and accepted business practices in regard to its project operation. Civitan International staff shall coordinate the promotion of prudent business practices in this regard. This coordination shall include interaction between Civitan International staff, district officers, and participating clubs.

Civitan International shall monitor and control the procurement and distribution of supplies to clubs. Clubs shall agree to and act in compliance with the operating terms of the project as established by Civitan International.

The operating terms of the agreement (contract) shall include but not be limited to:

- Remittance to the Civitan International candy box project of no less than 75 percent of all gross proceeds collected as specified in the agreement (contract). These remittances shall keep a club current in its obligations.
- Maintaining per-pound-gross-receipts at an acceptable level as determined by Civitan International staff and district officers.



Failure to fulfill obligations of the agreement (contract) may result in notices to the club, district governor, and district candy box chair.

After sufficient notice has been given, the staff candy box administrative department may revoke the club's Sam's Card and insist upon full compliance with the agreement before another card is given to the club.

A second notice shall be sent to a club if a satisfactory solution does not result from the first notice. If obligations are then not fulfilled, the candy box department may, with notification to the club, governor, district candy box chair, and International Director, remove the club from the project and request boxes and supplies be returned to Civitan International at the club's expense.

Any club removed from the project may be placed back on the project by becoming current with its obligations as specified in the agreement (contract).

2. Districts:

The purpose of providing rebates from the candy box project to districts is to provide funding to support and promote the project and reimburse expenses incurred by candy box chairs. It is encouraged that districts use at least 50 percent of such rebates for this purpose with the remainder used to directly support and promote club building, membership growth and retention (i.e. officer travel, Seek Meetings, brochures, correspondence, telephone calls).

Candy box rebates shall not be used to pay other routine district expenses. Districts with a specific need for alternate uses of candy box rebates should obtain permission from Civitan International.

- The National Institutes of Child Health designated the Civitan International Research Center as "the" Developmental Disabilities Prevention Research Center in the United States — with a multi-year research grant of \$3.9 million.

- Studies indicate that for every dollar spent on intervention, seven dollars are saved.

- Civitan's annual contribution to the Research Center is leveraged by other grants to just over 17 times, and the amount is growing every year.

Some of the "miracles"

- Folic Acid — Folic acid aids in closing the spinal cord, thus preventing such disabilities as spinal bifida. Folic acid is now added to most cereals and breads, and is included in prenatal vitamins.

- Zinc Deficiency — Research Center researchers have found that if an expectant mother is given zinc prior to delivery, her baby is born larger, with a larger head size, thus perhaps preventing mental or developmental disabilities.

- Fast Urine Test — a quick urine test was developed to determine the degree of myelin degeneration in the central nerve and may be used to diagnose multiple sclerosis.

- Nitric Oxide — Nitric oxide helps nerves grow in the proper direction to reach their target in the developing fetus. If nitric oxide is deficient, the nerves form balls or tangles. Nitric oxide also appears to be involved in the learning process.

In a person with epilepsy, nitric oxide increases at the focal point in the brain where seizures originate. Surgeons are using this to find the focus for the surgical correction of epilepsy.

An excess of this chemical is produced in brain tissue where a stroke has occurred. Preliminary work suggests that controlling the enzymes producing excess nitric oxide reduce the amount and area of brain damage. The same may apply to damaged spinal cords.



• Alzheimer's Disease — a long-term study, researchers have found a definite genetic component in Alzheimer's patients. New drugs are being developed and tested. Studies are continuing in this area.

• Glial Cell Research — Civitan Center Director Harald Sontheimer, Ph.D., has a long-standing interest in brain support cells called glial cells. These cells are required for normal brain function and are the target of several neurological diseases. Most notably, primary brain tumors, known as gliomas, arise from the uncontrolled growth of glial cells. Dr. Sontheimer discovered that these cells express a protein that helps these tumors spread throughout the brain. This process binds a natural compound found in the venom of a scorpion. This now synthetically manufactured scorpion toxin (chlorotoxin) has advanced to Phase II clinical trials in which more than 50 patients have been treated at 10 medical centers in the United States and Canada. If successful, widespread clinical use is anticipated soon.

• New Use for Drug — A research team at the Civitan Center has discovered yet another drug, sulfasalazine, which can treat those glial tumors and is already in clinical use to treat Crohn's disease. This new application for sulfasalazine has now been approved for early-phase clinical studies as well.

• Neurocognitive/Neurobehavioral Function in children following PCB exposure — This project, directed at the Civitan International Research Center by Alan Percy, M.D., supports a unique consortium that includes the community of Anniston, Alabama, Jacksonville State University (near Anniston), and other research universities throughout the southeastern United States. The group is studying the effects of PCB exposure on children. The Civitan Center team is exploring the effects of PCBs on the neurocognitive and neurodevelopmental capabilities of middle school children

Annual agreement

Each year clubs are expected to complete and return an agreement that spells out the terms accepted by International and the participating club for operation of the Candy Box project.

In a purely legal sense, a contract is completed when a club agrees to participate in the project and accepts supplies provided by Civitan International. But because club volunteers normally rotate every year, the annual agreement renewal ensures that individuals working on the project are aware of the conditions and responsibilities agreed to by all parties.

Two copies of the agreement for the coming year are enclosed in this booklet. They should be completed, with one copy sent to Civitan International and the other retained in club records.

Failure to provide an updated agreement can result in clubs being denied candy supplies. Sustained failure after sufficient notification can result in a club being removed from the project.

Registration

Many states, counties, and cities require registration and/or licensing to conduct charitable solicitations. There are hundreds of such requirements throughout the United States, which makes it impossible for the Civitan International Revenue department to keep track of them all. We count on club and district volunteers to make us aware of any registration requirements in your area. Contact Keith Sheffield, vice president of Development at World Headquarters.

What Civitan provides

Civitan International provides all the materials required to operate the project . . . except the locations. Clubs new to the project receive boxes, lids, security clip, locks, display cards, and candy. Additional materials can be request-



IDEA

It's a good idea to carry a spare box or two in your car in case there's a major problem with the one in the business location. That way you can leave a clean box behind without blocking the firm's cash register too long.

ed as needed. There is no cost to the clubs for any of these, although the costs are considered in determining the club's net results, which is discussed on page 15. For cost effectiveness, candy boxes are provided in any amount needed up to nine boxes.

In addition, guidance and assistance is offered through publications such as this manual, brochures, and telephone/fax/Email consultation.

Districts also receive monthly reports showing progress during the Civitan year and comparisons with prior years.

Placing boxes

Putting candy boxes into businesses in your community is the heart of a successful Candy Box program. They work particularly well in restaurants, but can be profitable in a wide variety of other businesses as well. Some of these are bars, liquor stores, doctors' waiting rooms, office building lobbies, public buildings, motel lobbies, ticket counters, and even junkyard offices. Civitan developed its distinctive coin boxes for those kinds of locations. They usually are not successful in convenience stores, drug stores, dry cleaners, gas stations, or business offices.

There are some things to keep in mind when you set out to place boxes.

- You are asking for charity. A restaurant's counter space is limited and valuable. And the manager or owner's days are very busy. Try to select a "quiet" time of day to visit. Keep your presentation brief and to the point.

- Smile.

- Emphasize the local projects that your Candy Box project funds, but don't forget to tell about the incredible work being done at the Civitan International Research Center.

- Mention the convenience of having a free or inexpensive candy mint after dinner, a service for his customers with no cost to the establishment.

- Point out that you are a Civitan volunteer and that none of the money collected is used to pay people's salaries.

- After you have some boxes placed, mention the better of those locations to help substantiate the credibility of the project.

- Smile.

- Mention the goodwill that will come from grateful customers who appreciate the service and Civitans who appreciate his cooperation.

- Thank the person you are talking to, no matter what the answer.

Some things to avoid:

- Don't show up at the busiest time of the day.
- Don't be belligerent or argumentative, no matter what the manager says or does.
- Don't take it personally if the answer is no.
- Don't fail to smile and say "thank you" for their time.

Every community has business locations where Candy Boxes can be placed. Make a list of businesses where there is a flow of customer traffic. Give priority to those where a club member works, where your club meets, where members do business, or where management has a history of supporting charitable organizations. Don't leave out locations just because you've been there before. People change, and the answer might be different if you go back after a few months.

Not every Civitan is willing or able to place boxes. We wish every member would place



and service at least one box, but we discourage making it mandatory for club members.

Make your Candy Box project the subject of a club meeting. Ask which members own or manage a business. Ask them to place boxes there. Then start down your list, one at a time. Ask if any club member knows the owner or manager or does business at any of those businesses. If they do, ask them to place a box there, and give a specific time limit (one week, two at most) to accomplish it. Following this procedure, nearly any club can identify 15 to 20 prospects and quickly get boxes placed in half of them, or more. Repeat this process once or twice every year, and before you know it you'll have Candy Boxes located all over town, bringing in thousands of dollars.

Every club has members whose personalities just aren't suited to making contacts and talking to businessmen about hosting Candy Boxes. Don't push them into doing something that makes them uncomfortable. Instead, encourage them to take over the servicing of one or some boxes that someone else has placed. But most clubs have at least one member who is a "born salesman." He/She is the kind of person who thrives on meeting people and convincing them to help support good causes. Use those members to help place boxes, offering to get other members to follow up with servicing them.

Finally, don't make placing boxes a one-time event. Make an effort at least twice a year to place more boxes. Every time a location is lost, find another one as quickly as possible. When you recruit a new club member, don't "require" that he place a box, but ask about whom he knows and where he dines out to determine if there is a new location he can secure.

One more important item: it is just as important to thank your volunteers as it is to thank your business location hosts. Tell them "thank you" often.

National and regional chains

Clubs are finding increasingly that restaurants are being opened or purchased by chains, with fewer run by local management. There has been a growing tendency for large chains to either prohibit all countertop solicitation boxes or support one national charity, excluding all others.

At various times, Civitan has had agreements to place Candy Boxes in Red Lobster, Hardees, Souper Salads, and Shoney's restaurants, plus a few smaller chains. For a variety of reasons, all of these arrangements have ended.

During the past seven years, Civitan pursued an aggressive and extensive effort to gain entree into both national and regional chains (restaurants, motels and supermarkets). For the most part, this effort was unsuccessful.

We are actively pursuing chain restaurant arrangements, we will follow up on any openings that clubs or districts may discover. If you have a cooperative local or district manager who is willing to support an effort to put Civitan Candy Boxes in his chain's other locations, contact Glenn Thomas at World Headquarters for guidance and any assistance that may be required. If the situation is promising, Civitan will send a staff member or international officer, as appropriate, to meet with management representatives of the chain.

Servicing boxes

After finding good locations for your boxes, next in importance is servicing them: regularly and properly.

A box in a busy location may need to be refilled and the money collected weekly. A less active location may require attention less often. However, never let your boxes go more than 30 days without checking them.



FACT: The more money that accumulates in a box, the more tempting a target it is for theft or pilferage.

FACT: Customers won't put money into a box that has no candy.

FACT: Customers won't take candy from a dirty or sticky box.

Servicing Candy Boxes is really quite easy. Visit the location (not at a busy time of day). Greet the employees you see. Put the money into a bag or other container (don't forget to leave "seed" money — a dollar bill and one or two quarters). Take any broken pieces or empty wrappers out of the well. Fill it with fresh candy. Give any candy remaining in an open bag to an employee so the box can be replenished if it is emptied before your next visit. Straighten the card. Wipe off any dirty marks or fingerprints that make the box unsightly.

Don't forget to say "thank You" to the employees before you leave.

Promptly count the money and turn it in (or turn it in uncounted if that's your club's procedure). Your treasurer is supposed to make monthly payments to Civitan International. Money "resting" in a bag at home cannot help your service projects or the Civitan International Research Center.

Handling the money

Any time a large number of people handle a substantial amount of cash, the possibility of loss exists. While the overwhelming percentage of Civitans are completely trustworthy, clubs are responsible for establishing and following procedures that discourage not just mishandling of money, but the appearance of impropriety, as well. We owe it to our contributors and our organization to ensure that all donations reach the agencies for which they were intended.

First priority is getting the cash into the bank as quickly as possible. Cash sitting around in cars, drawers, or tabletops for long periods is inviting loss or theft. Be firm in requiring volunteers to turn their collected money over to the club treasurer or candy box chair promptly . . . no later than the next club meeting. Many clubs have volunteers deposit the funds directly into the club Candy Box checking account. That's an excellent system, but the deposit receipts should also be provided to the treasurer promptly so he/she can keep track of the account's status and know how much to send to Civitan International each month.

Although it can be a burden for those who service a large number of boxes, we recommend that a detailed record be kept of each box's income: where the box is located, the name and phone number of the business's owner or manager, the date and amount of each collection, and the amount of candy supplied. Candy Box chairs should ask for a copy of the record at least two or three times a year. This record will help you in several ways:

- It provides factual information on the effectiveness of each location,
- Sudden changes in income from the norm may signal tampering or theft.
- In the event of the volunteer's unexpected departure, a new volunteer will find it easier to take over servicing those boxes.
- The income record can be useful if accounting questions arise.

International policy requires that Candy Box funds be kept in an account separate from other club monies. This satisfies generally accepted accounting methods and meets IRS rules for the handling of charitable contributions.

In its annual agreement, the club commits to forwarding Candy Box money to Civitan International monthly, unless the amount involved is very small (less than \$25). Adhering to that schedule helps Civitan pay its expenses on time and decreases the possibility that payments will be forgotten. Occasionally a club



treasurer has his own way of doing things that doesn't include timely forwarding of Candy Box money. If this occurs in your club, we urge you to argue strongly that the club's commitment to the project be met.

Obtaining supplies

Getting candy

You will receive a quarterly report of money received at Civitan International; this form is for your records. Proceeds from your club's Candy Box collection should be sent to Civitan monthly in the special envelopes that are sent to your club's Candy Box chair annually.

Each club will be authorized to receive one Sam's Club credit card to purchase only mints. If the Sam's Club is out of mints, the Civitan club member is allowed to substitute with another type of hard candy. If the club needs more than one Sam's Card, there will be a \$15.00 annual charge for the extra card. If the Civitan club is not within 50 miles of a Sam's Club, call Civitan International for special arrangements. The phone number is 205-591-8910 extensions 113 for Debra T. Smith or 104 for Glenn Thomas.

Ordering additional boxes

You can obtain more candy boxes simply by contacting Debra T. Smith at Civitan International, extension 113 or debra@civitan.org. You may order any amount of boxes up to nine complete with lids, clips, and locks. Tell Debra if you need more cards, as well.

Obtaining additional cards

Also contact Debra for replacement display cards. We keep an ample supply of the card, shown in Category A on page 26. Supplies of Category B cards may be limited (page 27). We encourage changing cards regularly, at least twice a year. New cards help draw attention to the boxes from business patrons who pass

them regularly. We try to produce newly designed cards every six to nine months.

Stands

Some locations require our boxes to be on their own stands. A modern, clear acrylic stand is available. Clubs are asked to pay half the cost of the stand, currently \$45 for the acrylic. Call Debra T. Smith for additional information or to place an order.

Other items

Any other Candy Box items we stock can be ordered from Debra T. Smith. These include:

Blue stickers (for use in states where they are required)

- Lids and locks
- Metal security strips
- Start Miracle here arrows
- Civitans Built this Center brochures

Reports

Monthly reports

Management reports are sent to district governors, governors-elect, district liaisons, and district Candy Box chairs showing the performance of all clubs in the districts. Clubs can request copies of these reports from their district Candy Box chairs.

Club Candy Box chairs receive quarterly reports that show gross collections, expenses, and net income to Civitan. As described on page 16, all the figures are shown as averages per month, rather than annual amounts. Please read your reports, because they nearly always include news and suggestions from the Civitan staff.



CANDY BOX REPORT

September 2006

We are still having problems with Clubs P.O. numbers not being on the candy purchases. Please give the Sam's club your purchase order number. Your P.O. number is your club and district numbers.

Club: **Birmingham Inc AL Civitan Club**
 Chairperson: **Mark Gualano**

Club Number: **01-367**

	<u>3-Year Average</u>	<u>Last Year</u>	<u>This Year to Date</u>		
	<i>(Avg per Month)</i>	<i>(Avg per Month)</i>	<i>(Total)</i>	<i>(YTD / 12)</i>	<i>(YTD /12)</i>
Gross Revenue:	\$ 63.81	\$ 27.67	\$.00	\$.00	\$.00
Club's 25% Share:	\$ 15.95	\$ 6.92	\$.00	\$.00	\$.00
District's 2% Share:	\$ 1.28	\$.55	\$.00	\$.00	\$.00
Candy, Shipping, Boxes:	\$ 17.60	\$ 7.98	\$.00	\$.00	\$.00
Pounds of Candy Used*:	20.61	10.50		.00	.00
Net per Pound:	\$ 1.41	\$ 1.16	\$.00	\$.00	\$.00
Net Foundation Income:	\$ 28.98	\$ 12.22	\$.00	\$.00	\$.00

** If the number ordered is zero, 1 is used to calculate Net per Case.*

CANDY AND SUPPLIES ORDER FORM

Your last candy order was in Jun 2005, 28 pounds

Thank you for all of your hard work on the Candy Box Project!!

Ship supplies: Boxes _____ Coin Boxes _____ *(multiples of 4)*
 Lids _____ Coin box cards _____
 Cards _____

MONTHLY SUBMISSION AND REPORT

Your last revenue submission was Apr 2005, \$ 139.50

Please remember, your club agreed to submit funds monthly

Check payable to Candy Box Project

Mail to P.O. Box 130057, Birmingham, AL 35213-0057

Club Number: 01-367
 Birmingham Inc AL Civitan Club
 Mark Gualano, Candy Box Chair
 1035 Westwick Cr
 Birmingham AL 35242

CANDY BOX

Candy Box gross \$ _____

Less club's 25% \$ _____

Balance remitted \$ _____

Candy on hand _____

Number of active locations _____

COIN BOX

Coin Box gross \$ _____

Less club's 50% \$ _____

Balance remitted \$ _____

Number of active locations _____



Awards

H.O.P.E. Award

This is the most prestigious award Civitan gives for excellence in the Candy Box project. Each year, clubs whose programs are obviously superior are sent a H.O.P.E. application. The International Grants and Scholarship Committee reviews these. Factors considered are the effectiveness of the club's Candy Box program, the number and quality of projects supported by Candy Box income, the number of volunteers who participate, and public awareness created and documented as a result of the Candy Box project.



The award is presented at the next International convention, and the winning club receives a distinctive banner patch. In addition, a \$1,000 contribution is made to the Civitan International Research Center in the club's name, automatically making the club an "Associate" of the Research Center.

Candy Box volunteers of H.O.P.E. clubs receive distinctive lapel pins identifying them as participants in Civitan's highest quality program. Coverage of the winning club's successes is published in *Civitan Magazine*.

These clubs have won the prestigious H.O.P.E award and are listed on the Recognition Wall at World Headquarters:

1992 - Cherry Creek, Colorado
1993 - Findlay Area, Ohio
1994 - Peninsula, Virginia
1995 - Johnson City, Tennessee
1996 - Frontier, Arizona
1997 - Winchester, Kentucky

1998 - Dallas Town North, Texas
1999 - Kingsport, Tennessee
2000 - Cottage Hill, Alabama
2001 - Stanislaus, California
2002 - No winner
2003 - Minnesota Valley, Minnesota
2004 - Minnesota Valley, Minnesota
2005 - Pensacola, Florida
2006 - Roanoke, Virginia

Other awards

Other awards are presented or announced at International conventions for club achievements in the Candy Box project. Clubs must have increases in net income two consecutive years to qualify.

President's Award — Clubs are recognized for having the highest percentage increase in gross revenues over the prior year. There are three levels, small, medium, and large determined by club size. There are three places in each category, first, second, and third.

Volunteer pins

Civitan International provides distinctive, colorful lapel pins for Candy Box volunteers. Special chevrons for the pins recognize volunteers in clubs that win the H.O.P.E. Award. Contact the Civitan Revenue office to request pins and chevrons.



Excellence in all phases of the Candy Box program has garnered the top Candy Box award for Roanoke, Virginia, Civitans. Many of their projects continue from one year to the next. They include:

- 20 years of support for the work of The Achievement Center, a school for children with learning disabilities. Roanoke has contributed \$25,000 to this center to help with its efforts to build a new facility. In honor of the club's work, one of the rooms at the center is named in honor of Roanoke Civitans. The center is noted for its work with autistic children.
- Since 1955 they have provided hearing tests and free batteries for the hearing aids of families in need. Annually they present \$500 to \$1,200 per year to the Roanoke Valley Speech and Hearing Center. Roanoke Civitans have also purchased hearing aids for people who could not afford them.
- Each year Civitans aid Special Olympics with a donation of



- They gave \$5,000 to the Brain Injury Association to purchase bags and school supplies for the children of people with brain injuries. The club name and Civitan logo was displayed on the school bags.

Roanoke also helps to support the Tinker Mountain Civitan Club, which is made up of developmentally disabled members. Six Roanoke Civitans are also members of this club to help with meetings, electing officers, assist with fundraisers, and service projects. Tinker Mountain qualified as an Honor Club for 2004-05. Several Tinker Mountain Civitans use guide dogs to help them, and they bring them to the meetings. They love the dogs and have adopted an older guide dog, Bookie (who was retired), making it an "honorary" member of the club.

Knowing that the Candy Box Project cannot be successful without publicity, Roanoke had articles printed in their local paper and works to get television coverage on major projects. They also put monthly reports in the club newsletter, keeping

Roanoke Wins Hope Award

\$500 to help athletes attend and compete in these special events. They have also worked at the games, serving as huggers and doing other jobs to make the games a success. Civitans from Tinker Mountain compete in the games, winning several medals. Upon their return to Roanoke, Tinker Mountain Civitans would come to Roanoke meeting to tell them about their experiences at the games.

- Civitans also donate \$500 annually to the St. Francis of Assisi facility. This money is earmarked for the training of guide dogs for people with disabilities.
- Camp Easter Seals also benefits from Civitan support. The club donates from \$1,700 to \$3,400 annually to send from two to four children who are disabled to Camp Easter Seal in Virginia. This is a special camp designed for people with disabilities. Ratio of counselors to campers is one-to-one, and campers are taught ways to cope with their disabilities.



their members aware of this project. They also send "thank you" letters to local businesses who support the project and present plaques to the top two locations each year.

Additionally they present certificates that are framed to all of their locations after two years of success in the program. They get pictures of box locations or the manager in the club newsletter, too.

In 2004-05, 12 members collected nearly \$14,000 for the Candy Box project. Roanoke kept 25 percent and the remaining 75 percent was sent to Civitan International, ultimately benefiting the Civitan International Research Center at UAB.

Congratulations to Roanoke Civitans who join the roster of outstanding Civitans working on behalf of people with disabilities. We salute you for your outstanding projects to aid people with disabilities.

Pensacola
Named

Hope Winner

Projects to benefit people with a variety of disabilities highlight the work of the Pensacola, Florida, Civitan club and earned the club the H.O.P.E. Award for 2005. Noted for building wheelchair ramps for many people, the club also completed projects for a van wheelchair lift and sent children to camp.

Civitan donated \$300 for Jenna Karrick, a teenager who is developmentally disabled, for the van. The lift system cost \$1,176. Civitan joined with other agencies to provide for Jenna.

Epilepsy Services of Northwest Florida received \$410 from Civitan enabling two campers to participate in Camp Candlelight, a special program for children with epilepsy. This week-long residential camping experience is held at Camp ASCCA near Dadeville, Alabama.

A letter to the club from the Epilepsy Services of Northwest Florida said: "I want to express our appreciation for the generous camp sponsorship. These funds will be used to match other funds that will make it possible for children with epilepsy to participate in a very important and unique experience tailored to his/her special needs," wrote Jim Ramminger, executive director.

Other gifts include a \$200 donation to Ronald McDonald House. A letter from Ronald McDonald House related this story of just one client: "... your donation helps us make life a little easier for families of children like Jennifer who was born on May 15 weighing just 13.8 ounces! On a visit to the Neonatal Intensive Care Unit, our House Manager visited with little Jennifer. Tracy's reaction was nothing short of amazement! She was quick to report that Jennifer's head is about the size of a golf ball. Thanks to your support, Jennifer's parents, Amanda and Jeremy, can be close to their daughter ... thank you for your support."

Pensacola Civitan also built five wheelchair ramps of varying sizes during the 2003-04 year. In July 2004 they built a small wooden wheelchair ramp at the home of a man confined to a wheelchair. That same month they built a 14-foot ramp for a man with cerebral palsy who is confined to a wheelchair. The stepping-stones on his front walk created a tripping hazard, but the ramp solved his problem!



A newspaper article reported that Pensacola Civitan knows how to build wheelchair ramps. Over the last several years, Pensacola Civitan has constructed more than 35 ramps in the area.

Members of the Pensacola Civitan Club assemble wooden ramps, pour concrete, and install porch railings. Wheelchair ramps recently were constructed for a girl with cerebral palsy confined to a wheelchair — and for a young boy with paralysis in his lower extremities. The Pensacola Civitan Club donated all materials and labor.

One of the ways in which Pensacola makes the community aware of their efforts is by presenting appreciation plaques to the 16 area businesses supporting the Candy Box project. They were engraved with the name of the business and Pensacola Civitan Club.

All new club members are provided information on the Candy Box project in their New Member Kit, along with a brochure from Civitan International. New members are given a Candy Box at their Initiation Ceremony and are encouraged to find a business in which to place it.

Currently 10 members take part in the Candy Box project. Boxes are placed in locations that include restaurants, Baptist Hospital, city hall, and businesses like paint and flooring companies.

The Candy Box chair will often attend the New Member Orientation to explain the project. Members are challenged to find a location. The club chair suggests ways to introduce the Candy Box project to prospective locations.

Each month a Candy Box Report is provided to members at club meetings. Members are told about donations as they are made. The board recommends a donation, and Civitan must approve the proposal.

Every month some kind of program or report features the project. The club's Candy Box goal for the year was to find more locations, and they placed five new boxes that year. They average \$125 per month, but with more locations and more money they could build more ramps and donate more to people who are disabled in the community!

We salute the outstanding work of the Pensacola, Florida, Civitan Club. They join a growing list of distinguished Civitan clubs who are H.O.P.E. award winners, doing an excellent job on behalf of people with disabilities.



• PART THREE •

What's Ahead

Candy Box constantly changes

Back to Basics

As the Candy Box project grew in its early years, staff managers searched for ways to please its “customers” and keep the income growing. Over a number of years, we added fruit-flavored candy, a new mix of mints, Civitan logos on the wrappers, and “pillow packs” that protected the candy better than twist-wraps. When there were lots of profits being made, the small additional costs of these extras were inconsequential. But times have changed.

The need for change became very clear in the summer of 2000, when our major supplier’s shipments were cut off for several months. Obtaining the products we were used to was not possible on a “crash” basis. The products we did buy were considerably more expensive. And because of special circumstances in the industry, there was a lengthy delay in obtaining other candy and a number of clubs ran out. Once we got past the emergency, we evaluated every aspect of our Candy Box program. We found that putting the logo on our candy pieces might cost as much as \$40,000 extra in the year ahead. We also determined that providing all our candy in pillow packs could cost as much as an additional \$15,000. On top of the added cost, the logos, variety of flavors, and pillow packs make it difficult to obtain replacements when our supply is disrupted. Additional savings resulted from having simplified ordering, less inventory, and greater buying power.

During several years of discussions, some believed that people took more of the tasty fruit candy, but left the same amount of contributions in the box as they would for peppermint, lowering our net income. The staff conducted tests and verified that this was true. Also, we

had received reports of logo wrappers being thrown on the floor or ground, the litter generating “negative” good will.

We concluded that the current situation called for Civitan to go “back to basics.” The program began by offering restaurant customers a refreshing (and healthful) peppermint after dinner. With only peppermint offered, the project grew rapidly and prospered. The staff presented its findings and recommendation to the international board, which voted 12 to 1 to approve.

The staff and board members knew the change might disappoint some Civitans and the business owners who support them, but realized that it was necessary to keep the project sound financially.

Civitan’s 2000-01 President Randy Eckhoff noted that going “back to basics” would help clubs by lowering costs, thus increasing each club’s net income. “Going ‘back to basics’ allows Candy Box chairs to manage their inventories better, makes ordering easier, permit faster and less expensive shipping, and improve both the club’s and Civitan’s profit pictures. Everybody wins,” Eckhoff said.

In 2002 Civitan International started a new program. In August 2002 the Revenue Department visited with Wal-Mart/Sam’s Clubs to make arrangements for Civitan clubs to pick up peppermint candy at their local Sam’s Club. Each Civitan club is given an authorization letter to take to the local Sam’s Club. The Sam’s Club will make a photo credit card for one person in each club. The bill is sent to Civitan International for purchases. Each club is to give their purchase order number (which is their district and club number) at each purchase. This is how the Revenue Department keeps up with which club purchased the candy. If there is no Sam’s Club within 25-50 miles from a Civitan club, that club needs to call Civitan International at 205-591-8910, extension 113 to make special arrangements.



New Reports

In order to change the way we evaluate Candy Box activities from gross revenues to net income, it was necessary to create some new reports. Clubs receive a quarterly report with three parts:

- Average monthly results for the past three years, the prior year, and the current year. All information is converted to monthly averages to reduce the peaks and valleys caused by the necessity to order candy that lasts many months. This makes year-to-year comparisons more consistent. For year-to-date information, two numbers are provided. One is the result of the amount sent so far in the Civitan year divided by 12. This tends to understate a Club's results early in the year, but grows as the year progresses. The other divides the year-to-date total by the number of months that have actually transpired, which usually overstates the club's actual results.
- An order form for candy, boxes, and cards. This is provided for your convenience; you can order supplies by mail, fax, and Email (or by phone in "emergencies").
- A report form to provide club information to international and accompany monthly contributions. Please note that money can be sent to Civitan International without the form; just be sure to include a note with the club name and its number.

What's ahead?

The Civitan staff constantly reviews our policies and procedures in an effort to improve service, reduce costs, and maximize net income.

Civitan's Candy Box project is a "living" activity. We constantly review what we do and make changes when improvements are possible. We urge Candy Box volunteers to read correspondence from Civitan International, read your quarterly reports, and read ***Civitan Magazine*** for new developments.

Frequently Asked Questions

Q. How much should we raise per bag?

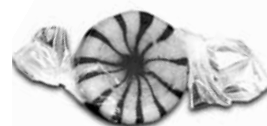
The Civitan-wide average is \$13.75 per bag of candy used. Some locations don't do this well, of course, but many do better. If your return falls below \$11 per bag, you should seek a better location. If it falls to \$8 per bag, Civitan loses money every time you refill that box.

Q. Do we get credit in Civitans at the Helm for Candy Box money?

Not for the 75 percent you remit every month. However, your club can send any portion of the club's share for credit in Civitans at the Helm. It will qualify for credit as an aid to people with disabilities, but please do not include it with your monthly remittance. Send it on a separate check to Civitan International and be sure to mark it "Civitans at the Helm," or state in a note to the check what fund you want the donation to support.

Q. What can we do to prevent theft of boxes (or theft from boxes)?

Unfortunately, there is not much we can do. Some loss is just a part of doing business and shouldn't be cause for concern. However, we've found that when the managers and employees of a business keep an eye on the boxes, theft doesn't occur nearly as often, if at all. Talk to the people at your location if theft becomes a problem. Their working with you will go a long way toward alleviating the problem. Some businesses will permit you to bolt or glue the boxes down so they can't be carried away easily.





Q. The coin slot is too big, which makes it possible to shake out or fish out coins.

Some clubs tell us the slot is too large; others think it's too small. We settled on the present size after extensive experience. It is the smallest size possible that allows people to put in large coins and paper money.

Q. We don't like the cards you provided; can we use our own?

No. Part of your agreement with Civitan is to use only the cards we provide. If you have a special situation that requires a custom card, contact us, and we will work with you to provide one that will be appropriate. See pages 26-27 for cards that are available.

Q. The old cards that read, "help retarded children" were very effective; why can't we use them anymore?

The international board, acknowledging sensitivity to the term by some in our society, voted to stop using it, although there is still not universal agreement on the issue.

Q. Restaurant manager says others who put collection boxes there pay him a percentage of the income; can we do this?

No. It is not uncommon for a for-profit operator to pay for locations, but we believe that is inappropriate for our all-volunteer, charitable program and the international board has endorsed that policy.

Q. We are building a club but it hasn't chartered yet; can we get it started in the Candy Box project?

You sure can, with some help from your sponsoring club. See how to do it on Page 4.

Q. How much candy can I get from the Sam's Club?

You may get any amount that you need. You may also substitute the mint if the Sam's Club is out of the peppermint. Peppermint candy should be in stock year round, but sometimes they might run out. If they are out of the mint, talk to the manager to see when they expect a shipment. The cost of other candy is higher than the peppermint that is why we ask that you use only the mint candy.

Q. How many Candy Boxes can I order?

New Candy Boxes can be sent in any amount up to nine boxes. We can make exceptions for special situations.

Q. Do we have any material to give to a local business to show our appreciation?

Yes, we have appreciation certificates that you can get in any amount, and we also give the club one free Candy Box plaque per year. An order for the free plaque must be in writing for the purpose of engraving.

Q. How can we get Candy Box lapel pins?

Easy. Contact the Revenue department at Civitan International and tell them how many you need. It's a small recognition for the dedicated volunteers we depend on to make this program work.



New Acrylic Starlight Mint Stand



- An attractive attention getter
- Holds one or two candy boxes
- Base is less than one square-foot, fits just about anywhere
- Eight pounds of starlight mints provides stability to stand
- Hidden shelf in back holds extra candy
- Helping local Civitan charities builds community good-will;
- Installed and maintained by volunteers at no cost to the host business;
- Saves money if you now provide free mints
- 55 percent of the money collected is used for charity, mostly helping people with mental and physical disabilities.

The stand can be offered to businesses where counter space is not available or is not desired by management.

Total cost of the acrylic stand is \$90 — the club's share is \$45. Clubs will be billed for the total number of stands they order. Stands are made when ordered; allow 30 days for delivery.

Order the stand from:

Civitan International • Candy Box Department
P.O. Box 130744 • Birmingham, AL • 35213-0744
(205) 591-8910, extension 113,
or Email: debra@civitan.org

If you have questions about the stand, contact Debra Smith or Keith Sheffield at (205) 591-8910, extension 113 or extension 105.

Arab Civitan Club 2005-2006 Candy Box Collections

Location	Oct		Nov		Dec		Jan		Feb		Mar	
	Day	Amt	Day	Amt	Day	Amt	Day	Amt	Day	Amt	Day	Amt
Arab Jewelry & Pawn	19	\$6.73	18	\$2.75	21	\$8.60	21	\$8.71	23 s	21	\$15.47	
City Barber Shop	19	\$5.69	18	\$11.68	21	\$12.98	21	\$5.03	23	21	\$3.14	
Dairy Queen	19 x	\$9.58	18	\$5.49	21	\$7.19	21	\$5.44	23	21	\$7.12	
Fonseca Factory	19 p		18	\$5.47	21	\$3.78	20	\$4.82	23	21	\$6.05	
Gober Funeral Home	19	\$2.28	18	\$2.17	21	\$3.04	21 x	\$5.24	23	21	\$4.69	
Golden Rule BBQ	19	\$8.31	18	\$2.10	21	\$6.11	20 x	\$2.63	23	21	\$9.76	
Grumpy's	19	\$4.43	18	\$7.18	21	\$13.44	20	\$7.93	23	21	\$8.24	
Hangar 67	19	\$3.31	18 x	\$6.98	21 x	\$6.32	20 x	\$6.36	23 x	21 r	\$0.01	
Northgate Chevron	19	\$3.04	18	\$2.84	21	\$1.24	21	\$2.24	23 m	21	\$2.87	
Panda III	19 m	\$3.13	18 r	\$0.15								
Parkside Restaurant	19 m	\$2.19	18	\$5.01	21	\$4.63	20	\$5.92	23	21	\$3.49	
San Pedros Mexican Grill	19	\$18.26	18	\$7.99	21	\$21.72	20	\$17.93	23	21 x	\$14.78	
Sierra's Mexicanisimo 1	05 x	\$18.50	04	\$7.42	06	\$18.26	06	\$12.55	5	6	\$14.24	
Sierra's Mexicanisimo 2	19 x	\$13.10	18	\$7.03	21	\$12.59	20 x	\$12.28	23	21 x	\$16.32	
The Sandwich Nook												
Three Guys' Grill	19	\$9.90	18	\$8.70	21	\$14.05	20 c	\$6.99	23	21 p	\$11.59	

a closed for a month
b bus. burned
c competition
m Box moved
r Box removed
s skipped
x ran out of candy

Total Collected for Month >> \$108.45 \$82.96 \$133.95 \$104.07 \$119.12 \$117.77

Location	Apr		May		Jun		Jul		Aug		Sep	
	Day	Amt	Day	Amt	Day	Amt	Day	Amt	Day	Amt	Day	Amt
Arab Jewelry & Pawn	21	\$9.76	19	\$2.84	21	\$6.99	21	\$5.46	21	\$7.26	10/09	\$9.91
City Barber Shop	21	\$4.59	19	\$4.92	21	\$7.22	21	\$4.16	21	\$5.44	10/09	\$8.43
Dairy Queen	21	\$5.90	19	\$7.68	21	\$8.82	21	\$4.23	21 m	\$12.80	21	\$7.84
Fonseca Factory	21	\$4.64	19	\$4.23	21	\$5.46	21	\$4.35	23	\$4.75	21	\$8.87
Gober Funeral Home	21	\$3.23	19	\$4.83	21	\$5.35	21	\$5.72	21	\$4.74	21 m	\$1.99
Golden Rule BBQ	21	\$3.50	19	\$4.21	21	\$5.93	21	\$3.19	21	\$3.79	21	\$4.96
Grumpy's	21	\$12.74	19	\$7.16	21	\$6.79	21	\$9.53	21	\$6.55	21	\$12.42
Northgate Chevron	21	\$2.26	19 s		21	\$6.93	21	\$4.01	21	\$2.55	21 r	\$1.28
Parkside Restaurant	21	\$5.64	19	\$2.58	21 r	\$3.05						
San Pedros Mexican Grill	21 x	\$13.11	19	\$13.83	21	\$15.38	21 c	\$15.08	21	\$18.11	21	\$14.17
Sierra's Mexicanisimo 1	05	\$16.10	05	\$12.82	06	\$15.91	07	\$15.42	05	\$17.79	08	\$20.65
Sierra's Mexicanisimo 2	21	\$13.49	19	\$12.96	21	\$10.95	21	\$18.13	21	\$15.41	21	\$8.54
The Sandwich Nook	21	\$3.96	19	\$2.65	21 s	\$2.65	21	\$5.15	21 s	\$4.37	21	\$4.37
Three Guys' Grill	21	\$14.65	19	\$15.32	21 x	\$8.25	21	\$12.83	21	\$14.56	21	\$9.09

Current Month
\$112.52 Total
\$28.13 Club
\$84.39 Int'l.

Year-to-date
\$1,316.48 Total
\$329.12 Club
\$987.36 Int'l.

Total Collected for Month >> \$113.57 \$96.03 \$107.03 \$107.26 \$113.75 \$112.52



**INSERT COIN...
START MIRACLE.**

Help develop treatments and find cures for children with developmental disabilities.

Volunteer  Civitan

Serviced by volunteers; all net proceeds help people with disabilities.

Turn Mints into Miracles

 Your contributions support projects of our local Civitan club and research on causes, treatment and prevention of mental retardation and other developmental disabilities including Alzheimer's, cerebral palsy, spina bifida, and muscular dystrophy

...please HELP Thanks!

These are Category A cards.

Help Us Fight Disabilities

**Insert coin
Start
Miracle**

Serviced by Civitan Volunteers 

*Start
Miracle
Here!*

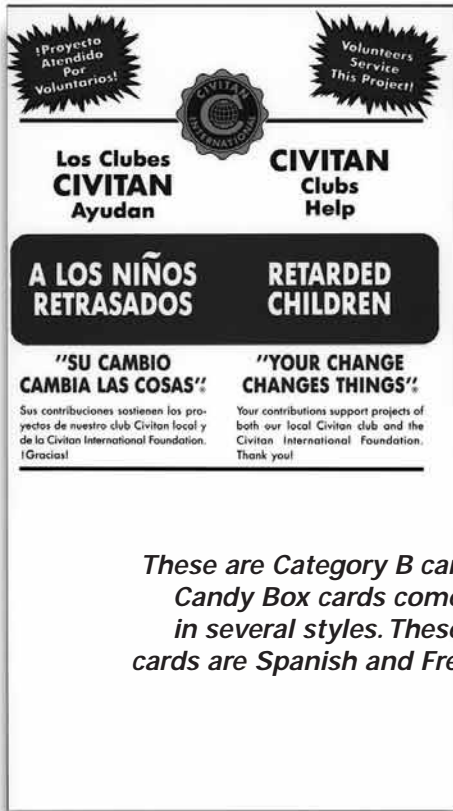
Serviced by Volunteers

GOT CHANGE?

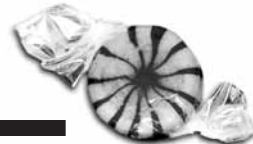
Help children with special needs



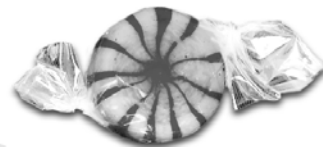
Your contributions support charitable projects of our local Civitan club and the Civitan International Foundation. **THANK YOU!**



These are Category B cards. Candy Box cards come in several styles. These cards are Spanish and French



Candy Box Success Story



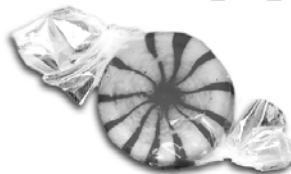
I have been working candy boxes for the past 14 years, and thought I had heard of everything. Today, just after our International Convention, I went by to service a new location (China Super Buffet); this being my third week. Last week, it was half full, with a \$10 bill, and three ones, plus change. This week, the assistant manager, was standing by the checkout counter, and said: "You ought to have at least \$60 in the box."

"Oh, you counted it?" I replied.

"No. This past week, the employees had a 'contest' to see who could put the most money in the candy box. Someone put in a \$5 bill, later two other employees matched that; and two other employees put in a \$20 bill each."

Needless to say, I was stunned but very grateful as I thanked them several times before leaving. Coin-wise, the box was only about a fourth full, but it had nine \$1 bills, three \$5 bills, and two \$20 bills: the total in bills: \$64. And they used only half a bag of candy!

I think the management read the letter sent out by International, thanking them for allowing us to put a candy box in their place of business to their employees thus bringing on this contest. Even though it is hard work, being a volunteer in our Candy Box Project is an adventure and, at times, most enjoyable.



Jim Gunnels, Candy Box Chair
Cottage Hill Civitan Club
Mobile, Alabama

One Sweet Story —

One candy mint —

- Tastes good
- Freshens your breath
- An after dinner sweet
- Costs only a few cents'

One box of mints —

- Completes a restaurant meal with a pleasant extra treat
- Takes up only a few inches of counter space
- Lets every member of the community support worthwhile causes
- Creates good will for participating businesses

One committed Civitan —

- Generates a favorable public perception for the organization
- Helps the businesses he services with candy boxes
- Spends only a few minutes a week on his candy box locations
- Produces a steady income to support club projects

One involved Civitan club —

- Reaches out to businesses throughout the community
- Uses candy box revenues to help neighbors with special needs
- Spreads the spirit of Civitan to many people
- Makes possible the programs of the Civitan Foundation

One concerned international service organization —

- Uses candy box income to fund projects like the Civitan International Research Center
- Combines the efforts of many individuals and clubs to make a big difference in the world

— Helping The World,
One Mint At
A Time!

CIVITAN INTERNATIONAL
2007-08 Candy Box Project Agreement

This confirms an agreement between Civitan International and

Club name _____ District number _____ Charter number _____

1. Civitan International ("Civitan") owns and operates a money-raising project for charity designated as the Civitan International Candy Box Program, (hereinafter referred to as "the project"), under the registered name and trademarked emblem of Civitan International, and has made said project available to Civitan clubs for fund-raising purposes.
2. By executing this Agreement, the club agrees to participate in the project pursuant to the following terms and conditions. Additionally by executing this Agreement, the club specifically understands and agrees that Civitan International Policies, including Policy 1310, will apply to its operation of candy boxes outside of its community with any disputes to be resolved by the District Governor.
3. Civitan will provide to the club one (1) Business Direct Account and membership with Sam's Clubs for the provision of starlight peppermints exclusively to be used in connection with this project. The club understands and agrees that the Business Direct Account and corresponding Sam's Club membership shall only be used to purchase starlight peppermints to be used in connection with this project. The purchase of any other product or service through the use of the Business Direct Account shall be in violation of this agreement and may be grounds for termination of this agreement and/or other appropriate action at the discretion of Civitan International. Civitan shall also provide the club with a supply of vending boxes and other promotional material. Civitan shall continue to supply the club as needed under the operating terms of the project as established by Civitan International Policy number 1310.
4. The proceeds from operation of the project by the club shall be disbursed as follows: up to 25 percent may be retained by the club for its charitable and service projects; not less than 75 percent shall be remitted monthly to: Civitan International Candy Box project, P.O. Box 130057, Birmingham, Alabama 35213. Failure to provide regular and timely remittances may result in termination of this agreement and the assumption by the club of any and all Business Direct Account and/or Sam's Club membership charges associated with the club's participation in the program. The club notes that Candy Box payments are not included in the Civitans at the Helm recognition program.
5. In the event of termination of the club's participation in the project for any reason, the District Candy Box Chairperson shall be notified in order to transfer locations and supplies to other clubs or to Civitan International.
6. The club agrees that it will display and distribute only candy obtained pursuant to the terms of this agreement in standardized boxes provided only by the Civitan International Candy Box Manager. The club hereby acknowledges the standard vending box and the phrases, "Your Change Changes Things," and "Turn Mints into Miracles" are the duly registered properties of Civitan International and shall be used only in connection with this program pursuant to the terms and conditions of this Agreement and Civitan International Policies, as amended. Any other use is strictly prohibited. The club agrees to use and display in the vending box only those approved identification cards provided by Civitan. The club acknowledges that the wording and/or layout of such cards may not be changed without the express prior written consent of the Civitan International Candy Box Manager.
7. The club agrees that its share of funds obtained from the project shall be used only for activities dealing with or relating to assisting persons with mental or physical disabilities. The club further agrees to maintain the usual and customary standardized financial records, so as to account for the use of the funds for the stated purpose of the project, and to handle the funds in accordance with all government regulations regarding use of charitable funds.
8. This agreement expires at the end of this Civitan fiscal year, although Civitan may extend its terms while awaiting a renewed agreement from the club. The agreement may be terminated by either party by giving sixty (60) days written notice or immediately by Civitan International should, if at the sole discretion of Civitan International, the club shall fail to comply with any of the provisions of the agreement.
9. This agreement does not take effect until the following information is provided to the Civitan International Candy Box Manager:

Candy Box Chair

Name _____ Day phone (_____) _____
Street address _____ Home phone (_____) _____
City _____ State _____ Zip _____ E-mail _____

Address for Box shipments

Recipient's name _____ c/o (business) _____
Day phone (_____) _____ Home phone (_____) _____

Street address* _____

* Shipments cannot be made to Post Office box numbers, and some truckers will not deliver to residences

City _____ State _____ Zip _____

Signed by _____ Title _____ Date _____

Authorized club officer signature and title



Fold here ▼ first

FROM:

PLACE
POSTAGE
HERE

CIVITAN INTERNATIONAL
P. O. BOX 130057
BIRMINGHAM AL 35213

Fold here ▲ next

CIVITAN INTERNATIONAL
2007-08 Candy Box Project Agreement

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Recipient's name _____ c/o (business) _____
Day phone (_____) _____ Home phone (_____) _____

Street address* _____

* Shipments cannot be made to Post Office box numbers, and some truckers will not deliver to residences

City _____ State _____ Zip _____

Signed by _____ Title _____ Date _____
Authorized club officer signature and title



Civitan International Candy Box Project
P. O. Box 130057 • Birmingham, Alabama • 35213-0057 • Telephone: 205-591-8910 • Fax: 205-592-6307
E-mail: civitan@civitan.org or debra@civitan.org