

## Turn Mints into Miracles

Your donation supports medical research and local Civitan projects to help children with developmental disabilities. Children around the world get a second chance, thanks to the generosity of people like you.

**THANK YOU!**



# CANDY &

# COIN BOXES

A Club's Guide to Operational Success

## Our History

Civitan Candy Boxes began in Louisville, Kentucky, with such success that Civitan International adopted the project in 1976. Today, it has expanded to clubs throughout North America.



The first profits from the boxes were used to help fund residential care facilities for people with developmental disabilities. Cedar Lake Lodge in LaGrange, Kentucky, was an early recipient of the funds. Over the years, the project has raised in excess of \$55 million, with 25% of that amount staying in the local communities. *You are the “Local Heroes!”*

Our Civitan International Research Center was borne as a direct result of the Candy Box Project. Located on the Campus of the University of Alabama at Birmingham (UAB), our Center is recognized as a leader in brain research. It has expanded to 18 departments and 7 schools on the UAB campus. This facility is dedicated to finding better treatments and cures for developmental disabilities and other neurological disorders.

Civitans are working hard to fulfill their grant commitment to fund \$20 million into this flagship project! Nearly \$18 million has already been raised through the Candy & Coin Box Projects as well as other fundraisers.

Our Coin Box Project came much later as we learned that several businesses would accept a “collection” box for spare change left by their patrons. This is a good option for those businesses that object to having the mint candies in their establishment. It has also proven to provide steady project income as the collections are fairly consistent from year-to-year.

# The Civitan Box

The Candy & Coin Box Projects are a cooperative effort between Civitan clubs, local businesses served by those clubs, and Civitan International.

Civitan International provides all material free of charge for those clubs wishing to participate including the boxes, lids, locks, mints, liability insurance, and informational cards. The world headquarters also covers the legal and audit expenses of the program and maintains its registration with the US PTO and Copyright Office.

## Getting Started

If a club is not already involved in the Candy Box or Coin Box Project, the first order of business is to secure the appropriate agreement and ensure that all involved parties understand their responsibilities in placement, maintenance, and remittance.

**Step 1:** Ensure that your club's signed Candy Box and/or Coin Box agreement is on file at Civitan International. You can only proceed with the project once the signed agreement is on file at the Civitan International headquarters.

CIVITAN INTERNATIONAL <b>Candy Box Project Agreement</b>			Complete this form and submit the original to Civitan International Candy Box Project.
This confirms an agreement between Civitan International and			
Club name	District #	Charter #	
<p>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.</p> <p>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 and Policy 0304, will apply to its operation of candy boxes outside of its community with any disputes to be resolved by the District Governor.</p> <p>3. Civitan will provide to the club one (1) Business Direct Account and membership with Sam's Clubs or Walmart Business Credit Card Account for the provision of starlight peppermints exclusively to be used in connection with this project. Civitan International shall charge a nominal fee for management of each card assigned to a club. The club understands and agrees that the Business Direct Account and corresponding Sam's Club membership or Walmart Business Credit Card Account 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 or Business Credit Card 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 and reserves the right to charge the club a shipping and handling charge to help offset the rising costs of postage and materials. Civitan shall continue to supply the club as needed under the operating terms of the project as established by Civitan International Policy number 1310.</p> <p>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 no less than quarterly 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</p>			

**Step 2:** Contact the Civitan Candy and Coin Box Department at the headquarters office to place your initial box and supply order. Clubs placing Candy Boxes will be issued documentation to secure a charge card for making local purchases of the starlight mint candies.

**Step 3:** Contact local businesses with a request to place a box in their location. Any business that has a good flow of customers would be suitable for box placement. Restaurants are an obvious choice, but there are a number of other locations that are proven to be just as profitable. Consider asking the local auto repair shop, beauty and barber shops, car wash, funeral homes, or any location with a waiting room. Remember that any place where people congregate is a great option for Civitan boxes.

**Step 4:** After placing the boxes, it is your responsibility to make periodic visits to the location to collect the proceeds and replenish the supplies as needed.

**Step 5:** One club member must be selected to oversee the project; this is your Candy and/or Coin Box Chairperson. This person will keep track of your collections and ensure that all paperwork is completed on a monthly basis as required. This individual may or may not be the person selected to make your mint purchases.

**Step 6:** Continue to thank the business owners and managers! Also keep a list of the businesses that are supporting your club and share that information with your club members so that they can also patronize those businesses. **It's also a great idea to hold a special meeting annually to invite the business leaders and thank them for their support.**

Your club's annual banquet is a great opportunity to extend that appreciation and maybe even gain a new community partner that would like to become involved as a member of your club. Civitan International has certificates suitable for framing that you can present to the businesses that support the Civitan boxes.



**Step 7:** Continue to develop relationships in the community by seeking new placement locations.

# Placing Boxes

When you place a box remember to:

**1)** Leave a brochure or some type of promotional material to provide information in more detail about the project and YOUR Civitan club.

**2)** Don't forget to place your name and telephone number on the back of the display card with a permanent marker, written in legible print.

**3)** Always leave some "seed" money in the box. A few coins, and maybe even a folded dollar or two, helps to encourage giving. Since this is an honor-system method of fundraising, we need to "plant" that thought in the minds of the business owners and patrons.

**4)** Make sure that the box is clean, and that new supplies are provided on a regular basis. No one wants to take candy from a dirty box. The appearance is essential to the success of the box program.

**5)** Keep track of the amount of candy you leave compared to the money collected. For example, if you leave \$5.00 in mints and collect less than that amount, the box is not profitable. For every dollar of candy purchased, a club should get at least \$3.00 in return. Although many boxes perform far better than this, it is understandable that this amount would not be obtainable at all locations. If there is theft or loss of profit, you should consider removing the box or asking the management if they would place the box in a more suitable location.

## Small Change Can Make a Big Difference



Your donation supports local Civitan projects for people with disabilities. That means medical research, therapy programs, and local projects to help boys and girls like her. **Thank you!**

**6)** Encourage all club members to take an active role and support the Civitan Candy & Coin Box projects. The more boxes in operation, the better for your club and your community.

# Handling Your Collections

Your Candy Box / Coin Box Chairperson is responsible for keeping track of the collections and reporting to the club and Civitan International on a monthly basis. Civitan International will provide a remittance envelope that contains a pre-printed section for ordering supplies and tabulating the collection percentage that should be forwarded to Civitan International.

The Candy Box Project is maintained with 25% of the collections retained at the club level and 75% submitted to Civitan International. Civitan International owns the boxes, cards, etc. and covers all the costs associated to help your club with this fundraiser. Each box costs in excess of \$30.00, not including the mints. All of these expenses are funded by the 75% you remit.

The Coin Box Project also has the same expenses, excluding the cost of mints. Because of the lower cost of operation, the Coin Box proceeds are divided at a ratio of 50% with clubs.



***The Civitan International Foundation is the beneficiary of all remaining funds. This is why it is so critical for your club to have successful locations with profitable returns to help support internationally-approved projects!***

## Supply Needs

**Mints** – The starlight mints are purchased by a member of your club with a credit card supplied by Civitan International. Upon request, the Candy Box Department will issue documentation for your club to obtain the card. Clubs new to the project receive all supplies, including charge card privileges, at no cost for operation.

After the first full year, a small maintenance fee may be assessed based on your club's performance and timely remittances. All maintenance charges are at the discretion of Civitan International's Candy Box Department.

**Boxes, Locks, Cards** – All other supplies are available by contacting the Civitan International Candy Box Department. (After the initial full year of operation, clubs may be asked to help with shipping charges incurred for new box shipments only.)



Monthly Submission Report for Club Name: \_\_\_\_\_  
District No. \_\_\_\_\_ Club No. \_\_\_\_\_

**Candy Box and Coin Box Projects**  
*All reports are due by the 21<sup>st</sup> of each month.*

**Candy Box Supply Orders:** # \_\_\_\_\_ CANDY Boxes(s) x \$4.00 each (\*)  
(Shipping & handling)  
Candy Box Labels only # \_\_\_\_\_ (no charge)  
Candy Box Cards only # \_\_\_\_\_ (no charge)

**Coin Box Supply Orders:** # \_\_\_\_\_ COIN Box(es) x \$4.00 each (\*)  
(Shipping & handling)  
Coin Box Cards only # \_\_\_\_\_ (no charge)

Candy Box Project			Coin Box Project	
Total Candy Box Collected	\$ _____		Total Coin Box Collected	\$ _____
Less Club's 25%	— \$ _____	Less Club's 50%	— \$ _____	
Balance Remitted	\$ _____	Balance Remitted	\$ _____	

Please report any changes in Candy/Coin Box Project. Chair information promptly and include contact telephone and email address where available.

Total Remittances: Candy Box \$ \_\_\_\_\_ (75%)  
Coin Box \$ \_\_\_\_\_ (25%)  
Boxes Ordered \$ \_\_\_\_\_ (No charge)  
Grand Total Included \$ \_\_\_\_\_

## Recognition Materials

1) For clubs that are showing positive yearly returns and operating within the guidelines of the project agreement, Civitan International provides one **Candy Box Plaque** free of charge for you to present to a supporting business partner. Additional plaques may be ordered for a small fee.

2) You may order **Candy or Coin Box Certificates** that are signed by the international president. It is your responsibility to imprint the business name on the certificates, which are suitable for framing.

3) We have a great **promotional brochure** (CL161) that is an excellent tool to explain the project to the business as well as your club members.

4) We also have a supply of "mint" **lapel pins** that promote the volunteer aspect of the program.

*All materials are available by contacting the  
Civitan Candy & Coin Box Department at Civitan International.*



**Contact the  
Candy & Coin Box Department  
at**

**Civitan International  
Candy & Coin Box Projects  
P. O. Box 130057  
Birmingham, AL 35213-0057 USA**

**1.800.Civitan 205.591.8910 (ext. 116)**

**[bonita@civitan.org](mailto:bonita@civitan.org)**