

2018 SUPPLY ORDER FORM

CALCULATING RULER ORDER:

Experience has shown that Councils anticipate giving one ruler for each dollar collected. This takes into account that some people give less than a dollar; others more, and it balances out to approximately one dollar for each ruler. In other words, if your Council orders 2,000 rulers, we would expect that you will collect approximately \$2,000.

Based on this assumption, use the amount of money your Council collected last year as a guideline and order that many rulers, plus 25%.

Example

1.	Amount collected by your Council in 2016	\$2,000
2.	Add 25%	500
3.	Total rulers	2,500
4.	Less rulers on hand	<u>-1,000</u>
5.	Rulers requested (place this quantity on supply order form below)	1,500

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1. Inventory any leftover supplies from previous campaigns.
2. Complete this form and return by email or mail to The Arc of PA or Ralph J. Trofino. (See contact information below.)

Council # _____	Deliver to:
District # _____	Name: _____
# Rulers _____	<i>Circle one:</i> Grand Knight/ Measure Up Chair/ Other
# Labels _____	Address _____
# Posters _____	_____
# Carpenter Aprons _____	Phone _____
	Email _____

**The Arc of PA Measure-Up
Coordinator**

or

**Knights of Columbus State Arc
Chairman**

Gwen Adams
301 Chestnut St., Ste. 403
Harrisburg, PA 17101-2702
Phone: 717-234-2621
Toll Free: 800-692-7258
gadams@thearcpa.org

Ralph J. Trofino
129 Old Hickory Lane
Johnstown, PA 15905
Phone: 814-255-5722
rjtrofino@gmail.com