



KNIGHTS OF COLUMBUS
ULTRASOUND

PROGRAM GUIDEBOOK



FAITH IN ACTION

LIFE

ULTRASOUND PROGRAM

CONTENTS

GUIDELINES	2
QUALIFYING A PREGNANCY CENTER	5
FAQ	6

ULTRASOUND PROGRAM

GUIDELINES

OVERVIEW

The Knights of Columbus established its Ultrasound Program to equip medically certified pro-life pregnancy centers with modern technology that will enable expectant mothers to see and hear their babies in utero. When a state or local council raises half of the cost of purchasing an ultrasound machine for a pregnancy center, the Supreme Council will match that amount, enabling the center to buy the ultrasound machine.

Ultrasound technology provides a “window on the womb,” said Supreme Knight Carl A. Anderson. “Even from the early stages of pregnancy,” he continued, “a mother can see her developing child, hear her baby’s heartbeat, and recognize the miracle of the new life within her.” Since this program began, councils have received numerous reports of mothers who have decided to carry their babies to term after seeing the ultrasound images.

FUNDING OPTIONS

The Knights of Columbus Ultrasound Program provides two options for funding the purchase of ultrasound equipment for a pregnancy center.

Ultrasound Machine Funding: When a state and/or local Knights of Columbus council raises 50% of the cost of purchasing an ultrasound machine, the Supreme Council will provide a grant for the other 50% of the machine’s cost.

Ultrasound-Equipped Mobile Unit Funding: When a state and/or local council raises the funds necessary to cover the full costs of a vehicle that is outfitted to house an ultrasound machine, the Supreme Council will provide a grant equal to 50% of the cost of the ultrasound machine that is to be used in the vehicle (provided the funds raised for the purchase/outfitting of the vehicle are equal to at least 50% of the cost of the ultrasound machine). Depending on the cost of the vehicle and the amount of funds raised, the Supreme Council will also provide additional funds, up to 50% of the remaining cost of the ultrasound machine, potentially covering up to 100% of the cost of the machine. Refer to examples for illustrative purposes provided in the Frequently Asked Questions (FAQ) document.

Note: Regardless of whether the state council is involved, the state deputy must be kept informed during all stages of participation in this program.

HOW TO PARTICIPATE

1. Locate a pregnancy center that is prepared to receive and use an ultrasound machine or an ultrasound-equipped mobile unit.
2. Present a *Diocesan Evaluation* (#10715) to the diocesan Culture of Life Office to determine if the pregnancy center meets the practical, moral and religious criteria for inclusion in the Ultrasound Program.
3. Determine that the pregnancy center will be able to staff and operate the ultrasound machine and/or ultrasound-equipped mobile unit. This will include assuring that:
 - a. the center is properly licensed under state and local laws and regulations to operate an ultrasound machine
 - b. the center is affiliated with a medical doctor who is willing to oversee the ultrasound machine operations
 - c. the machine will be staffed with licensed and experienced medical personnel
 - d. the center has adequate insurance for operation of the machine

e and f are additional requirements for mobile units

- e. the mobile unit will be properly licensed under state and local laws and regulations to operate as an ultrasound-equipped mobile unit
 - f. the mobile unit will be adequately insured for operation
4. After the Diocesan Evaluation is submitted to the Supreme Office, Department of Fraternal Mission in New Haven, and the pregnancy center has shown that it will meet the other criteria above, the pregnancy center staff, including the medical director, should select the equipment that best fits the pregnancy center's needs.
 - For the Ultrasound Machine Funding option, the pregnancy center staff should obtain a quote for the purchase price of an ultrasound machine (not including training, shipping, taxes, maintenance agreements, extra parts, supplies, etc.)
 - For the Mobile Unit Funding Option, the pregnancy center staff should obtain price quotes for an ultrasound machine, for the vehicle in which the machine will be installed (not including taxes, registration fees, fuel, driver costs, insurance, etc.), and for any labor and material costs for outfitting the vehicle and installing the machine.

5. Begin fundraising. While the pregnancy center may certainly assist in fundraising, if the pregnancy center raises the funds predominately on its own, without ongoing and significant involvement of the state and/or local council, the pregnancy center will **not** be eligible for matching funds from the Supreme Council office. The Knights of Columbus council must be actively involved in the fund raising. In the United States, the state and/or local council leading the fundraising drive should designate, or open, a bank account to receive the funds. A state council's registered charity may also be used. Donated checks should be made out to the Knights of Columbus council or state council registered charity, not to the pregnancy center.

In Canada, because of differing tax codes, checks should be made payable either to the state council's registered charity or to the pregnancy center directly – not to the council. The council leading the fundraising campaign should collect the checks and other donations, list them by name, address, and amount, and then turn the funds over to either the state council's charity or to the pregnancy center for deposit, depending on which will be tallying the funds and issuing receipts.

6. Once the funds for the purchase price of the ultrasound machine and/or converted vehicle are raised, the *Ultrasound Initiative Application* (#10716) for Supreme Council funds should be completed, signed by the state deputy, and submitted to the Supreme Council office. Along with the application, other required documents (e.g. price quotes, etc.) should be submitted.

7. The pregnancy center, not the state and/or local council, must purchase and hold title/ownership of any ultrasound machine or vehicle acquired. Credit may be given to the Knights of Columbus by posting a sign or plaque on or near a machine/vehicle that reads, "Funded (in part) by a grant from Knights of Columbus Council (number), town/city, state," along with the Knights of Columbus emblem. If such a sign is used, the pregnancy center should have additional wording affixed to the machine/vehicle that says, "Owned and operated by (pregnancy center name)." All requests to use the name and emblem should be submitted to the Knights of Columbus Name and Emblem Committee.
8. Plan a check presentation or ribbon cutting ceremony to be held when the ultrasound machine or ultrasound-equipped mobile unit arrives or is ready for operation. Invite the state deputy and determine with the pregnancy center which media outlets to invite to the ceremony.

ULTRASOUND PROGRAM

QUALIFYING A PREGNANCY CENTER

To determine if a pregnancy center meets the practical, moral and faith guidelines necessary for eligibility for funds through the Ultrasound Program, the Knights of Columbus state or local council must first receive the endorsement from the diocesan Culture of Life Office in the diocese in which the center is located. For U.S. councils, go to www.usccb.org/about/pro-life-activities/diocesan-pro-life-offices.cfm to find the contact information for the diocesan Culture of Life Office. Canadian councils should contact their local diocesan chancery office.

The diocesan Culture of Life Office should be asked to complete and sign the *Diocesan Evaluation* (#10715) indicating that the pregnancy center in question meets each of the guidelines below. If the pregnancy center in question has a Statement of Faith that staff, volunteers, or clients are asked to sign or assent to, a copy should be provided to the diocesan Culture of Life Office. If the diocese does not currently have a diocesan Culture of Life Office, the council should contact the bishop's office to find out who he has designated to make such evaluations. If the Culture of Life Office staff, or other diocesan officials, does not have sufficient experience or knowledge to make a judgment concerning the capabilities, policies and practices of a particular pregnancy center, s/he may so indicate on the form.

The diocesan official's endorsement should be based on the diocese's experience and knowledge of the pregnancy center, specifically:

1. That the pregnancy center has the staffing, finances and other resources to justify and support the purchase and continued operation of an ultrasound machine/mobile unit. This judgment should include the opinion that the pregnancy center's location, client load, and hours of operation justify this major expenditure and the ongoing costs and staffing commitments.
2. That the pregnancy center's practices, policies and history regarding abortion, abortifacients, birth control and other associated practices appear to be consistent with Catholic moral and ethical principles.
3. That experience shows the pregnancy center is welcoming of Catholics as employees, volunteers and clients and is respectful of the beliefs and faith practices of those Catholics. The pregnancy centers should have no official policies, practices, or office climate that discriminates against Catholics or that would encourage Catholic employees, volunteers or clients to leave their Catholic faith.
4. That any Statement of Faith (that employees, volunteers or clients are asked to sign or assent to in their participation or presence at the pregnancy center be evaluated in accord with policies of the diocesan Culture of Life Office and the bishop.

The council should not begin fundraising activities to purchase an ultrasound machine/mobile unit until receiving notice from the Supreme Council office that it may proceed.

ULTRASOUND PROGRAM

FREQUENTLY ASKED QUESTIONS

Contents

1. What is the Ultrasound Program	6
2. Which Knights of Columbus units may participate in the Ultrasound Program.....	6
3. Who can receive funding through the Ultrasound Program	6
4. What does “limited medical model” mean?.....	7
5. Our local pregnancy center already has an old ultrasound machine/mobile unit. Could this center be considered eligible for the program?.....	7
6. Who purchases the ultrasound machine/mobile unit?.....	7
7. What does my council have to do to fund an ultrasound machine/mobile unit for our local pregnancy center?.....	7
8. I am a pregnancy center director. How can my center participate in the ultrasound program?.....	7
9. Our local pregnancy center is not Catholic – can it still participate in the program?.....	8
10. Which ultrasound machine is appropriate for us to fund?.....	8
11. If our pregnancy center is also in need of a mobile unit, what would be appropriate for us to fund?.....	8
12. What are the advantages and disadvantages of having a mobile unit?.....	8
13. The ultrasound machine the pregnancy center wants is really expensive. Is the list price always firm?.....	9
14. How much does an ultrasound machine usually cost?.....	9
15. How much does a mobile unit usually cost?.....	9
16. May matching funds be used to pay for training the staff to use, maintain or operate the ultrasound machine/mobile unit?..	9
17. Must a council raise funds on its own?.....	9
18. If we raise less than half of the cost of an ultrasound machine, will the Supreme Council still match each dollar raised?..	9
19. Our council hasn’t raised our half of the cost but will have it by the time our request is approved. Is that okay?.....	9
20. We want the matching funds payable to the ultrasound machine manufacturer/mobile unit company. Is that permissible?.	10
21. How long will it take to receive the matching funds check?.....	10
22. Can a donor get a receipt for his contribution for tax purposes?.....	10
23. What is the policy concerning Knight of Columbus signage on ultrasound machines and mobile units?.....	11

1. Q: What is the Ultrasound Program?

A: The Knights of Columbus Ultrasound Program offers two options for funding purchase of ultrasound equipment for a pro-life pregnancy center:

Option 1 – Ultrasound Machine Funding – When a state and/or local council campaign raises one-half of the cost of purchasing an ultrasound machine, the Supreme Council will match the other half of the machine's cost.

Option 2 – Ultrasound Machine and Mobile Unit Funding – When a state and/or local council raises the funds necessary to cover the full cost of a vehicle that is outfitted to house an ultrasound machine, the Supreme Council will provide a matching grant equal to 50% of the cost of the ultrasound machine that is to be used in the vehicle, provided that the funds raised for the purchase/outfitting of the vehicle is equal to at least 50% of the cost of the ultrasound machine. The Supreme Council will also provide additional funds, up to the other half of the cost of the ultrasound machine, which could result in the Supreme Council funding up to 100% of the cost of the ultrasound machine.

Example A: If a council raises \$50,000 toward the cost of a \$50,000 outfitted van and a \$30,000 ultrasound machine (for a total cost of \$80,000), the Supreme Council will provide a \$15,000 matching grant toward the cost of the ultrasound machine (matching 50% of the \$30,000 cost), and an additional \$15,000 grant because it will be used in a mobile unit. This second grant is equal to the remaining cost of the ultrasound machine, which frees up the council-raised funds to pay for the full cost of the van.

Example B: If a council raises \$20,000 toward the cost of a \$15,000 used, outfitted van, and a \$40,000 ultrasound machine (for a total cost of \$55,000), the Supreme Council will match the council-raised funds with a \$20,000 grant (50% of the ultrasound machine's \$40,000 cost) to fund purchase of the ultrasound machine. The Supreme Council will also provide an additional sum of \$15,000 (for a total of \$35,000) toward the costs associated with the van. These additional funds are less than the full amount left in the cost of the ultrasound machine as the lesser amount is all that is needed to cover the difference in the cost of the van. In this example, the council needs to raise more than the cost of the van in order to meet the fundraising requirement of at least 50% of the cost of the ultrasound machine.

Example C: A pregnancy center wishes to purchase and outfit a vehicle costing \$170,000 to contain an ultrasound machine costing \$30,000, for a total cost of \$200,000. If the state and/or local council raises at least \$170,000, the remaining balance of \$30,000 will be provided by the Supreme Council as follows: the Supreme Council will provide a \$15,000 matching grant (50% of the \$30,000 cost of the machine) toward funding the purchase of the ultrasound machine. The Supreme Council will also provide an amount equal to the other 50% cost of the machine, in this case \$15,000, for a total of \$30,000. In effect, the total amount of the Supreme Council grant will pay for the full cost of the ultrasound machine, thus freeing up all of the \$170,000 raised by the state and/or local council to be used toward funding of the vehicle in which the ultrasound machine will be used.

2. Q: Which Knights of Columbus units may participate in the Ultrasound Program?

A: A state and/or local council usually raises the funds and submits the forms. However, chapters, councils in a district, Fourth Degree assemblies and Columbian Squires circles have also participated in the Ultrasound Program. Fundraising should be the responsibility of the sponsoring Knights of Columbus unit, not the receiving pregnancy center.

3. Q: Who can receive funding through the Ultrasound Program?

A: The receiving organization must be a pro-life pregnancy center operating on a "limited medical model." The pregnancy center should be a nonprofit organization that provides pregnant women with a variety of services, such as counseling about the alternatives to abortion; abstinence education; referrals for legal, medical, housing, and social services resources; maternity/baby clothes, diapers and other support – not just on the day of the free ultrasound exam, but throughout pregnancy.

Though a free ultrasound exam helps an abortion-minded woman to decide to choose life for herself and her child, she may then need the resources the pregnancy center offers to sustain her in her decision and to help her throughout her pregnancy, and even after delivery.

Organizations (hospitals, doctor offices, etc.) that do not offer the variety of services available at pregnancy centers are not eligible to participate in the Ultrasound Program.

4. Q: What does “limited medical model” mean?

A: Pregnancy centers using the “limited medical model” offer medical services, such as an ultrasound exam to confirm a pregnancy, and possibly additional, though limited, medical services, such as testing for sexually transmitted diseases or infections (STDs/STIs). Pregnancy centers operating on the “limited medical model,” which must have a physician as medical director, are eligible for participation in the Ultrasound Program.

5. Q: Our local pregnancy center already has an old ultrasound machine/mobile unit. Could this center be considered eligible for the program?

A: Ultrasound technology has progressed tremendously. Oftentimes, the older generation ultrasound machine can no longer produce a clear image or the machine becomes too costly to repair. In those instances, the center can participate if it meets all the requirements of the program. Since funding of a mobile unit is tied to the amount of funds raised for purchase of an ultrasound machine, fundraising for a new mobile unit or replacement of an old mobile unit must be done jointly with fundraising for purchase of a new ultrasound machine.

6. Q: Who purchases the ultrasound machine/mobile unit?

A: The pregnancy center makes the purchase, not the Knights of Columbus. The Knights of Columbus unit donates funds to the pregnancy center. The pregnancy center uses the funds to purchase the machine/mobile unit. The pregnancy center owns the machine/mobile unit.

Though most pregnancy centers locate and use their ultrasound machine in their own facility, some pregnancy centers have worked out arrangements to locate their ultrasound machine in a physician’s office, hospital, or, in the case of a mobile unit, in an RV, van or other vehicle. However, the pregnancy center continues to own the machine/mobile unit and determines where it will be located and how it will best be used to meet its needs and the needs of the pregnant women the pregnancy center serves.

7. Q: What does my council have to do to get an ultrasound machine/mobile unit for our local pregnancy center?

A: The center must meet the faith, medical, insurance, fundraising and tax requirements of the program.

8. Q: I am a pregnancy center director. How can my center participate in the Ultrasound Program?

A: Contact a member of your Knights of Columbus state or local council. If you do not know anyone who is a Knight, call the office of a local Catholic church to assist in putting you in touch with a council member. Or, contact fraternalmission@kofc.org for information and assistance.

9. Q: Our local pregnancy center is not Catholic – can it still participate in the program?

A: Yes, if it receives a positive Diocesan Evaluation from the local Catholic arch/diocese. To receive a positive evaluation, the pregnancy center must not engage in anti-Catholic proselytism (i.e., it does not attempt to lead Catholic women away from the Catholic faith). Some pregnancy centers have Statements of Faith that are inconsistent with Catholic teaching. The pregnancy center's Statement of Faith must be included in the documents submitted to the diocese. Policies regarding use and referral for contraception and abortion must not conflict with Catholic moral principles. *Diocesan Evaluation* (#10715), available for download at www.kofc.org/ultrasound, should be completed by the arch/diocesan culture of life director or other official designated by the arch/bishop and then submitted to the Supreme Council office.

10. Q: Which ultrasound machine is appropriate for us to fund?

A: There are at least a dozen major manufacturers of ultrasound machines, each with several different models. As each pregnancy center has different client needs, the determination of what type of ultrasound machine it should purchase is left to the center's staff and medical director. In some instances, because of the services offered, a center may find that a 2D machine fulfills its requirements; in others, where more detailed services are available, a 3D/4D ultrasound machine may be more appropriate. Several pregnancy centers have opted for portable ultrasound machines, such as a laptop model, that may be moved from one facility to another or used in a mobile unit, such as an RV, modified van or similar vehicle.

11. Q: If our pregnancy center is also in need of a mobile unit, what would be appropriate for us to fund?

A: RVs and vans have been the most common vehicles used, though increasingly, other vehicles, such as buses and trucks, are being considered, since their size offers more privacy, room for bathrooms, etc. Some pregnancy centers purchase a fully equipped vehicle from a company, such as ICU Mobile or Save the Storks, which specialize in providing pregnancy centers with vehicles fully equipped to provide ultrasound services. Some pregnancy centers purchase a new or used vehicle and then do their own work, or pay someone, to convert it into a mobile ultrasound unit. However, very careful planning is needed to assure that this option does not end up costing as much, or more, as the purchase of an already converted vehicle.

12. Q: What are the advantages and disadvantages of having a mobile unit?

A: Operating an ultrasound machine in a modified vehicle can extend the reach of the Knights of Columbus Ultrasound Program to save more babies and meet the needs of more women by bringing the machines closer to wherever pregnant women may be. The mobile units can be easily driven to urban or rural areas that are not currently served by a pregnancy center. They can park near and operate outside of abortion clinics, near military bases, colleges and universities. Mobile units can be driven to a pregnancy center's satellite locations, or serve other pregnancy centers, thus allowing them to share costs. As a result, state and local councils, with state deputy approval, may be more receptive to donating or fundraising, since the mobile unit may be serving women in a much wider area.

However, there are substantial additional costs of acquiring, insuring and maintaining a mobile unit. An experienced vehicle operator is another cost. In addition, there is a need for increased scheduling and coordination.

Please Note – Most states have laws requiring registration/licensing/inspection of vehicles; some states (i.e., CA, MA, etc.) may have laws regulating mobile medical units; and county/city/town health or housing departments may require inspection or certification of mobile medical units and may have zoning or parking restrictions concerning vehicles on private or public property.

13. Q: The ultrasound machine the pregnancy center wants is really expensive. Is the list price always firm?

A: List prices may be as high as \$100,000 or more. However, almost all of the ultrasound machines purchased under this program reflect discounts negotiated locally with vendors. Some of these discounts have been substantial: 55% of the list price in more than one instance.

14. Q: How much does an ultrasound machine usually cost?

A: The discounted cost of a 2D machine is usually in the range of \$20,000 to \$40,000. A 3D/4D machine's cost, after discounts, is usually in the \$30,000 to \$60,000 range. The council will need to raise 50% of the cost of the machine. Once the pregnancy center has selected a make and model and has obtained a manufacturer's price quote for the selected ultrasound machine, the council must determine if it is capable of raising its 50% of the cost of the machine within a reasonable period of time. If so, and the pregnancy center has been diocesan-approved, the council may begin fundraising.

15. Q: How much does a mobile unit usually cost?

A: A new RV, van or other vehicle equipped for providing ultrasound services may cost about \$125,000 - \$250,000, which may or may not include the cost of the ultrasound machine. Some pregnancy centers hope to save by purchasing a new or used vehicle and then converting it into a medical unit. That may be possible, but some pregnancy centers have spent as much or more and ended up with new equipment in an old vehicle. When a mobile medical unit is involved, in addition to matching 50% of the funds raised by the council toward the cost of the ultrasound machine, the Supreme Council may provide additional funding – up to the other half of the cost of the ultrasound machine – provided the council raises the balance of funds needed for purchase and conversion of the vehicle.

16. Q: May matching funds be used to pay for training the staff to use, maintain or operate the ultrasound machine/mobile unit?

A: No, matching funds are only for the cost of the ultrasound machine itself and funding the purchase (if applicable) and the conversion (if necessary) of the vehicle. Shipping, taxes, installation, supplies, maintenance, training and insurance costs for the machine, and registration fees, taxes, repairs, fuel costs, and hiring a driver for a mobile unit, are the responsibility of the pregnancy center. Oftentimes, the center can find outside resources, including the local council, willing to help fund these additional expenses.

17. Q: Must a council raise funds on its own?

A: Many do. But many other councils, with their state deputy's approval, team up with neighboring councils, councils within their district, or the state council, to conduct a joint fundraising campaign. Funds should not be solicited from other councils without the state deputy's approval.

18. Q: If we raise less than half of the cost of an ultrasound machine, will the Supreme Council still match each dollar raised?

A: No.

19. Q: Our council hasn't raised our half of the cost but will have it by the time our request is approved. Is that okay?

A: Half of the ultrasound machine's cost, or, for a mobile unit, the full cost of the vehicle and conversion, must be raised before the state deputy approves and signs your application and submits it to the Supreme Council office.

20. Q: We want the matching funds payable to the ultrasound machine company or vehicle manufacturer/dealer. Is that permissible?

A: No.

State or local council funds should not be used to directly pay for the machine or vehicle, nor should they be sent to the Supreme Council office. Rather, the funds should be held by the council until donated to the pregnancy center.

Purchase of the ultrasound machine and, if applicable, a vehicle to be used as a mobile unit, should be made by the pregnancy center, not by the council.

The Supreme Council's check for matching funds will not be payable to the council, nor to the ultrasound company or vehicle manufacturer/dealer.

The Supreme Council's check will be made payable in the United States to a 501(c)(3) charitable organization: usually either the pregnancy center or a charity organization affiliated with your State Council.

In Canada, the Supreme Council's check may be payable to a state council's charity organization, or to the pregnancy center, which must be a registered charity authorized to perform limited medical services.

When submitting an application for matching funds to the Supreme Council office, the recipient charitable organization's federal tax ID number – Employer Identification Number (EIN) in the United States or the Registered Charity number in Canada – should be included on the application.

21. Q: How long will it take to receive the matching funds check?

A: Once an *Ultrasound Program Application* (#10716) (available at www.kofc.org/ultrasound) is completed, signed by the state deputy, submitted to the Supreme Council office for matching funds, and then determined to be complete, it usually takes approximately three to six weeks for approval and mailing of the check. Notification will be by mail. It is recommended that you not order the ultrasound machine/vehicle for delivery, or schedule a dedication or ribbon-cutting ceremony, before receiving notification and/or the check.

22. Q: Can a donor get a receipt for his contribution for tax purposes?

A: Yes.

However, the tax codes differ between the United States and Canada, requiring different procedures concerning writing out checks, deposit of donations for the Ultrasound Program, accounting for donations and issuing receipts.

In the United States, the status of the Knights of Columbus as a 501(c)(8) Fraternal Benefit Society under the Internal Revenue Code means that contributions to it are generally NOT deductible by the donor. However, there is a limited exception to this rule known as “pass-through charitable fundraising.”

Contributions might be tax-deductible as charitable contributions under certain circumstances if Internal Revenue Code Section 170(c)(4) is complied with and those funds are restricted and used exclusively for charitable purposes as defined under that section. Funds used in this manner must be totally segregated in a separate account from other Knights of Columbus council funds and cannot be used in any manner for social or fraternal purposes (cannot be used for council expenses or functions).

Also, this limited exception is only allowed to individual taxpayers; it cannot be utilized by non-persons such as businesses, corporations or even other councils. Therefore, it would not be applicable in any instance concerning corporate matching funds or discounts on corporate donation of goods or services.

The council collecting and passing through the donations would track the donor names, addresses and amounts given and provide that information to the recipient charity. The charity, in this case, the pregnancy center, would then issue the receipt.

IRS Publication 557, available online, has more information on these rules. Information on pass-through charitable fundraising is also available on the Knights of Columbus website under For Officers/Reports Online/Support Materials/Form 990 information.

In Canada, donations to a Knights of Columbus council are not tax deductible and the Canada Revenue Agency (CRA) has no equivalent to the U.S. IRS's pass-through charitable fundraising rule. Thus, in Canada, in order to assure tax deductibility, a state council's charitable foundation may be used to collect funds.

As an alternative, if a state council does not have its own charitable foundation, in the case of a campaign led by a local council, instead of making checks payable to the council, checks should be made payable to the pregnancy center, which must have been approved by CRA as a registered charity authorized to perform limited medical services. To assure the pregnancy center can distinguish between checks for its own ongoing support and the ultrasound campaign, checks should be earmarked on the "Memo" line for the "Ultrasound Program."

If this second alternative is used in Canada, the council leading the campaign should collect the checks and other donated funds, make a record of who donated how much, but not deposit the money. Instead, the funds should be given to the pregnancy center for deposit and the pregnancy center should issue receipts. The donations should be retained by the pregnancy center in its bank account until the local council's full 50% of the cost of the machine, or the full cost of the vehicle, is raised, and matching funds are received from the Supreme Council.

Donors in both the United States and Canada should always check with their own tax attorney and accountant, as individual situations may vary.

23. Q: What is the policy concerning Knights of Columbus signage on ultrasound machines and mobile units?

A: Ultrasound machines (to be used either in a building or in a mobile unit) and RVs, vans or other vehicles used as mobile ultrasound units, funded in whole or in part by the Knights of Columbus through the Ultrasound Program, should be the property of the pregnancy center operating them, not of the Knights of Columbus. Any signage on the ultrasound machine or vehicle should make this distinction clear.

Credit may be given to the Knights of Columbus by posting a sign on or near the ultrasound machine or mobile unit that reads, "Funded (in part) by a grant from the Knights of Columbus," along with a Knights of Columbus emblem.

However, since the use together or separately of either the Knights of Columbus emblem, "Knights of Columbus," or the name, "Knights of Columbus," on an ultrasound machine or mobile unit could imply possession, neither the Knights of Columbus emblem, "Knights of Columbus," nor the name, "Knights of Columbus," should be used alone or together on an ultrasound machine, or on a vehicle, without the wording noted above concerning funding.

If the Knights of Columbus emblem and/or "Knights of Columbus," or the name "Knights of Columbus," and accompanying funding language is used, the pregnancy center should have additional wording affixed to the machine or mobile unit that says, "Owned and operated by (pregnancy center name)."

All requests to use the name and emblem should be submitted to the Knights of Columbus Board of Directors' Name and Emblem Committee.



KNIGHTS OF COLUMBUS
1 COLUMBUS PLAZA NEW HAVEN, CT 06510-3326
203-752-4270 www.kofc.org