

# 2011-2112

## COLORADO STATE COUNCIL KNIGHTS OF COLUMBUS

### SERVICE ACTIVITY PROGRAM HANDBOOK

*To Believe is to Become*



*United as One*

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# **I. Service Activity Program Plan**

## **a. Introduction**

The Colorado State Knights of Columbus fully supports the Principles of our Order of Charity, Unity, Fraternity and Patriotism. To that end, the Supreme Council has established a Service Program framework to assist councils in setting up activities that support the Order's Principles.

Supreme defines the Service program as follows:

“The Service Program is designed to establish each council as an influential and important force within the community, elevate the status of the programming personnel, provide more meaningful and relevant programs of action, establish direct areas of responsibility, build leadership, and ensure the success of council programs.”

The Supreme Service Program is organized into six (6) Directorships: Church, Community, Council, Family, Pro-Life, Youth.

## **b. Objective**

The objective of the Colorado State Service Activity Program is to encourage and assist Councils in creating a robust Service Activity Program and provide State level awards recognizing the resulting efforts and good works.

This objective is a direct flow down from the Vision Statement and Mission Statement from the Colorado State Council.

### ***Vision Statement***

A Catholic, family, fraternal service organization which carries forward the teachings and values of our Church with our Bishops, Priests and Religious.

### ***Mission Statement***

To achieve excellence in all programs which assist our Dioceses, Parishes, Missions and communities in providing support for our Catholic values and teachings.

### **c. Materials**

The Colorado State Service Activity Program is comprised of two (2) parts:

- Part A - Colorado State Service Program Activity Handbook
- Part B - Colorado State Award Program

The Service Program Activity Handbook provides the information and guidance necessary for a Council to create a Service Program structure which will result in implementation of a robust Service Program Activities. The Handbook highlights the programs that the State has put emphasis. Guidance on creating a Service Program and helpful resources are provided.

The Colorado State Service & Membership Activity Award Program provides recognition to Councils based on their participation and results of Service & Membership Program Activities.

**Colorado State Knights of Columbus  
Service Program Activity Handbook**

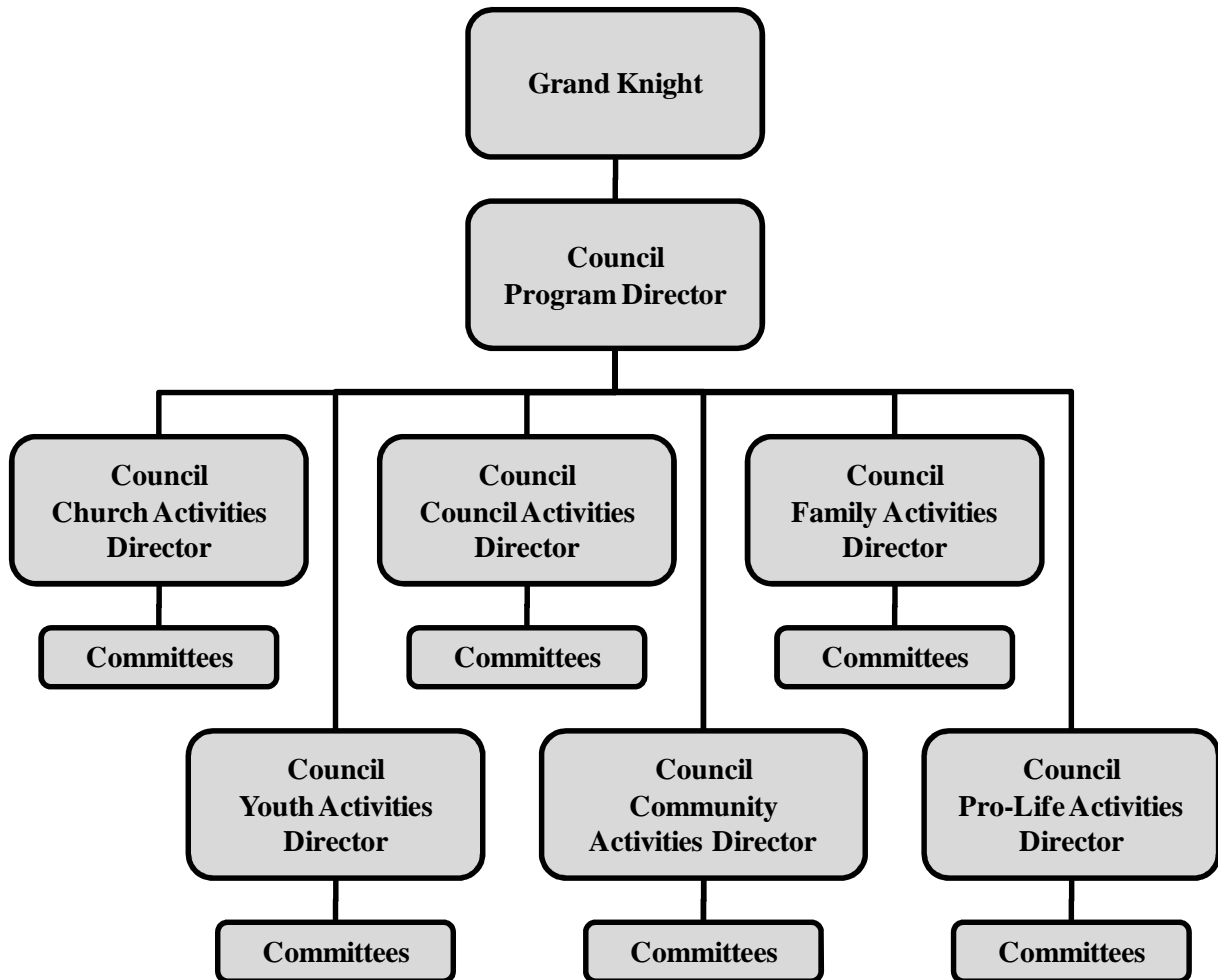
**A. Service Activity Program Handbook**

**A.1 Introduction**

This Colorado State Knights of Columbus Service Activity Program Handbook will give an overview of the Knights of Columbus Service Activity Program. It will provide the basic organization of a Service Activity Program, an overview of each of the six program activity areas, and provide Council resources.

**Service Activity Program Overview**

The Supreme Knights of Columbus have defined a standard Council level organization for a Service Activity Program. A notional organizational chart is presented below.



**Council Service Activity Program Organizational Chart**

Each Council Grand Knight will appoint a Program Director. This Director will appoint Chairmen for each of the six Service Activity Areas: Church, Council, Family, Community, Youth, and Pro-Life.

The Director and his Chairmen are responsible for creating a comprehensive program for their Council which includes at least four activities each calendar year from each of the defined Service Activity Areas. These Programs are to be documented on the supreme Form SP-7, Columbian award Application.

In the “Surge with Service Kit (Surge Kit)” received by each Council’s Financial Secretary in July, the following materials are available and should be distributed to or made available for review to the Service Activity Program Team members:

<u>Material (Supreme Order No.)</u>	<u>Useful To</u>
- Surge With Service program manual (#962)	All Directors
- Council Report Forms Booklet (#1436)	All Directors
- K of C Audiovisuals flyer (#1539)	All Directors
- Family of the Month booklet (#1993)	Family Director
- Knights of Columbus Certificates flyer (#2640)	All Directors
- Vocations Handbook (#1942)	Church Director
- Soccer Challenge Guide (#4576)	Youth Director
- Youth Protection Program booklet (#4670)	Youth Director
- FAQ About the Columbian Squires flyer (#480)	Youth Director
- Financial Aid booklet (#951)	Youth Director
- Free Throw Guide (#1928)	Youth Director
- Star Council flyer (#4069)	Program Director
- Catholic Information Service (CIS program)	Church Director

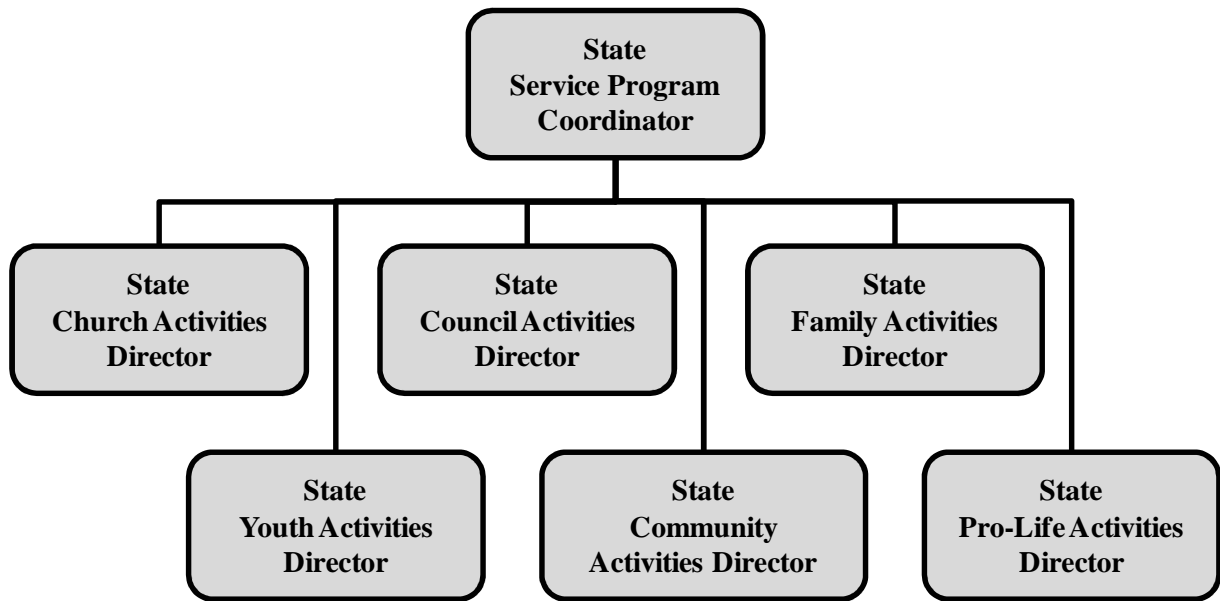
The Surge with Service Program Manual is a detailed guide created by the Supreme Council on the Service Activity Program. It provides a detailed overview of Knights of Columbus Service Activity Programs and has sections for each Service Activity Area providing a variety of Service Activities for consideration. This should be the Council Program Director’s primary source of information for the Council’s Service Activity Program.

The Colorado State Council provides this Service Activity Program Handbook to supplement the Supreme Council’s guidance and to emphasize key programs of interest to the State. This Handbook has a section dedicated to each Service Activity Program area.

Service Activity Program Areas

- Church Activities
- Council Activities
- Family Activities
- Youth Activities
- Community Activities
- Pro-Life Activities

Like the Council, the State has a Service Activity Program Organization. The purpose of the State Service Activity Program is to assist the Councils in creating programs in support of the Knights of Columbus goals. The Colorado State Service Activity structure is depicted below:



**State Service Activity Program Organizational Chart**

The Colorado State Service Activity Coordinator and Directors are available to the Council Program Directors to provide any assistance in creation of the Council Program Activities.

## **A.2 Church Activities**

### **A.2.1. Purpose**

To provide opportunities for growth in our Catholic Faith; to support the Church, our Dioceses, Parishes, Clergy and religious in carrying out their divine mission; to enrich the spiritual lives of our members and their families, and to support and promote vocations.

### **A.2.2. Summary of Surge With Service Sample Programs**

- Parish Round, Lay Apostolate, Evangelization, Fr. Michael J. McGivney, Vocations, Parochial Services, Religious Devotion, and Keep Christ in Christmas

### **A.2.3. State Focus Areas**

The State Service Activity Program recommends that each Council participate in the following activities

- Vocations
  - o Goal: Each Council support one or more Seminarians and participate in Refund Support Vocations Program (RSVP) – *Earn Administrative Points*
- Marion Hour of Prayer
  - o Goal: Each council participate in having a prayer service with the Marion Icon present – *Earn Administrative Points*
- Keep Christ in Christmas
  - o Goal: Each Council to promote Christian Style Christmas Cards
- Knights to Christ
  - o Goal: Distribute to each Knight in the Council a “Knights to Christ” prayer book and promote the use at each Council Meeting

### **A.2.4. Resources**

The Council appointed Church Activities Director is the primary focal point for all Council Church Activities. The Church Activities Director can look for support from his Council Program Director.

The State has a Church Activities Director to support the Council Church Activities Director. Help can be in the form of answering questions, helping obtain program materials, and general guidance for organizing and executing any programs.

### **A.2.5. Support Material**

Support Materials listed in Appendix A

- Marion Hour of Prayer Participation Report
- Father Frances Kappes Chaplain of the Year

On-Line Support Materials

- [www.kofc.org/service](http://www.kofc.org/service) and click on the Church Activities Link
- [www.coloradokofc.org](http://www.coloradokofc.org) and click on the Programs link

## **A.3 Council Activities**

### **A.3.1. Purpose**

To promote and spread the ideals of Columbianism to our members and their families; to promote an increased spirit of unity and fraternity among our members; to provide opportunities for us to gather as a group to celebrate our shared goals and ideals; and to encourage frequent communication between Council and all of their members.

### **A.3.2. Summary of Surge With Service Sample Programs**

- Public Relations, Fraternalism, Cultural, Social, Blood Donors, Athletics

### **A.3.3. State Focus Areas**

The State Service Activity Program recommends that each Council participate in the following activities

- Knight of the Month
  - o Goal: Each Council to select a Knight of the Month and provide him an award and complete the State Service Program Knight of the Month form – *Earn Administrative Points*
- Newsletter
  - o Goal: Each Council to have a monthly Newsletter which provides Council news and activity information to all Council members – *Earn Administrative Points*
- Pennies From Heaven
  - o Goal: Each Council to raise \$1.00 or more per member to support the Colorado State Charities Fund
- Knights of Columbus State Retreat
  - o Goal: Knights to attend the State Council Men's Retreat

### **A.3.4. Resources**

The Council appointed Council Activities Director is the primary focal point for all Council Activities. The Council Activities Director can look for support from his Council Program Director.

The State has a Council Activities Director to support the Council Activities Director. Help can be in the form of answering questions, helping obtain program materials, and general guidance for organizing and executing any programs.

### **A.3.5. Support Material**

Support Materials listed in Appendix A

- Knight of the Month Form
- Knight of the Year Form

On-Line Support Materials

- [www.kofc.org/service](http://www.kofc.org/service) and click on the Council Activities Link
- [www.coloradokofc.org](http://www.coloradokofc.org) and click on the Programs link

## **A.4 Family Activities**

### **A.4.1. Purpose**

To involve our families in the spirit of shared Columbianism; to strengthen family life; to care for the widows and children of deceased members; and to encourage prayer in the family setting.

### **A.4.2. Summary of Surge With Service Sample Programs**

- Family Programs, Education, Communication, Family of the Month & Year, Recreation, Survivor Assistance, Memorials.

### **A.4.3. State Focus Areas**

The State Service Activity Program recommends that each Council participate in the following activities

- Family of the Month
  - o Goal: Each Council to select a Family of the Month and provide them an award and complete the State Service Program Family of the Month form – *Earn Administrative Points*
- Family Game Night
  - o Goal; Each Council to hold a Family Game Night comprised of board games, card games, interactive activities that the entire family can participate. Light snacks could also be served – *Earn Administrative Points*
- Perpetual Memorial Society
  - o Goal: Provide a membership in the State Perpetual Memorial Society for each departed Brother

### **A.4.4. Resources**

The Council appointed Council Family Director is the primary focal point for all Council Family Activities. The Council Family Activities Director can look for support from his Council Program Director.

The State has a Family Activities Director to support the Council Family Activities Director. Help can be in the form of answering questions, helping obtain program materials, and general guidance for organizing and executing any programs.

### **A.4.5. Support Material**

Support Materials listed in Appendix A

- Perpetual Memorial Society Application, Family Game Night Participation Form

On-Line Support Materials

- [www.kofc.org/service](http://www.kofc.org/service) and click on the Family Activities Link
- [www.coloradokofc.org](http://www.coloradokofc.org) and click on the Programs link

## **A.5 Youth Activities**

### **A.5.1. Purpose**

To provide our youth with opportunities for involvement in activities that are challenging, fun and provide for individual improvement; to encourage our youth to grow spiritually and increase their knowledge of the meaning of Our Catholic Faith; and to challenge their mental and physical capabilities while helping them realize their moral and social responsibilities.

### **A.5.2. Summary of Surge With Service Sample Programs**

- Columbian Squires, Youth Groups, Athletics, Educational Programs, Youth Welfare, Religious Activities, Social Activities

### **A.5.3. State Focus Areas**

The State Service Activity Program recommends that each Council participate in the following activities

- Basketball Free Throw Championship
  - o Goal: Each Council promote and participate in the Free Throw Championship at the Council, District and State level for boys and girls 10-14 years of age – *Earn Administrative Points*
- Soccer Challenge
  - o Goal: Each Council promote and participate in the Soccer Challenge at the Council, District and State level for boys and girls 10-14 years of age – *Earn Administrative Points*
- Essay Contest
  - o Goal: Each Council promote and participate in the Essay Contest at the State level for boys and girls grades 8,9,10,11 and 12 – *Earn Administrative Points*
- Substance Awareness Poster Contest
  - o Goal: Each Council promote and participate in the Substance Awareness Poster Contest at the State level for boys and girls ages 8 through 11, and ages 12 through 14 – *Earn Administrative Points*

### **A.5.4. Resources**

The Council appointed Youth Activities Director is the primary focal point for all Council Youth Activities. The Council Youth Activities Director can look for support from his Council Program Director.

The State has a Youth Activities Director to support the Council Youth Activities Director. Help can be in the form of answering questions, helping obtain program materials, and general guidance for organizing and executing any programs.

### **A.5.5. Support Material**

Support Materials listed in Appendix A

- Essay Contest Participation Report

On-Line Support Materials

- [www.kofc.org/service](http://www.kofc.org/service) and click on the Youth Activities Link
- [www.coloradokofc.org](http://www.coloradokofc.org) and click on the Programs link

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## **A.6 Community Activities**

### **A.6.1. Purpose**

To increase awareness within the community of the impact that Catholic families have in promoting positive objectives; to assist members of the community less fortunate than us; and to support the special members of our community who live with mental and physical disabilities.

### **A.6.2. Summary of Surge With Service Sample Programs**

- Volunteerism, Human Needs, Civic Involvement, Environment, Public Safety, Health Services, Honor Columbus

### **A.6.3. State Focus Areas**

The State Service Activity Program recommends that each Council participate in the following activities

- Mentally Handicapped Program
  - o Goal: Each Council promote and participate in the Mentally Handicapped Program raising money for the Mentally Handicapped – *Earn Administrative Points*
- Special Olympics Challenge
  - o Goal: Each Council promote and participate as volunteers in their local area Special Olympics programs – *Earn Administrative Points*
  - o
- Food for Families
  - o Goal: Each Council promote and participate in the Food for Families project creating and or supporting local church and area food banks and programs – *Earn Administrative Points*
- Coats for Kids
  - o Goal: Each Council promote and participate in the Coats for Kids project by creating or participating in a local coat drive – *Earn Administrative Points*

### **A.6.4. Resources**

The Council appointed Community Activities Director is the primary focal point for all Council Community Activities. The Council Community Activities Director can look for support from his Council Program Director.

The State has a Community Activities Director to support the Council Community Activities Director. Help can be in the form of answering questions, helping obtain program materials, and general guidance for organizing and executing any programs.

### **A.6.5. Support Material**

Support Materials listed in Appendix A

- Community Activities Participation Report

On-Line Support Materials

- [www.kofc.org/service](http://www.kofc.org/service) and click on the Community Activities Link
- [www.coloradokofc.org](http://www.coloradokofc.org) and click on the Programs link

## **A.7 Pro-Life**

### **A.7.1. Purpose**

To bring our Councils, Community and our Nation a greater awareness to the evils of abortion and to the culture of life according to the teachings of the Catholic Church and giving a voice to the Unborn, the Elderly, and the Handicapped.

### **A.7.2. Summary of Surge With Service Sample Programs**

- Day of the Unborn Child, Council Pro-Life Program, March For Life, Birthright, Tree for Life, Rosaries for Pro-Life

### **A.7.3. State Focus Areas**

The State Service Activity Program recommends that each Council participate in the following activities

- Ultrasound Initiative
  - o Goal: Each Council promote and participate in the Ultrasound Initiative to help raise funds to purchase Ultrasound machines in support of Pro-Life activities – *Earn Administrative Points*
- State Pro-Life Couple of the Year
  - o Goal: Each Council submit the name of a Pro-Life Couple of the Year competition awarded at the State Convention – *Earn Administrative Points*
- Culture of Life Program
  - o Goal: Each Council create a project that supports the Supreme Culture of Life Program – *Earn Administrative Points*

### **A.7.4. Resources**

The Council appointed Pro-Life Activities Director is the primary focal point for all Council Pro-Life Activities. The Council Pro-Life Activities Director can look for support from his Council Program Director.

The State has a Pro-Life Activities Director to support the Council Pro-Life Activities Director. Help can be in the form of answering questions, helping obtain program materials, and general guidance for organizing and executing any programs.

### **A.7.5. Support Material**

Support Materials listed in Appendix A

- Ultrasound Initiative Participation Report, Culture of Life Participation Report, Pro-Life Couple of the Year

On-Line Support Materials

- [www.kofc.org/service](http://www.kofc.org/service) and click on the Pro-Life Activities Link
- [www.coloradokofc.org](http://www.coloradokofc.org) and click on the Programs link

## ***A.8 Forms***

### **A.8.1. Purpose**

The Supreme and State Councils require some minimum reporting on Council Service Activity Programs for the year. These reports provide the documentation verifying the Charitable works completed by the Knights of Columbus.

As an incentive for the Councils to complete the requested reporting, the State Council has created an Awards Program (reference Section B.)

### **A.8.2. Required Reports**

In section B.3.4, there is a listing of required Forms to be submitted to the State Council Related to Service Activity Programs. Please complete and return each Form by the noted Deadline.

Even if your Council does not participate in a program listed, please complete the Form noting that the activity was not held and submit it as requested. You will still earn points.

## **B. Colorado State Award Program**

### **B.1. Overview**

The New Colorado State Knights of Columbus Awards program encourages participation in service Programs and membership activities. It also provides awards for more Councils that participate but have not historically won any awards.

### **B.2. Summary**

The Colorado State Awards Program is based on a Calendar Year of activities, not a Fraternal Year. For Calendar Year 2011 and forward, some changes have been made.

A summary of changes to the award program are below:

#### Service Activity Program Awards

The Division Awards no longer have a requirement for positive Membership and Insurance growth.

New “Surge With Service” Council Participation Award

- The “Top 25%” Award is replaced by the “Surge With Service” Award. This award will be presented to EVERY council that meet the following criteria
  - o Submitting ALL SIX Service Program reports
  - o Submitting THREE or more Membership reports, one must be the Recruitment report
  - o Submitting forms SP-7 Columbian Award, 185 Council Officers, 365 Council Service Personnel, 1728 Yearly Audit of Fraternal Activities

The following awards will no longer be presented:

- Top 25%
- Mentally Handicapped (total earned & per capita earned)
- Pennies from Heaven (total earned & container)
- Best Newsletter

#### Membership Program Awards

- A New Membership Awards will be created, the “Shining Knight Award”
  - o The “Shining Knight Award” is a two part award
    - ALL members that have completed the requirements for the “Shining Knight” Program will be recognized by Council as displayed on the projection screen at the convention
    - The “Shining Knight Award” plaque will be presented to the three (3) Councils in the state that have the highest number of verified Shining Knight recipients

#### Point Calculation

The point calculation method has changed with the goal of eliminating ‘double dipping’ of points for the same activity/report and realigning the point weighting between Service Programs, Membership and Administrative accomplishments. There is no longer a requirement to have positive growth in membership or insurance to be eligible for the Council Division Awards.

## **B.3. Detailed Explanation of Award Program**

### **B.3.1. Summary**

The State Award Program has been reviewed by the Service Program and Membership Program Chairmen and refinements were made to encourage more Council participation and provide an opportunity for every Council to win at least one award at the State Convention Award Ceremony in recognition of their activity for the Calendar year.

To accomplish these goals, the following major changes have occurred

- New point calculation process
- New “Surge With Service” award replaces the “Top 25%” award
- New Membership “Shining Knight” Award

#### Award List

The following are the Monthly State Awards:

- Knight of the Month
- Family of the Month

The following are the Annual Colorado State Awards:

- Top Division Awards
- Surge With Service Award
- Service Activity Program Awards (Supreme & State)
- Father Francis Kappes Chaplain of the Year Award
- John J. Mildenberger Pro-Life Couple of the Year Award
- Knight of the Year
- Family of the Year
- Recruitment Award
- Retention Award
- Ceremonials Award
- Insurance Award
- Reactivation (Welcome Back Bother) Award
- Shining Knight Award

### **B.3.2. Service Activity Program Awards**

#### **B.3.2.1. Knight of the Month Award**

Councils should honor their Knights who make outstanding contributions to their parish and community, and live in the spirit of Columbianism by recognizing them as a Knight of the Month. The State Council recognizes a Knight of the Month from those selected as Knight of the Month by their council. To be considered for the State Knight of the Month honor, entries must be submitted to the State Knight of the Month Chairman NOT LATER THAN the 15<sup>th</sup> of the month following the month nominated. Nomination forms can be found in the Knight of the Month pamphlet distributed by the Supreme Council, the Supreme Council website and in Appendix A of this handbook.

### **B.3.2.2. Family of the Month Award**

Councils should honor their families who make outstanding contributions to their parish and community, and live in the spirit of Columbianism by recognizing them as a Family of the Month. The State Council recognizes a Family of the Month from those selected as Family of the Month by their council. To be considered for the State Family of the Month honor, entries must be submitted to the State Family of the Month Chairman NOT LATER THAN the 15<sup>th</sup> of the month following the month nominated. Nomination forms can be found in the Family of the Month pamphlet distributed by the Supreme Council, the Supreme Council website and in Appendix A of this handbook.

### **B.3.2.3. Top Division Awards**

The Top Division awards includes six Divisions with awards for First, Second, and Third Place Councils. The Divisions are defined by Council membership as of January 1, 2011. The membership total is defined as the number of Associate and Insurance members in each Council. Inactive members are not counted in the Council membership total. It is no longer a requirement to have positive membership and insurance growth to be eligible for a Division Award.

Below are the updated Division definitions.

<b>Division</b>	<b>Membership Totals</b>	<b>Number of Councils</b>
Red	0 – 50	23
White	51 – 68	29
Purple	69 – 90	26
Green	91 – 129	23
Blue	130 – 190	20
Gold	191 & up	21

The Top Division winners will be determined based on the total earned points for the calendar year 2011 (Jan 1 to Dec 31). Refer to the Point Calculation section for details on the total earned points a Council can earn.

### **B.3.2.4. Surge With Service Award**

Every Council has the opportunity to win the Surge With Service Award. This award is based on participation in the Service Activity Program, Membership Program and completing certain Forms.

This award is only based on submitting reports and has no tie to the final scoring of a report. The qualifications to win the “Surge With Service” award are:

- Submit forms SP-7, 185, 365, 1728 to the State Service Program Coordinator
- Submit ALL SIX Service Program reports to the State Service Program Coordinator
- Submit THREE or more Membership reports, one must be the Recruitment report to the State Membership Program Coordinator

### B.3.2.5. Service Activity Program Awards (Supreme & State)

Awards will be presented to the Councils having the best individual programs in each of the six Service Activity Program categories (Church, Council, Community, Family, Youth and Pro-Life). The Supreme Award will be presented to the Councils have the best activity in each category and the State Award will be presented to the Council having the second best program in each category. A Council may only receive one Supreme or State Award. The Supreme Award winners will have their program submitted to the Supreme Council for entry in the international competition.

Use the State Council Service Program Awards Form in Appendix A for each report. Only ONE report form for each Service Program Activity Category is required and will be judged. Ensure you submit ONLY ONE report for each Service Program Activity area. All Service Activity Program reports should be short and concise, and should contain at the very least a description of the program, the steps that went into planning and carrying out the activity, the benefits and impact of the activity, whether the activity was considered successful and why or why not, the number of persons participating, the number of Knights participating and man hours expended. The report, including attachments (budgets, flyers, pictures, and other materials), should not exceed three double sided 8.5" x 11" papers. The report and attachments must stand on its own by being complete. The Council Grand Knight MUST sign each report submitted.

All Service Activity Program reports must be sent to the State Service Program Coordinator by February 1<sup>st</sup>.

Below are the judging criteria for each Service Activity Report

CRITERIA	DESCRIPTION	POINTS
Timely/Signed	Did the report meet the deadline; was it signed by the GK?	0 – 10
Planning	How well were all aspects of the program planned? Reward reports with detailed descriptions of all steps in planning process and those that show some foresight in planning the program.	0 – 50
Publicity	What was done to publicize the program effectively within the Council, Church and community? Reward efforts to publicize the event to council members, parish members, community, members.	0 – 35
Participation	What was the level of participation by Council members? Could more members have participated? Reward efforts to maximize participation of council members, parishioners and other beneficiaries of the program as applicable.	0 – 45
Results	What were the results, whether good or bad? Did the program benefit the intended participants or beneficiaries?	0 – 50
Analysis	How well did the Council analyze the effectiveness of the program, changes to improve the program, and whether the program is worth continuing? Reward attempts to honestly assess the program's effectiveness.	0 – 50
Presentation	Is the report on the proper form? Were the proper headings used? How well is the report written, presented, organized? Reward those reports that appear to be the result of some effort and original thought (as opposed to a slightly revised version of last year's report).	0 – 25
Overall Impression	The directors overall impression of the quality of the program. Reward new programs, programs that furthered one or more of the principles of the order, the overall success of the program and the members' participation. Is the activity in the correct category, if not deduct points here.	0 – 35
TOTAL		0 – 300

### **B.3.2.6. Father Francis Kappes Chaplain of the Year Award**

This award is presented to the Outstanding Chaplain in the State. A Council Chaplain is vital to the spiritual growth of Knights and their families, and will help encourage our children to respect and appreciate our Clergy and grow in Our Faith. Councils can submit their nomination for Chaplain of the Year by completing the form in Appendix A. The award application must be sent to the State Service Program Coordinator by February 1<sup>st</sup>.

### **B.3.2.7. John J. Mildenerger Pro-Life Couple of the Year Award**

The Knight/couple who best exemplify the purpose of the Pro-Life program is honored with this award. To qualify, the couple must be nominated by their Council using the form found in Appendix A. The Pro-Life Couple of the Year form may be accompanied by not more than 10 pages containing pictures, clippings or other information describing the nominee's qualifications. The award application must be sent to the State Service Program Coordinator by February 1<sup>st</sup>.

### **B.3.2.8. Knight of the Year**

To be considered for this award, the Knight must have been recognized as a monthly Knight of the Month winner from his Council, the monthly entry submitted on time for consideration to the State Knight of the Month Chairman. In addition, the entry form for Knight of the Year found in Appendix A must be submitted. The Knight of the Year form may be accompanied by not more than 10 pages containing pictures, clippings or other information (the degree the Knight has attained, parish name and location, current council office, Past GK or Past FN. Please describe the Knight's effort in support of Charity, Unity, Fraternity and Patriotism as well as his activities in support of Church, Council, Community, Family, Youth and Pro-Life programs) describing the nominee's qualifications. Additionally, include a color photo (head and shoulders) of the nominee. The winner is submitted to the Supreme Council for selection as the Supreme Knight of the Year.

The award application must be sent to the State Service Program Coordinator by February 1<sup>st</sup>.

### **B.3.2.9. Family of the Year**

To be considered for this award, the Family must have been recognized by the council as a monthly Family of the Month and submitted on time for consideration to the State Family of the Month Chairman. In addition, the entry form for Family of the Year found in Appendix A must be submitted. The nomination MUST include the current Family of the Year nomination form (both pages) and a 5" X 7" family picture (not a snapshot). The form may be accompanied by not more than 10 pages containing pictures, clippings or other information describing the nominee's qualifications. The State winner will be submitted to the Supreme Council for consideration as the Supreme Family of the Year. The award application must be sent to the State Service Program Coordinator by February 1<sup>st</sup>.

### **B.3.3. Membership Program Awards**

Refer to the State Membership Program Handbook for definitions of the following membership Awards

- Recruitment Award
- Retention Award
- Ceremonials Award
- Insurance Award
- Reactivation (Welcome Back Bother) Award
- Shining Knight Award

The Forms required for submittal for these awards are located in the Membership Program handbook.

Note that all of the required forms that are listed in the Council Report Forms Booklet, which is kept by the Council Financial Secretary, are also On-Line at [www.kofc.org/forms](http://www.kofc.org/forms).

### B.3.4. Report Submission Guidelines and Deadlines

All reports must be received or postmarked **NO LATER THAN February 1<sup>st</sup>** to be eligible for credit toward the Surge With Service Award or to earn points toward the Division Awards. There is no need to ‘overnight’ any reports.

Below is a chart identifying what forms or reports are requested, the due date, and where to submit for credit toward the State Awards Program.

This is not a complete list of all forms and reports required by Supreme. Check with your Financial Secretary for those report requirements.

FORM REQUIRED	WHERE TO SEND	DUE DATE	WHERE IS FORM LOCATED	PROGRAM AREA	CLARIFICATION
Refund Support Vocations Program (RSVP) Refund and Plaque Application	State Church Activities Director	February 1 <sup>st</sup>	Council Report Forms Booklet or <a href="http://www.kofc.org/forms">www.kofc.org/forms</a>	Church	
Father Francis Kappes Chaplain of the Year Application	State Church Activities Director	February 1 <sup>st</sup>	Appendix A	Church	
Marian Hour of Prayer Participation Report	State Church Activities Director	February 1 <sup>st</sup>	Appendix A	Church	
Form 185: Council Officers	State Council Activities Director	August 1 <sup>st</sup>	Council Report Forms Booklet or <a href="http://www.kofc.org/forms">www.kofc.org/forms</a>	Council	Submit a copy of Form Submitted to Supreme Jul 1 <sup>st</sup>
Form 365 Council Service Program Personnel	State Council Activities Director	August 1 <sup>st</sup>	Council Report Forms Booklet or <a href="http://www.kofc.org/forms">www.kofc.org/forms</a>	Council	Submit a copy of Form Submitted to Supreme Aug 1 <sup>st</sup>
Knight of the Month Report	State Knight of the Month Chairman	No Later than the 15 <sup>th</sup> of each month	Appendix A	Council	
Council Newsletter	State Council Activities Director	No Later than the 15 <sup>th</sup> of each month	Appendix A	Council	
Knight of the Year Report	State Council Activities Director	February 1 <sup>st</sup>	Appendix A	Council	
Form SP-7: Columbian Award Application	State Council Activities Director	February 1 <sup>st</sup>	Council Report Forms Booklet or <a href="http://www.kofc.org/forms">www.kofc.org/forms</a>	Council	List program activities completed from Jul to Jan and planned programs from Jan-Jun

<b>FORM REQUIRED</b>	<b>WHERE TO SEND</b>	<b>DUE DATE</b>	<b>WHERE IS FORM LOCATED</b>	<b>PROGRAM AREA</b>	<b>CLARIFICATION</b>
Form 1728: Annual Survey of Fraternal Activity Report (as reported to Supreme Dec 31)	State Council Activities Director	February 1 <sup>st</sup>	Council Report Forms Booklet or <a href="http://www.kofc.org/forms">www.kofc.org/forms</a>	Council	Submit a copy of Form Submitted to Supreme Jan 31 <sup>st</sup>
Family of the Month Report	State Family of the Month Chairman	No Later than the 15 <sup>th</sup> of each month	<a href="http://www.kofc.org/forms">www.kofc.org/forms</a>	Family	
Family of the Year	State Family Activities Director	February 1 <sup>st</sup>	<a href="http://www.kofc.org/forms">www.kofc.org/forms</a>	Family	
Perpetual Memorial Society Form	State Warden	As Required	Appendix A	Family	
Free Throw Participation Report Form	State Youth Activities Director	February 1 <sup>st</sup>	Council Report Forms Booklet or <a href="http://www.kofc.org/forms">www.kofc.org/forms</a>	Youth	
Essay Contest Participation Report	State Youth Activities Director	February 1 <sup>st</sup>	Appendix A	Youth	
Soccer Challenge Participation Report	State Youth Activities Director	February 1 <sup>st</sup>	Council Report Forms Booklet or <a href="http://www.kofc.org/forms">www.kofc.org/forms</a>	Youth	
Substance Abuse Awareness Poster Contest Participation Report	State Youth Activities Director	February 1 <sup>st</sup>	Council Report Forms Booklet or <a href="http://www.kofc.org/forms">www.kofc.org/forms</a>	Youth	
Community Activities Participation Report	State Community Activities Director	February 1 <sup>st</sup>	Appendix A	Community	
Partnership Profile Report for Special Olympics	State Community Activities Director	February 1 <sup>st</sup>	Council Report Forms Booklet or <a href="http://www.kofc.org/forms">www.kofc.org/forms</a>	Community	
Ultrasound Initiative Participation Report	State Pro-Life Director	February 1 <sup>st</sup>	Appendix A	Pro-Life	
Culture of Life Participation Report	State Pro-Life Director	February 1 <sup>st</sup>	Appendix A	Pro-Life	
Pro-Life Couple of the Year	State Pro-Life Director	February 1 <sup>st</sup>	Appendix A	Pro-Life	

<b>FORM REQUIRED</b>	<b>WHERE TO SEND</b>	<b>DUE DATE</b>	<b>WHERE IS FORM LOCATED</b>	<b>PROGRAM AREA</b>	<b>CLARIFICATION</b>
State Service Activity Program Reports	State Service Program Coordinator	February 1 <sup>st</sup>	Appendix A or <a href="http://www.kofc.org/forms">www.kofc.org/forms</a>	Council Community Church Youth Family Pro-Life	Submit report for BEST Program for each of six Program areas. i.e. Submit six reports only, one from each program area
Recruitment Form	State Membership Program Coordinator	February 1 <sup>st</sup>	Membership Handbook	Membership Director	
Retention Form	State Membership Program Coordinator	February 1 <sup>st</sup>	Membership Handbook	Membership Director	
Ceremonials Form	State Membership Program Coordinator	February 1 <sup>st</sup>	Membership Handbook	Membership Director	
Insurance Form	State Membership Program Coordinator	February 1 <sup>st</sup>	Membership Handbook	Membership Director	
Reactivation (Welcome Back Brother) Form	State Membership Program Coordinator	February 1 <sup>st</sup>	Membership Handbook	Membership Director	
Shining Knight Form	State Membership Program Coordinator	February 1 <sup>st</sup>	Membership Handbook	Membership Director	

### **B.3.5. Point Calculations**

The method of point calculations has changed to better balance the Service Program, Membership and Administrative activities. The points are used to evaluate each Service Program and Membership report as well as completion of required Supreme forms and attendance at state functions and other miscellaneous key activities or reports. The points will be tabulated by Council and will be used as the basis to award the Division Awards for each of the six colored Divisions. The Divisions remain based on membership totals. Only the Division Awards will use the Points Totals to determine winners. There will no longer be a Top 25% Award that uses the point totals.

Because the Membership reports include points for insurance and membership gains, the positive membership and insurance growth is no longer a criterion of eligibility for the Division Awards. The point allocation has been re-designed to better balance the weight of Service Programs, Membership Programs and Administrative activities. Below is the new point structure.

### Colorado State Awards Program Point Chart

Report/Activity	Maximum Point Value
<b><i>Service Program Points</i></b>	
Church Service Program Report	300
Council Service Program Report	300
Family Service Program Report	300
Youth Service Program Report	300
Community Service Program Report	300
Pro-Life Service Program Report	300
<i>Service Program Point Subtotal (46% of total)</i>	<i>1800</i>
<b><i>Membership Program Points</i></b>	
Recruitment Report	250
Retention Report	250
Ceremonials Report	250
Insurance Report	250
Welcome Back Brother Report	250
<i>Membership Program Point Subtotal (32% of total)</i>	<i>1250</i>
<b><i>Administrative Points</i></b>	
Forms: SP-7, 185, 365, 1728 (10 pts each)	40
Attendance: State Mid-Year Meeting, State Organizational Meeting, State Convention (10 points for each officer or delegate that attends, up to 100 pts)	100
Service Program Church: RSVP Refund Application, Chaplain of the Year Report, Marion Hour of Prayer Participation Report (25 pts each)	75
Service Program Council: Knight of the Month Report (5 pts/month), Council Newsletter (5 pts/month)	120
Service Program Family: Family of the Month Report (5 pts/month), Family Game Night Participation Report (20 pts)	80
Service Program Youth: Free Throw/Soccer/Essay/Poster Participation Report (25 pts each)	100
Service Program Community: Community Activity Participation Report (25 pts per each focus area)	100
Service Program Pro-Life: Ultrasound Initiative Report, Culture of Life Participation Report, Pro-Life Couple of the Year Report (25 pts each)	75
Membership: Star Council Report, Positive Insurance Gain, Positive Membership Gain (50 pts each)	150
<i>Administrative Program Point Subtotal (22% of total)</i>	<i>840</i>
<b>TOTAL POINTS POSSIBLE</b>	<b>3890</b>

This point allocation of:

Service Programs	1800 points (46% of total)
Membership Programs	1250 points (32% of total)
Administrative	840 points (22% of total)

more adequately reflect the importance of the activities requested by the State for Council participation. The plan is that more Service Program Activity participation will lead to membership growth and retention. This system uses the point totals for the Division Awards only providing independence for all other awards providing the opportunity for every Council to obtain some awards.

### **B.3.6. Conclusion**

The 2011 Calendar Year Service Program and Membership Program Award program has been update to provide the opportunity for more Council participation and the opportunity for every Council to win at least one State award at the State Convention.

A new point calculation method is in place for the Division Awards. The point structure is divided into three areas: Service Programs, Membership Programs, and Administrative. The weighting for each area is based on the State focus areas. These are the only awards that use the point totals earned by a Council.

The following State Awards are available:

Monthly State Awards:

- Knight of the Month
- Family of the Month

Annual Colorado State Awards:

- Top Division Awards
- Surge With Service Award
- Service Activity Program Awards (Supreme & State)
- Father Francis Kappes Chaplain of the Year Award
- John J. Mildenerger Pro-Life Couple of the Year Award
- Knight of the Year
- Family of the Year
- Recruitment Award
- Retention Award
- Ceremonials Award
- Insurance Award
- Reactivation (Welcome Back Bother) Award
- Shining Knight Award

All forms that the State is requesting to be submitted by each Council are listed in Section B.3.4. with due dates and other important information.

The State Service Program Team is willing and available to help Councils at any time. Please call or email anyone on the Team with questions or comments.

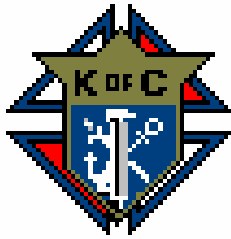
## II. Appendix A: Forms

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**Figure II-1 Marian Hour of Prayer Participation Report**

**Due February 1st**

Submit to: State Church Activities Director (hardcopy or email)



**COLORADO STATE COUNCIL  
KNIGHTS OF COLUMBUS**

**Marian Hour of Prayer  
Participation Report**

Submit by February 1st to State Church Director

Council \_\_\_\_\_ in \_\_\_\_\_  
(Name and number) (City)

has participated in the Marian Hour of Prayer Program

**A. Date Held:** \_\_\_\_\_

**B. Location Held:** \_\_\_\_\_  
\_\_\_\_\_

**C. Number of Participants:**

**Knights:** \_\_\_\_\_

**Women:** \_\_\_\_\_

**Children:** \_\_\_\_\_

**D. Who Officiated the Prayer Service (Title/Name):** \_\_\_\_\_  
\_\_\_\_\_

**E. Provide any other comments on your Council Marian Hour of Prayer**

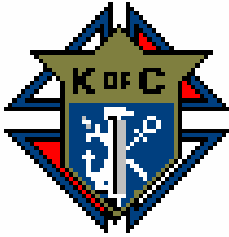
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Grand Knight

**Figure II-2 Chaplain of the Year**

**Due February 1<sup>st</sup>**

Submit to: State Church Activities Director (hardcopy or email)



**COLORADO STATE COUNCIL  
KNIGHTS OF COLUMBUS**

**FATHER FRANCIS KAPPES  
CHAPLAIN OF THE YEAR**

Submit by February 1<sup>st</sup> to State Service Program Coordinator

Father \_\_\_\_\_ is nominated for Chaplain of the Year  
by Council \_\_\_\_\_ in \_\_\_\_\_.  
(Name and number) (City)

**Please enter our selection in the State Chaplain of the Year contest.**

Winner's qualifications are listed below. (Attach additional sheets as necessary. Maximum 10 pages.)

Winner's address:

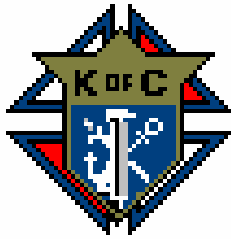
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Grand Knight**

**Figure II-3 Knight of the Month**

**Due 15<sup>th</sup> of the Month**

Submit to: State Knight of the Month Chairman (hardcopy or email)



**COLORADO STATE COUNCIL  
KNIGHTS OF COLUMBUS**

**KNIGHT OF THE MONTH**

Submit by the 15<sup>th</sup> of the Month to State Knight of the Month Chairman

Brother \_\_\_\_\_ has been selected as Knight of the Month for the Month of \_\_\_\_\_ in the year of our Lord \_\_\_\_\_.

Council \_\_\_\_\_ in \_\_\_\_\_  
(Name and number) (City)

Membership # \_\_\_\_\_.

**Please enter our winner in the State Knight of the Month contest.**

Winner's qualifications are listed below; (Attach additional sheets as necessary.)

Highest degree attained: \_\_\_\_\_

Parish name and location: \_\_\_\_\_

Current council office held (if None, State "Member"): \_\_\_\_\_

Past Grand Knight:        Y     N

Past Faithful Navigator:    Y     N

Describe the Knight's effort in support of Charity, Unity, Fraternity and Patriotism as well as his activities in support of Church, Council, Community, Family, Youth and Pro-Life programs.

Winner's address:

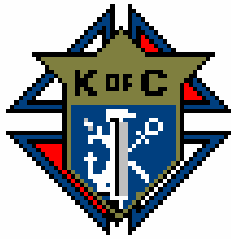
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Grand Knight

**Figure II-4 Knight of the Year**

**Due February 1st**

Submit to: State Knight of the Month Chairman (hard copy or email)



**COLORADO STATE COUNCIL  
KNIGHTS OF COLUMBUS**

**KNIGHT OF THE YEAR**

Submit by February 1<sup>st</sup> to State Service Program Coordinator

Brother \_\_\_\_\_ has been selected as Knight of the Year.

Council \_\_\_\_\_ in \_\_\_\_\_  
(Name and number) (City)

Membership # \_\_\_\_\_.

He was the Council Knight of the Month for the month of \_\_\_\_\_.

**Please enter our winner in the State Knight of the Year contest.**

Winner's qualifications are listed below. (Attach additional sheets as necessary. Maximum 10 pages.)

Highest degree attained: \_\_\_\_\_

Parish name and location: \_\_\_\_\_

Current council office held (if None, State "Member"): \_\_\_\_\_

Past Grand Knight:        Y        N

Past Faithful Navigator:    Y        N

Describe the Knight's effort in support of Charity, Unity, Fraternity and Patriotism as well as his activities in support of Church, Council, Community, Family, Youth and Pro-Life programs.

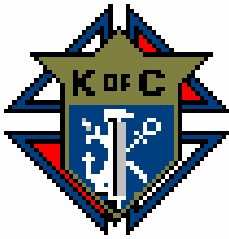
Winner's address:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Grand Knight

**Figure II-5 Perpetual Memorial Society**  
Submit to: State Secretary (hardcopy only)

**Due as required**



**COLORADO STATE COUNCIL  
KNIGHTS OF COLUMBUS**

**PERPETUAL MEMORIAL SOCIETY**

Don't forget your living and deceased family members and/or Council & Assembly brothers. Enroll them in the Colorado State Perpetual Memorial Society. You can also enroll yourself.

The benefits are as follows:

- At least 100 Masses said annually for the members
- Each new member or their family will receive an Enrollment Certificate
- Each member's name is engraved on a plaque which will be displayed at the State Convention each year.
- Each member's name will be included in the Society Membership Roll
- The money is deposited in a special K of C Charity Trust Fund, the principal of which will never be spent. Only the interest will be spent.

**Make your check of \$50.00 per enrollee, payable to  
THE KNIGHTS OF COLUMBUS STATE CHARITY FUND  
and send it to the State Secretary:**

Charles K. "Chuck" Page  
8402 Sutterfield Dr.  
Colorado Springs, CO 80920-6202

---

**WORTHY STATE SECRETARY - PLEASE ENROLL**

Name: \_\_\_\_\_

In the Colorado State Knights of Columbus Perpetual Memorial Society.

Enrollee was born (date) \_\_\_\_\_ died (date) \_\_\_\_\_.

Enrollee was/is a member of Council # \_\_\_\_\_ Assembly # \_\_\_\_\_.

Enrollee was/is the (circle one) (mother, father, brother, sister, wife, daughter, son) of:

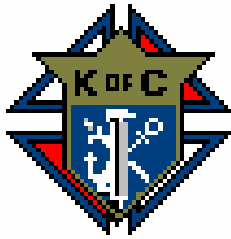
Brother \_\_\_\_\_ Council # \_\_\_\_\_ Assembly # \_\_\_\_\_.

ENROLLED BY (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

**Figure II-6 Family Game Night Participation Report**

**Due February 1st**

Submit to: State Family Director (hardcopy or email)



**COLORADO STATE COUNCIL  
KNIGHTS OF COLUMBUS**

**Family Game Night  
Participation Report**

Submit by February 1st to State Family Director

Council \_\_\_\_\_ in \_\_\_\_\_  
(Name and number) (City)

has participated in a Council Family Game Night.

**A. Date held:** \_\_\_\_\_

**B. Location Held:**

**Name of location** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_

**State / Zipcode** \_\_\_\_\_

**C. How many participated?**

**Knights** \_\_\_\_\_

**Ladies** \_\_\_\_\_

**Children** \_\_\_\_\_

**D. Describe the activity (what games were played, what was enjoyable, etc.)**

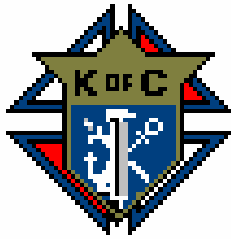
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Grand Knight

**Figure II-7 Essay Contest Participation Report**

**Due February 1st**

Submit to: State Youth Activities Director (hardcopy or email)



**COLORADO STATE COUNCIL  
KNIGHTS OF COLUMBUS**

**Essay Contest  
Participation Report**

Submit by February 1st to State Youth Director

Council \_\_\_\_\_ in \_\_\_\_\_  
(Name and number) (City)

has participated in the Youth Essay Contest.

**Please indicate the number of participants in your Council Essay Contest**

<b>GRADES</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>TOTALS</b>
<b>GIRLS</b>						
<b>BOYS</b>						
<b>TOTALS</b>						

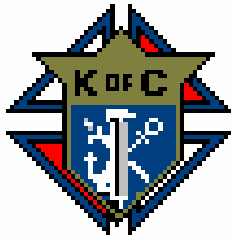
**Provide Comments and Observations concerning the Knight of Columbus  
Youth Essay Contest**

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Signed: \_\_\_\_\_ Grand Knight



**COLORADO STATE COUNCIL  
KNIGHTS OF COLUMBUS**

**Community Activities  
Participation Report**

Submit by February 1st to State Community Director

Council \_\_\_\_\_ in \_\_\_\_\_  
(Name and number) (City)

has participated in the State Focus Community Activities in the one or more of the following ways during the Calendar Year:

**A. Mentally Handicapped Program**                      **Y**      **N**

**Describe When/How:** \_\_\_\_\_  
\_\_\_\_\_

**B. Special Olympics Challenge**                      **Y**      **N**

**Describe When/How:** \_\_\_\_\_  
\_\_\_\_\_

**C. Food For Families**                                      **Y**      **N**

**Describe When/How:** \_\_\_\_\_  
\_\_\_\_\_

**D. Coats for Kids**    **Y**      **N**

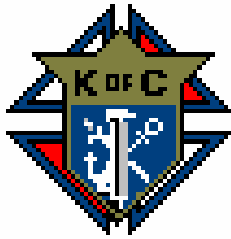
**Describe When/How:** \_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Grand Knight**

**Figure II-9 Ultrasound Initiative Participation Report**

**Due February 1st**

Submit to: State Pro-Life Director (hardcopy or email)



**COLORADO STATE COUNCIL  
KNIGHTS OF COLUMBUS**

**Ultrasound Initiative  
Participation Report**

Submit by February 1st to State Pro-Life Director

Council \_\_\_\_\_ in \_\_\_\_\_  
(Name and number) (City)

Has participated in the Supreme or State Ultrasound Initiative in the one or more of the following ways:

**E. Fundraising** Y N If Yes, the amount raised \$ \_\_\_\_\_

**F. Coordinated with a Pro-Life Pregnancy Care Center** Y N  
Name of Center \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State / Zipcode \_\_\_\_\_

Contact & Phone \_\_\_\_\_

**G. Describe other activity that was in support of the Ultrasound Initiative**

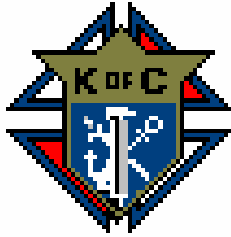
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Grand Knight

**Figure II-10 Culture of Life Participation Report**

**Due February 1st**

Submit to: State Pro-Life Director (hardcopy or email)



**COLORADO STATE COUNCIL  
KNIGHTS OF COLUMBUS**

**Culture of Life  
Participation Report**

Submit by February 1st to State Pro-Life Director

Council \_\_\_\_\_ in \_\_\_\_\_.  
(Name and number) (City)

has participated in the Supreme or State Culture of Life Program in the one or more of the following ways during the Calendar Year:

**A. Education**    Y   N   Describe When/How: \_\_\_\_\_

\_\_\_\_\_

**B. Prayer**        Y   N   Describe When/How: \_\_\_\_\_

\_\_\_\_\_

**C. Public Policy** Y   N   Describe When/How: \_\_\_\_\_

\_\_\_\_\_

**D. Donation**     Y   N   Describe Amount/When/How: \_\_\_\_\_

\_\_\_\_\_

**E. Describe other activity that was in support of the Culture of Life**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_


Signed: \_\_\_\_\_ Grand Knight



**Figure II-12 Service Activity Program Report Due February 1<sup>st</sup>**

Submit to: State Service Program Coordinator (hardcopy or email)

On-Line at [http://www.kofc.org/un/en/forms/council/state\\_serviceaward\\_p.pdf](http://www.kofc.org/un/en/forms/council/state_serviceaward_p.pdf)

 <p><b>KNIGHTS OF COLUMBUS</b> <small>IN SERVICE TO ONE. IN SERVICE TO ALL.</small></p>	<p><b>STATE COUNCIL SERVICE PROGRAM AWARDS</b></p> <p><b>ENTRY FORM</b></p>						
<p><b>THIS REPORTING FORM MUST BE COMPLETED BY EACH COUNCIL AND FORWARDED TO THE STATE COUNCIL.</b> (A SEPARATE REPORTING FORM SHOULD BE COMPLETED FOR EACH PROGRAM CATEGORY.)</p>							
<p><b>CATEGORY (MARK ONE):</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> CHURCH</td> <td style="width: 50%;"><input type="checkbox"/> FAMILY</td> </tr> <tr> <td><input type="checkbox"/> COMMUNITY</td> <td><input type="checkbox"/> PRO-LIFE</td> </tr> <tr> <td><input type="checkbox"/> COUNCIL</td> <td><input type="checkbox"/> YOUTH</td> </tr> </table>		<input type="checkbox"/> CHURCH	<input type="checkbox"/> FAMILY	<input type="checkbox"/> COMMUNITY	<input type="checkbox"/> PRO-LIFE	<input type="checkbox"/> COUNCIL	<input type="checkbox"/> YOUTH
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<input type="checkbox"/> COMMUNITY	<input type="checkbox"/> PRO-LIFE						
<input type="checkbox"/> COUNCIL	<input type="checkbox"/> YOUTH						
<p><b>FROM: GRAND KNIGHT:</b> _____ <b>TELEPHONE NUMBER:</b> _____</p> <p><b>E-MAIL</b> _____</p> <p><b>COUNCIL NAME</b> _____ <b>NUMBER:</b> _____</p> <p><b>LOCATION:</b> _____</p> <p style="text-align: center;"><small>(TOWN OR CITY) <span style="margin-left: 200px;">(STATE OR PROVINCE)</span></small></p>							
<p><b>Project Title:</b> _____</p> <p><b>Date Project Conducted:</b> _____</p> <p><b>Purpose of Activity:</b> (In the space provided below, describe in one sentence the purpose of this activity. This section must be completed.)</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>							
<p><b>Number of council members participating in project:</b> ..... _____</p> <p><b>Percentage of council members participating in project:</b> ..... _____ %</p> <p><b>Number of man hours expended in project:</b> ..... _____</p>							
<p><b>Chairman's Name:</b> _____ <b>Telephone Number:</b> _____</p> <p><b>Mailing Address:</b> _____</p> <p><b>E-mail Address:</b> _____</p> <p style="text-align: center;"><small>(continued on reverse)</small></p>							
<p><small>MAIL ORIGINAL TO: State Deputy or State Program Director COPY TO: Council File Available in electronic format at <a href="http://www.kofc.org">www.kofc.org</a></small></p>							
<p>STSP 10/09 <span style="float: right;">23</span></p>							

Describe project in detail. Use additional paper if necessary. Supplementary material may be submitted along with the nomination. Accompanying materials can include letters, testimonials, news clippings, photographs, pamphlets, etc. Do not submit tapes, video-cassettes, display materials, films, etc., as they will not be considered in judging the nomination.

ATTEST: \_\_\_\_\_ Signed: \_\_\_\_\_  
(State Deputy) (Grand Knight)

**ENTRY MUST BE RECEIVED BY THE STATE COUNCIL  
TO BE ELIGIBLE FOR THE COMPETITION**

**SUBMIT ORIGINAL TO:** State Deputy, State Program Director  
**SEND COPY TO:** Council File

STSP 1/2001

THIS FORM MAY ONLY BE COMPLETED, PRINTED OUT AND SUBMITTED THROUGH MAIL

**RESET**

### III. Appendix B: State Programs Personnel

<b>SERVICE PROGRAM COORDINATOR</b>	
John R. Eiler (Ruth)	
6536 S. Ammons Ct.	
Littleton, CO 80123	
720-839-8588	
<a href="mailto:coprograms@comcast.net">coprograms@comcast.net</a>	
<b>SERVICE PROGRAM DIRECTORS</b>	
<b>Church Activities Director</b>	<b>Community Activities Director</b>
Chris Kennedy (Michelle)	Jerome "Jerry" Sundee (Sheryl)
10207 S. Andee Way	5620 S. Buckskin Pass Dr.
Highlands Ranch, CO 80130	Colorado Springs, CO 80917
303-683-1198	719-574-0005
<a href="mailto:Ck2_nd@yahoo.com">Ck2_nd@yahoo.com</a>	<a href="mailto:sundee_jerry@msn.com">sundee_jerry@msn.com</a>
<b>Council Activities Director</b>	<b>Family Activities Director</b>
Frank W. Humpherys (Shari)	Guy R. "Bob" Green (Barbara)
6147 S. Everett St.	9025 Tuscany Way
Littleton, CO 80123	Colorado Springs, CO 80920
303-807-5191	719-244-5578
<a href="mailto:shumpherys@aol.com">shumpherys@aol.com</a>	<a href="mailto:gbobgreen@hotmail.com">gbobgreen@hotmail.com</a>
<b>Pro-Life Activities Director</b>	<b>Youth Activities Director</b>
Deacon Michael Balchus (Fran)	Robert "Bob" Nellans (Annette)
13895 Sweet Rd	13485 W. 67th Place
Peyton, CO 80831	Arvada, CO 80004
719-232-2822	303-423-1850
<a href="mailto:mjbalchus@gmail.com">mjbalchus@gmail.com</a>	<a href="mailto:nellans9@comcast.net">nellans9@comcast.net</a>

<b>SERVICE PROGRAM CHAIRMEN</b>	
<b>Knight of the Month Chairman</b>	<b>Marion Hour of Prayer Chairman – ICON 2</b>
Joseph F. “Joe” McAleer - Mary	Tony Valdez – Elouise
6424 E. Long Circle South	461 S. Decatur Street
Centennial, CO 80112	Denver, CO 80219
303-740-6261	303-935-5226
<a href="mailto:mcal/360@aol.com">mcal/360@aol.com</a>	<a href="mailto:eltonvaldez@q.com">eltonvaldez@q.com</a>
<b>Family of the Month Chairman</b>	<b>Marion Hour of Prayer Chairman – ICON 3</b>
Guy R. “Bob” Green - Barbara	John Arpad – Nancy
9025 Tuscany Way	1308 Main Street
Colorado Spring, CO 80920	Colorado Springs, CO 80911
719-244-5578	719-393-1551
<a href="mailto:gbobgreen@hotmail.com">gbobgreen@hotmail.com</a>	<a href="mailto:Arpad6@comcast.net">Arpad6@comcast.net</a>
<b>Keep Christ in Christmas Chairman</b>	<b>Developmentally Disabled Chairman</b>
Brian Thibodeaux - Nancy	Stephen A. "Steve" Stank – Zoe
941 High Acres Drive	5102 Pawnee Drive
Estes Park, CO 80517	Greeley, CO 80634
970-586-2109	970-330-1934
<a href="mailto:crazykajun63@gmail.com">crazykajun63@gmail.com</a>	<a href="mailto:stevestank@aol.com">stevestank@aol.com</a>
<b>Vocations Chairman</b>	<b>Special Olympics Chairman</b>
John Lopez – Ginny	G. Thomas Harding Jr. – Patricia
4951 Galena Dr.	P.O. Box 810
Colorado Springs, CO 80918	Littleton, CO 80160
719-593-0759	303-798-7352
<a href="mailto:Vj1lopez@yahoo.com">Vj1lopez@yahoo.com</a>	<a href="mailto:gthjr@q.com">gthjr@q.com</a>
<b>Marion Hour of Prayer Coordinator</b>	<b>Coats for Kids Chairman</b>
John O. Brown – Joyce	Keith Lowry – Jennifer
1123 South Holland St.	3 Sylvester Place
Lakewood, CO 80232	Littleton, CO 80129
303-986-0243	303-870-2827
<a href="mailto:jjobb@comcast.net">jjobb@comcast.net</a>	<a href="mailto:fullservicemortgage@comcast.net">fullservicemortgage@comcast.net</a>
<b>Marion Hour of Prayer Chairman – ICON 1</b>	<b>Ultrasound Initiative Chairman</b>
Robert "Bob" Montgomery – Joan	Michael Beiriger - Lorraine
P.O.Box 146 / 10019 Co. Rd. 35	10179 Silver Maple Circle
Sterling, CO 80751-0146	Highlands Ranch, CO 80129
970-522-3125	303-683-3296
<a href="mailto:rwmontgomery@sccisp.net">rwmontgomery@sccisp.net</a>	<a href="mailto:M_beiriger@hotmail.com">M_beiriger@hotmail.com</a>

**Notes/Comments**

*To Believe is to Become*



*United as One*