

KNIGHTS OF COLUMBUS COLORADO STATE COUNCIL SERVICE PROGRAM HANDBOOK 2009—2010

Program Coordinator	Chris Foley	719-282-8839	Cfoley8882@aol.com
Church Director	Rich McFarland	970-669-0151	Richmcfar@comcast.net
Council Director	John Brown	303-986-0243	jjobb@comcast.net
Community Director	Jerry Sundee	719-574-0005	sundee_jerry@msn.com
Family Director	Bob Green	719-244-5578	gbobgreen@hotmail.com
Youth Director	Bob Nellans	303-423-1850	nellans9@comcast.net

STATE PROGRAMS PERSONNEL

- Program Coordinator:** Christopher J. “Chris” Foley (Kathy)
5906 Thurber Drive
Colorado Springs CO 80924
(719) 282-8839
Email: cfoley8882@aol.com
- Church Director:** Richard P. “Rich” McFarland (Joanne)
719 S. Del Norte Ave
Loveland CO 80537
(970) 669-0151
Email: Richmcfar@comcast.net
- Council Director:** John O. Brown (Joyce)
1123 South Holland Street
Lakewood CO 80232
(303) 986-0243
Email: jjobb@comcast.net
- Community Director:** Jerome “Jerry” Sundee (Sheryl)
5620 S. Buckskin Pass Dr.
Colorado Springs CO 80917
(719) 574-0005
Email: sundee_jerry@msn.com
- Family Director:** Guy R. “Bob” Green (Barbara)
9025 Tuscany Way
Colorado Springs CO 80920
(719) 244-5578
Email: gbobgreen@hotmail.com
- Youth Director:** Robert “Bob” Nellans (Annette)
13485 W. 67th Place
Arvada CO 80004
(303) 423-1850
nellans9@comcast.net

STATE PROGRAMS PERSONNEL	2
COLORADO STATE COUNCIL PROGRAM OBJECTIVE.....	4
STATE AWARDS PROGRAM.....	6
COUNCIL AWARDS	7
INDIVIDUAL AND FAMILY AWARDS	9
AWARDS PROGRAM REPORTS	11
HELPFUL HINTS, TIPS AND GUIDANCE (HHT&G).....	12
Ten Keys to Success.....	12
Recruiting Via The Ten Commandments	13
State Basketball, Soccer, Golf & Bowling Event Guidelines	16
90 Day Event Planning Worksheet	17
Report Writing Checklist.....	20
State Program Director’s Report Judging Checklist	22
Service Program Report Score Sheet	23
Newsletter Judging Criteria	24
Report Requirements to Determine Supreme, State, Division, Top 20 Awards.....	25
WHAT GOES WHERE AND WHEN.....	26
COUNCIL ORGANIZATION.....	27
PLANNING YOUR PROGRAMS.....	28
PROGRAM ACTIVITIES	29
COUNCIL ACTIVITIES.....	29
CHURCH ACTIVITIES	31
FAMILY ACTIVITIES	33
YOUTH ACTIVITIES.....	34
COMMUNITY ACTIVITIES	36
APPENDIX.....	40
Service Programs Awards Entry Form.....	41
KNIGHT OF THE MONTH	43
KNIGHT OF THE YEAR	44
FAMILY OF THE YEAR	45
FAMILY OF THE MONTH	46
JOHN J. MILDENBERGER PRO-LIFE AWARD	47
CHAPLAIN OF THE YEAR	48
COLUMBIAN AWARD APPLICATION	49
PERPETUAL MEMORIAL SOCIETY.....	51
WEBSITE INFORMATION.....	52

COLORADO STATE COUNCIL PROGRAM OBJECTIVE

The State Awards Program exists to encourage councils to participate in activities and programs that support our Catholic Church, our families, our youth, our communities, and motivate our members to become better Catholic gentlemen. Although “points” are awarded for participation, **THE ULTIMATE OBJECTIVE OF THE COLORADO STATE COUNCIL AWARDS PROGRAM IS THAT EVERY MEMBER AND EVERY COUNCIL BECOME MORE INVOLVED IN THEIR PARISHES, THEIR COMMUNITIES, AND OUR ORDER AS A WHOLE.** The “points” provide a mechanism for Councils to be recognized for their attempts as well as their successes in the five different program areas. Activities and programs should be beneficial towards a common cause, as well as enjoyable to the participants. The entire Council’s membership should understand how and why any activity could promote some aspect of Columbianism through our principles:

CHARITY - Sharing time, talents, gifts, and treasures with those we come in contact with.

UNITY - Working together to accomplish deeds not achievable individually.

FRATERNITY - Aiding our Brother Knights and their families, showing concern for them and providing insurance protection for them.

PATRIOTISM - Serving and honoring our Country in the Church and Community.

This booklet has been created for the council leadership to generate ideas on how to stay active, help the needy, strengthen our faith, and foster the communication lines with our youth. General descriptions of what an activity can entail have been included. This provides a template to demonstrate how other councils have made their attempts at a project very successful. Another tool that can be utilized, for program planning, is the publication distributed by the Supreme Council entitled “Surge with Service.”

AN EFFECTIVE PROGRAM WILL HELP COUNCILS GROW BY RECRUITING NEW MEMBERS, AS WELL AS RETAINING CURRENT MEMBERSHIP!!!!

Colorado State Council Vision Statement:

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

Colorado State Council 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.

Summary

We encourage your leadership teams to provide programs that afford your members the opportunity to improve their lives in the areas of spiritual growth, family, and self. By combining our partnership with God, our country, and each other, our Order can be a catalyst to producing positive results.

Every Knight has a different reason for joining our Order. Yet our programs provide the foundation for which we, together, can strengthen the results of our involvement for our objectives. Promoting Columbianism is as diverse as our programs and our councils. We have compiled this book to be the spark plug, which ignites your council to reach beyond what it dreamt was possible. We hope the programs suggested within this book will encourage your membership to strive to raise one more dollar for charity, touch one more human life, and create an environment within our churches, families, and communities that best represents our true love for our Heavenly Father.

STATE AWARDS PROGRAM

The Colorado State Council presents awards to individual Councils and to Knights who have excelled in their service to Columbianism. These awards are announced during the Annual State Convention, and are based upon activities conducted between 1 January and 31 December of the year prior to the convention. Many of the Council Awards are given based upon points received for participating in and reporting on Service Program and Membership activities, participation in Order-wide/State-wide activities and for the timely submission of information to the State Council.

Why does the State Awards Program include an SP-7, Service Reports and Membership reports? -- The Supreme Council expects each council to conduct a program of 20 service projects in the areas of church, council, community, family and youth, to gain and retain membership and increase the number of knights who are insurance members. Further, the Supreme Knight charges every State Deputy to develop and conduct a program that offers added incentive for councils to promote new, exciting and relevant programs. **Our program is intended to do just that. We ask councils to use the Supreme Council Form STSP to submit what they consider their single best event reports in church, family, council, youth, and community, along with the SP-7 listing the 20 events expected by Supreme Council, and the membership reports, which help determine a council's membership and insurance growth within the reporting period of 1 January to 31 December.**

Why does the Grand Knight have to sign the report? -- Two reasons. First, the Grand Knight's signature indicates that the report was written with his knowledge and it is the official submission from the Council. Second, should the activity report be selected best in category and submitted for the International Service Program Competition, the Supreme Council requires the signatures of both the Grand Knight and the State Deputy attesting the report is the official entry from the Council and State.

Who submits program reports to the State? -- The responsibility to submit reports to the State Program Team rests solely with the Grand Knight. The Grand Knight should insure the reports are submitted by February 1st to the individuals identified in this booklet.

Who submits program reports to Supreme? -- Following the State Convention, the State Program Coordinator mails the SP-7s, the five Supreme Council Program Award winners, the Family of the Year winner and the Knight of the Year winner to Supreme.

So, exactly what reports are submitted? – The program and membership reports are from the previous year (the year before the Convention) and the SP-7 is from the current year (the year of the Convention).

FOR EXAMPLE: If the convention is in April 2020, then the program and membership reports are for events conducted between 1 January and 31 December 2019 and the SP-7 is for the 2019 – 2020 Columbian year.

COUNCIL AWARDS

Top 3 Divisional Awards

Each Council in the State will be assigned to one of six divisions based on Council membership as of January 1st. The break down of Councils into six divisions allows for smaller councils to receive the recognition they deserve. **Awards will be given to the three Councils in each division with the greatest cumulative program and membership point total AND have a positive net gain in membership and insurance for the year ending December 31st.** In addition, the top Council in each division will receive a traveling trophy at the State Convention. **Councils that win the traveling trophy must return the trophy at the next year's State Convention.**

Top 20 Council Recognition

The State will recognize the twenty Councils with the greatest cumulative point totals.

Supreme Service Program Awards/State Service Program Awards

Awards will be presented to the Councils having the best individual programs in each of the five Service Program categories. 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.

Best Newsletters

Awards will be presented to the three Councils who publish the best newsletters throughout the year based upon quality of effort, content, appearance, and originality. To qualify, the newsletter must be published at least four (4) times during the year. Newsletters should be sent to the elected State Officers, State Program Coordinator and State Publicity Director. The winners are determined by the state officials' assessments of how well the publication exemplifies the criteria in the Newsletter Judging Criteria checklist contained in this handbook.

Pennies from Heaven Proceeds per Member

The Council that collects the highest amount of money per member for the Pennies from Heaven program will be presented an award for their outstanding effort. To qualify, submit the proceeds, as a check payable to the Colorado State Charities Fund, to the Pennies from Heaven State Chairman before 12:00 noon on the Sunday of the State Convention.

Pennies from Heaven Container

This award will be presented to the Council with the outstanding Pennies from Heaven container. The container must reflect the theme "Pennies from Heaven" and must be brought to the State Convention for display and judging.

Mentally Handicapped Campaign

The Council that collects the **highest amount of money per member** for the Mentally Handicapped Campaign will be presented an award for their outstanding effort. To qualify for this award, the Council must remit the proceeds and report to the State Charities Secretary **and** a copy of the report to the State Mentally Handicapped Campaign Chairman by December 31st.

The Council that collects the **highest amount of money** for the Mentally Handicapped Campaign will be presented an award for their outstanding effort. To qualify for this award, the Council must remit the proceeds and report to the State Charities Secretary **and** a copy of the report to the State Mentally Handicapped Campaign Chairman by December 31st.

Councils that remit their Mentally Handicapped Campaign proceeds and report to the State Charities Secretary and a copy of the report to the State Mentally Handicapped Campaign Chairman **by December 31st will be awarded points.**

State Sweepstakes

The State Football Sweepstake is an important fundraising program for the Colorado State Council. Not only do the proceeds go to Colorado State Charities, it also benefits each council by providing \$2 of every donation directly to the council **before** submitting the donations to the State Deputy. Additionally, a percentage of the proceeds benefits all of us by keeping State per capita assessments lower and by subsidizing the cost of the State Convention that Councils and delegates would otherwise have to pay. To provide incentive for your Council's active participation, the State Council will award **points for each 100 tickets sold by a Council.** To qualify for these points, the Council must remit the proceeds and report to the State Charities Secretary **and** the tickets and stubs to the State Sweepstakes Chairman by October 1st.

Point Value Communications

From time to time, Councils will receive communications from the State Council, Directors or Chairman requiring the Councils to respond. This requirement will be clearly stated in the communication. A timely response to the communication will earn the Council **points.** The Knights Call newsletter may also include information that will allow Councils to earn additional points.

State Council Communications and Meetings

Efficient and timely communication is one of the most important keys to the success of any organization. As an incentive for such communication, the State Council awards points for attendance of key Council officers at regional meetings and timely responses to certain communication and inquiries. This exchange of information is vital if we are to keep our Councils, Districts, State Program personnel and State Officers informed on current issues and events, and for us to remain "Informed Catholics and Alert Knights".

INDIVIDUAL AND FAMILY AWARDS

Father Francis Kappes 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 the appendix and sending it to the State Program Coordinator by February 1st. A Council is not limited to nominating their Chaplain, but may nominate any Priest in the State for this award.

John J. Mildenberger Pro Life 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 the appendix. The nomination form must be sent to the State Pro-Life Couple and State Program Coordinator by February 1st. 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.

Knight of the Month/Knight of the Year

Councils should honor their Knights who make outstanding contributions to their Parish, community, and live 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, and received or postmarked **by the 15th of the following month**. The form is in the appendix. Councils will earn points for each monthly submission to the State Knight of the Month Chairman.

The Knight of the Year is selected from the entries received by the State Knight of the Year Chairman. **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 to the State Knight of the Year Chairman, and the entry form for **Knight of the Year** found in the appendix **must be submitted by February 1st**. The Knight 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 winner is submitted to the Supreme Council for selection as the K of C Knight of the Year. Consult the **"Surge with Service"** booklet provided by the Supreme Council for guidance on selection criteria and recognition to use in your Council's Knight of the Month and Year program.

Family of the Month/Family of the Year

Councils should honor their families who make outstanding contributions to their Parish, community, and live 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 Councils. To be considered for the State Family of the Month honor, **entries must be submitted** to the State Family of the Month Chairman, and received or postmarked **by the 15th of the following month**. Nomination forms can be found in the Family of the Month pamphlet distributed by the Supreme Council, the Supreme Council website and the appendix of this book. The family selected for State Family of the Month will receive a certificate from the State Deputy and a Holy Family water font. Councils will earn points for each monthly submission to the State Family of the Month Chairman.

NOMINATIONS can be made by going to the Colorado State web site (<http://www.coloradokofc.org>). Clicking on "Forms" will take you to the page with the Family of the Month Program. Click on the blue "here" which brings up the form for nomination to Supreme, State Council, District Deputy, and the council. Complete the form then in the box "State Deputy (State Council):" enter the State Family of the Month Chairman's e-mail address. Enter your district deputies and council e-mail address in the appropriate boxes. When you submit the completed form it will automatically be sent to Supreme, State, District and the council. The program allows you to review the form before submitting and printing a copy for council files. If your council does not have internet access use the Family of the Month nomination form in the Appendix or the one in the Supreme Family of the Month program booklet. Reasons for nomination are **limited to the space provided on the form** so only list what was accomplished during the month the family is being nominated. **Prior year forms will not be accepted.**

The Family of the Year is selected from the entries received by the State Family of the Year Chairman. **To be considered for this award, the Family must have been recognized as a monthly Family of the Month winner from the Council.** The entry form for **Family of the Year** is found in the **Family of the Month** program booklet and **must be submitted by February 1st.** The Family of the Year form must be completely filled in and may be accompanied by **not more than** 10 pages containing pictures, clippings or other information describing the nominee's qualifications. The winner is submitted to the Supreme Council for consideration as the K of C Family of the Year. Consult the **"Surge with Service"** and **"Family of the Month"** program booklets from the Supreme Council for guidance on the selection criteria to determine your Council's Family of the Month. The booklets also contain forms to use for monthly and annual recognition and reporting.

AWARDS PROGRAM REPORTS

To qualify for the Top 3 Divisional Awards, Top 20 Council Recognition, and Supreme Service Program Awards/State Service Program Awards, a Council must submit activity reports; the SP-7, COLUMBIAN AWARD APPLICATION, and one activity report from each of the five (5) categories Council, Church, Community, Family and Youth, using the SUPREME COUNCIL FORM #STSP form and membership reports as explained in the Membership Handbook. **The use of the Supreme Council program report forms is mandatory.**

All program activity reports, including the Columbian Award Application, must be sent to the State Program Coordinator. Membership Reports must be sent to the State Membership Coordinator. **All reports must be received or postmarked by February 1st.** Reports postmarked or received between February 1st and February 20th will be judged subject to a reduction of up to 33% of the original score. **Any reports postmarked or received after February 20th will not be considered** for the State Awards Program.

All State 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" paper.** The report and attachments must stand on its own by being complete.

These reports are import for a number of reasons. First and foremost, they allow the State Council to identify programs that are successful, unique, and worthwhile. Such programs should be shared with other Councils in order that we all may help the needy, strengthen our families, guide our youth, improve our communities, assist our members and their families, and allow us to live Our Faith as effectively as possible. In addition, copies of the reports should be made to serve as a guide for the person chairing the activity in the future. Finally, Councils should be rewarded for all of their wonderful accomplishments. The teamwork, prayers, and spirit of shared Columbianism that result from our efforts should not go unrecognized. These reports allow the State Council to give that recognition in a public way. Allow your members and your Council to receive the honors they deserve.

Whatever the program – assistance to the handicapped, elderly or youth, support for vocations, promotion of stronger family life, or any of the hundreds of other activities conducted throughout the Order – all contribute to the well-being of the individual councils and their communities. It is through these Service Program activities that councils and members demonstrate that the Order is indeed a “Catholic, family, fraternal, service organization.” These programming efforts aid in making the Knights of Columbus the strong and vibrant organization it is today and will continue to be in the future.

HELPFUL HINTS, TIPS AND GUIDANCE (HHT&G)

Ten Keys to Success From the Supreme Knight, Carl A. Anderson

When the state deputies are in New Haven for their organizational meeting, I review with them my “10 Keys to Success.” I believe that these keys are as important to grand knights and district deputies as they are to state deputies. I outline them here:

1. **Be Membership-Growth Oriented 365 Days a Year.** Every activity your council undertakes should be geared to membership growth.
2. **Establish Long-Term Goals for Growth.** “Long term” should be at least five years.
3. **Create Team-Oriented Council Officers.** Work as a team toward a common goal, whether it is a service project or a recruitment target.
4. **Maintain a Positive Attitude and Communicate It.** You must instill a positive attitude – “The best is yet to come” ... “This year can be better than last year, and next year will be even better than now.”
5. **Focus on Youth and Youthful Leadership.** Conduct programs that attract younger men and their families, such as our free-throw program and soccer challenge.
6. **Take Advantage of Leadership Training Programs.** The Supreme Council and your state council want – need – you to succeed. Attend grand knight training seminars, state meeting and functions.
7. **Establish Accountability.** Be accountable to your fellow officers, your chaplain and to your members. Give them direction and let them know what you expect of them.
8. **Have and Communicate Clear Priorities.** Repeat them often at meetings, in newsletters, via e-mail or in other regular correspondence with your officers and members.
9. **Be Open to Change.** Constantly assess your performance and adjust your program to meet overall goals.
10. **Use Your District Deputy.** He is an invaluable resource to you and your fellow officers.

Recruiting Via the Ten Commandments

Overview: The idea behind this recruiting tool is to accomplish a multitude of things, which, in the end, lead to a desire for men, unaware or ill informed about the Knights of Columbus, to want to find out more about the Knights and bring them to an information night without the fear of having to join.

Strategies:

1. Spearhead the placement of a Ten Commandment monument (can be done at no cost to a council or they can fund it)
2. Set a date for the blessing ceremony for the Monument and provide talking points for the priest or Bishop at the blessing ceremony encouraging men present to take and read a Knights informational flyer/invitation and to attend the information night.
3. Coordinate volunteers to pass out flyers and have the 4th degree present at the blessing ceremony
4. Get all existing Knights to commit to bring just one man to the information night.
5. Hold the information night that includes the offer for individual men to attend an upcoming 1st degree installation.
6. 1st degree installation.

Placement of a Ten Commandments Monument: (If done correctly, your fellow parishioners will fund the purchase of the monument)

Why is this a key component? Simply put, positioning. To have the Knights as the answer to the attacks on the Commandments is the hook that will bring men to the organization. Why, you may ask, because people feel so strongly about the attacks against the Commandments and want to do something constructive to show their support for them. Most men, at least the ones we want as Knights, have a desire to fight for what they believe in. Over 90% of Church-Going-Catholics support the public display of the Commandments but have felt powerless in this battle because it has been in the courts. Along come the Knights with the answer to this concern of theirs and they naturally feel appreciative of what the Knights have done, which, makes them open to hear more about what the Knights are truly about.

How to implement this Project in 7 easy steps:

1. Once the Council is committed to spearheading the placement of a monument, have the Grand Knight *present* a Project Moses brochure and its website to your pastor and the Council's desire to spearhead the effort to erect a monument
2. From the pastor you will need a letter of support for the Ten Commandments and his desire to have a monument, at the church or school, in the church bulletin and/or the school newsletter.
3. Pick the type of stone you want for your monument and request marketing materials from Project Moses for display and distribution
4. If a church or synagogue, present to fellow parishioners or congregants at all the services on a specific weekend stating the case, expressing the pastor's support, and give them the opportunity to join you or your organization in tangibly showing support for God's law.

5. Recruit volunteers for a special collection or to man the exits of your place of worship to receive donations
6. Collect the money, request an invoice from Project Moses, return invoice with check or credit card number, set delivery date, pour a 4” thick slab 48” W x 30” D
7. Receive and set the Monument

Blessing Ceremony: Invite your Bishop or Pastor to do the blessing ceremony, have the 4th Degree present, have brother Knights present to hand out informational flyer/invites to all the men present and give the main celebrant the following talking points for the end of the blessing ceremony;

“If you are a man or know a man who thinks the Knights of Columbus are nothing more than life insurance, funny hats, capes and swords. I can assure you that nothing could be further from the truth. The Knights are a group of men engaged in the battle for this country’s soul through their ongoing pro-life efforts, helping the mentally retarded and here today, working with Project Moses, to help restore respect in the Ten Commandments. And that is just the tip of the iceberg. I encourage you to take a flyer from the Knights present here today, read it and come to a, no obligation, Knights of Columbus informational night to be held from *<time and date>* in the parish center. This is a wonderful opportunity for you to find out more about one of the most important men’s lay organizations in the Church today. Please do this today.”

Pass out Flyers: Obviously the informational night needs to be set and flyers produced before they can be handed out, but make sure you have your most well known and personable Knights available to pass them out. You cannot believe the difference this makes.

Get all Knights Involved in the Informational Night: 100% involvement would be nice but is unlikely; however, every Knight in the council should be called upon to bring just one man to the informational night. If you have 100 Knights and 50 of them bring one person you should expect 10 new members.

If you have a computer literate Brother Knight, have him create business cards with the title, date and time of the event and distribute them to all the Knights asking them to pass them out and personally invite as many men as possible. Finger food and drinks are an added attractant.

Informational Night: Simply display all the different things the Knights have done in the local parish, in the diocese, nationally and for the Universal Church. Without giving away ceremonial secrets, answer the most frequently asked questions you normally hear...

If I join do I need to wear a funny hat?
Are the Knights a secret society?
Is this a ploy to sell me life insurance?
Must I volunteer precious time I don't have as it is?

Be blunt, honest and straight forward as to who the Knights are, why every Catholic man should belong, both for them as a person and the needs of the Church, and lastly, lay down a challenge to have them join. Show how confident we are about the Knights and the work we do for the Church.

Make it brief – 1 hr – challenge them and ask them to prayerfully consider joining for their and the Churches sake, not the Knights. It will continue whether they join or not, this is their chance to contribute with other likeminded men.

Allow them to sign up for the next 1st Degree or to take it home with them to discuss and pray about it with their wives.

1st Degree: Have it with as many Knights as possible present and reap the rewards of once again being the leaders we are called to be in our parishes.

State Basketball, Soccer, Golf & Bowling Event Guidelines

Submit Your Nomination (at State Convention)

- Choose an Event Chairman
- Reserve a venue for the event during the appropriate month
- Insure that your Council has the level of liability insurance required by the venue owner
- Check with local hotels/motels and restaurants for potential discounts
- Submit a nomination to the State Program Coordinator 2 months prior to State Convention

Insurance

- Colorado State Council recommends at least \$1,000,000/\$2,000,000 worth of liability coverage

Upon Selection

- Provide the Program coordinator with the name and phone number of the Event Chairman
- Create an Event team to support the Event Chairman

Upon Selection

- Contact the Colorado State Youth Activities Director and give him the name and phone number of the Event Chairman
- Create an event team to support the Event Chairman

Organizational or Mid-Year Meeting

- Create an event package to be handed out to District Deputies
- Ask the Program Coordinator to reserve time for you to talk to the District Deputies

Event Package

- Specifics of the event (date, time, address, name of point of contact with phone number)
- A map and textual directions
- Specifics about any hotel/motel or restaurant discounts
- Optionally a map of local restaurants
- Brochures about other activities or points of interest in your local area

Questions

- Don't hesitate to contact the State Program coordinator
- If he doesn't have the answer, he will get it

Hold the Event

- Arrive early – Set up and staff a check in area, ensure photographer is ready
- Conduct event – Double check the score sheets
- Determine the highest score, conduct tie-breakers as needed
- Announce the winners, present trophies & take group photo
- Submit photo, names and summary report to State PR and Newsletter Editor



90 Day Event Planning Worksheet

Council _____ No. _____

ACTIVITY WORKSHEET

1. PROJECT NAME: _____

2. ASSIGNED TO: _____

3. RESPONSIBILITY: _____

4. COMPLETION: _____

5. REVIEW DATES: _____

CATEGORY:

Programs (Church, Council, Community, Family, Youth) _____

Membership (Recruitment, retention, Insurance, Ceremonials)

PURPOSE - RESULTS TO BE ACCOMPLISHED (WHAT/WHY):

DETAILS - WHO/WHAT/WHEN/WHERE/HOW
(Planning, Budgeting, Staffing, Execution Equipment & Cleanup Etc.):

Project Task	What is needed to do it?	Who will do it?	How will it be done?	When will it be done?

Location:

Manpower:

Partner Organizations:

Budget / Fundraising:

- Seed Money:
- Amount
- Need Date
- Check Request Date:
- Floor Vote:
- Resolution:

Other Resources

CONCLUSIONS - RECOMMENDATIONS - SUMMARY (Results, Photos, News, Art, Etc.):

Number of council members participating in the project....._____

Percentage of council members participating in the project....._____

Number of man-hours expended in the project....._____

Chairman's Name: _____

Telephone number: _____

Mailing Address: _____

Report Writing Checklist

Bottom line: Simply tell the reader what was done, how it was done, and how it all ended.

1. Do I know the deadline?
2. Do I have the correct forms (SP-7 and STSP)?
3. Did I use the one correct category?
4. Is the identification section complete and correct?
5. Are the title and date correct?
6. Is the one sentence purpose statement concise and accurate?
7. Did I use the right numbers and is my math correct?
8. Is the chairman's information correct?
9. Did I describe the activity in sufficient detail? Does it demonstrate the objectives of the Service Program – Catholic, family, fraternal, service? Did I include cost and income data? Did I indicate if this was a success or not, if we will repeat this activity, make changes or discontinue and why? Did I use the proper headings? Did I limit the data under each heading to the subject of the heading? Did I use all the headings (Planning, Publicity, Participation, Results, and Analysis)? Does the report reflect the logical order of the activity from start to finish?
10. Do I have attachments? Are they correctly labeled, do they enhance the report?
11. Is the report typed or printed legibly?
12. Did I check the spelling and grammar?
13. Did I ask a Brother Knight to proof read it for completeness and accuracy?
14. Did I read it out loud to my Brother Knights to catch any awkward words, language, phrases or sentences?
15. Did the Grand Knight sign the report?

TIPS

Avoid the personal *I* and *we* pronouns.

Use proper tense. Write naturally about things in the order in which they happened, are happening, or will happen. Try to write the report as though the reader were reading it at the same time it is being written.

Use headings to assist the reader by making them descriptive of the contents of the section.

Number graphs and tables consecutively as they are used in the report.

Give each graph and table a descriptive title.

Place the graph or table as close as possible to the textual reference. Summarize the graph or table, don't repeat what can be seen in the graph or table.

If presenting conclusions/findings, state them carefully and clearly, and make sure they grow out of the data presented in the report.

Clear and concise is your best bet. The judges must be able to easily identify what each program is intended to accomplish and how it was carried out. Entries should be designed to make that information as straightforward and accessible as possible; Information should be typed, if possible. Submitting too little or too much information can make judging difficult. Photographs and newspaper articles are good additions to entries, but the projects are primarily judged on the basis of the effectiveness of the program as explained in the project's description.

The cover page of every entry must be the standard entry form #STSP provided by the Supreme Council office. Judging hundreds of awards is a difficult task, especially if information is buried in pages of text. Though not the only basis for judging, the number of members involved in a project and number of man-hours expended are statistics that make comparison of one project with another an easier task. Similarly, the brief project synopsis that is part of the entry form is important in determining the extent of the council's involvement. If these and other important facts are either difficult to find or not included, an entry might not be judged as effective as it really was.

Entries in the wrong category risk being disqualified. The easiest way to determine in which category a program belongs is to ask the question "Who benefits from this program?" For example:

- A communitywide art auction to benefit the refurbishment of the parish church is a Church activity, not a community one.
- A free-throw competition for all youths throughout the community is a youth activity, not a community one.
- A blood drive among council members to benefit a Knight is a Council activity.
- A council-sponsored blood drive to benefit area hospitals is a community activity.
- A fund-raiser to benefit a member and his family is a fraternal project and thus considered a council activity, not a family activity.
- Pro-life activities fall under the community activities area.

Each year good programs go unrecognized due to entries submitted in the wrong categories. If you are unsure of a project's category, contact your District Deputy, The State Program Coordinator or the Department of Fraternal Services before choosing which category to use.

Late entries are non-entries. The best programs don't have a chance if received after the deadline and judging has taken place.

Remember the award is based upon a single project or activity conducted by the council in the 12 month period, January to December, before the State Convention. It is not based upon a series or accumulation of activities in a particular section of the Service Program.

State Program Director's Report Judging Checklist

Council # _____ Category: Church Community Council Family Youth

Activity _____

Criteria Maximum possible points = 300

Timely/Signed – Did the report meet the deadline; was it signed by the GK?

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.

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.

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.

Results – What were the results, whether good or bad? Did the program benefit the intended participants or beneficiaries?

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.

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).

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.

COLORADO STATE COUNCIL
KNIGHTS OF COLUMBUS
 Service Program Report Score Sheet

Council # _____ Council Name _____

Category: _____ **Activity Name** _____

Criteria	Point Range	Points Awarded	Comments/Observations
Timely / Signed	0 - 10		
Planning	0 - 50		
Publicity	0 - 35		
Participation	0 - 45		
Results	0 - 50		
Analysis	0 - 50		
Presentation	0 - 25		
Overall Impression	0 - 35		
Total	0 - 300		

Observations / Comments (continued):

Newsletter Judging Criteria

The following information is offered for use in judging a council's newsletter. The score should represent your overall impression of the letter after considering these criteria. In general, does it make you feel involved in the council, does it demonstrate the council is actively pursuing the guidance of the Supreme Council in regards to running service programs, recruiting and retaining membership and growing the number of insurance members.

1. It should indicate the council number, name and location and be published at least 4 times a year. It should be timely, arriving the first week of the month or last week of the preceding month.
2. It should contain regular feature/comment from the Grand Knight, Chaplain, Insurance Agent.
3. It should contain features and announcements for local newspapers or magazines (as applicable).
4. It should have announcements of planned council events.
5. It should contain reports from the program and membership directors as necessary and program chairmen on recently completed activities as well as scheduled events in the month the newsletter is published.
6. It should contain a schedule of First, Second and Third degrees.
7. It should have membership campaign promotions.
8. Depending on a council's budget and availability of news, it should incorporate the use of color and photos.
9. It should contain information received from Supreme and State Councils.
10. It should contain anything of interest to the council membership.

Report Requirements to Determine Supreme, State, Division, Top 20 Awards

Top Three Division Awards

- Highest points for SP-7, Five Service Program Reports, Membership Reports
- Positive Membership Growth
- Positive Insurance Growth

Top 20 Awards

- Greatest cumulative programs, membership and miscellaneous points total

Supreme/State Service Program Awards

- Best individual program based on the report submitted, how well the event benefited its intended audience, furthered one or more of the principles of the order, and the members' participation.

Membership Activities (see Membership Handbook)

Program Activity Reports

SP-7 Columbian Award Application	250
Church Activity Report	300
Council Activity Report	300
Family Activity Report	300
Community Activity Report	300
Youth Activity Report	300
Family of the Month (25 points per month)	300
Knight of the Month (25 points per month)	300
Mentally Handicapped Campaign Report (submitted by Dec 31 st)	250
Youth Essay Contest	100
Youth Poster Contest	100

Miscellaneous

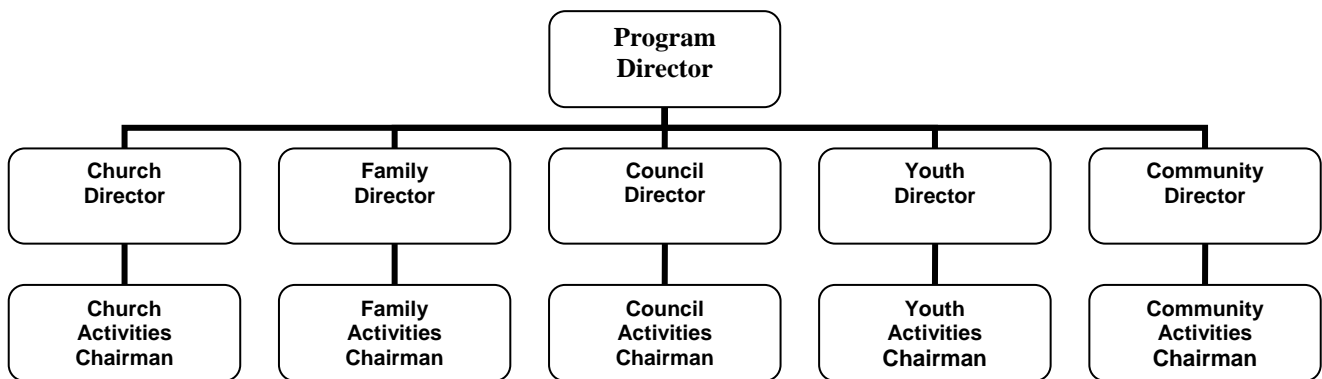
Organizational Meeting Attendance	150
GK <u>and</u> FS = 75	
GK <u>or</u> FS = 25	
PD <u>and</u> MD = 75	
PD <u>or</u> MD = 25	
Mid-Year Meeting Attendance	150
GK <u>and</u> FS = 75	
GK <u>or</u> FS = 25	
PD <u>and</u> MD = 75	
PD <u>or</u> MD = 25	
Value Communications	(25 points per instance)
State Sweepstakes	(25 points per 100 tickets)

WHAT GOES WHERE AND WHEN

WHAT	WHERE	WHEN
Report of Program Personnel	Supreme Council	August
Activity Reports	Council File	Monthly
Family of the Month Family of the Year	State Family of the Month/Year Chairman	By 15 th of next month
Knight of the Month Knight of the Year	State Knight of the Month/Year Chairman	By 15 th of next month
Newsletters	State Officers, State Program Coordinator, State Public Relations Chairman	When published
Mentally Handicapped Money & Report MHC Report	State Charities Secretary State MHC Chairman	No Later Than Dec 31 st
Sweepstakes Money Tickets and Stubs	State Charities Secretary State Sweepstakes Chairman	No Later Than Oct 1st
Free Throw Contest Report	Supreme Council	February
Soccer Challenge Report	Supreme Council	December
State Program Reports: - SP-7 Application - Church, Family, Council, Community, Youth Reports (#STSP) - Chaplain of the Year - Pro-Life Couple of the Year	State Program Coordinator	February 1 st
State Membership Reports	State Membership Coordinator	February 1 st

COUNCIL ORGANIZATION

There are five categories of service programs: Church, Community, Council, Family and Youth. All Councils should organize and implement at least four (4) activities in each category during the year. Each council should appoint a program Coordinator and a Chairman for each category of activities as soon as possible after the annual election of officers. The Grand Knight is ultimately responsible for selecting Council members for each of these positions. Each activity should have its own chairperson.



Program Director

The Program Director is responsible for coordinating the Council's service programs. This responsibility starts at the initial planning stage. He should communicate regularly with each activity director to ensure that all steps necessary for the Council's upcoming activities have been planned and are being followed and provide guidance to the activity chairperson if necessary. The Program Director should be someone who is familiar with the Council's programs, has good organizational skills, and is able to delegate responsibility effectively. **He is a coordinator and should not chair individual service programs and activities.**

Activity Directors

Each activity director is responsible for implementing the service programs for his category of activities. This responsibility starts at the initial planning stage. He should work directly with each program chairperson to assist with the planning and implementation of program activities by reviewing the specific plans for the activity, providing guidance, assisting with finding volunteers to staff the activity, and reviewing the activity to suggest improvements. He should also assist with the preparation of the Service Program report.

Activities Chairman

Each activity chairman is responsible for planning, staffing and implementing his program. He should familiarize himself with the plans for the activity, review and modify the plan if necessary, identify the staffing needs and find volunteers to meet those needs, ensure that supplies, food etc. are available, arrange for publicity, in short do what is necessary to make the program successful, and provide information for the preparation of the Service Program report.

PLANNING YOUR PROGRAMS

WHAT IS EFFECTIVE PLANNING?

Effective planning is a multi step process:

1. Identify the Program.
2. Answer these questions - Has this program been successful in the past? Does it advance the ideals of our Order? Is it practical from a financial and manpower standpoint?



Remember, success is not always measured by the profit made or the number of members who participate. Consider whether members have fun or feel good because they have accomplished a worthwhile goal, or if the programs carry on a Council tradition, in determining whether a program is successful.

3. Tentatively schedule the program, and then finalize the schedule after considering the timing of all other Council activities.
4. Select an Activity chairman.
5. Review any existing plans or prepare a written plan.
6. Identify staffing and supply needs, arrange to staff the event, have the GK or FS order any supplies from the Supreme Council, and arrange for other supplies.
7. Arrange for publicity through the Council newsletter, calling tree, Parish bulletin, distribution of flyers or special invitations.
8. Determine the information and materials necessary for preparing the State Program Report in advance so that the Chairman can ensure it is available to prepare a complete report. Arrange for a photographer to take pictures.

Effective planning requires that the Council officers meet regularly. An initial planning meeting should be held soon after July 1st to prepare a calendar of events after answering questions 1 through 3 above. Additional regular planning meetings are helpful for discussing issues such as staffing problems, budget restraints, adding new activities, and Service Report preparation. Use prior years Program Reports as a guideline, always asking yourself the question "How can we improve this program?" **Keep your Council members informed! Everyone deserves the opportunity to participate in Council programs!**

PROGRAM ACTIVITIES

The programs listed in this section are not intended to describe all of the programs available to a Council. Additional activities are described in the Supreme Council's "**Surge with Service**" booklet, individual activity handbooks published by the Supreme Council, and in **Columbia** magazine. More importantly, BE IMAGINATIVE, CREATIVE, BOLD!! Identify a need and create your own program to fill that need.

COUNCIL ACTIVITIES

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.

Activity ideas from the Supreme Council: public relations, fraternal recognition, blood donors, athletics, socials, etc.

Activity ideas from the Colorado State Council: Annual awards banquet, Garage sale, Picnic, Palisade Peaches sale, Fall-fest Dinner Dance, Golf tournament, etc.

Council Social Events

The possibilities for gathering together Council members and their families for a good time are boundless. Council picnics, sightseeing trips, Past Grand Knights Nights, awards dinners, wives' appreciation events, steak fry's, dances, and Casino Nights are but a few of the ways in which Councils socialize. Hosting parish breakfasts, dinners, and Lenten fish fry's is a great way to socialize, raise money for the Council, meet and greet prospective new members. Most importantly, it gives us all a chance to make new friends and have some fun together.

Member Communications

Frequent and meaningful communication between a Council and its members is one the keys to success for any Council. Council newsletters, e-mail groups, and announcements in a Parish bulletin are easy means of one way communication with members. **However, there is no substitute for direct, personal communication.** Every Council is strongly encouraged to use a phone calling tree on a regular basis to keep members up to date on Council plans and activities.

Pennies from Heaven

This program turns our pennies, nickels, dimes and quarters into **BIG** dollars for charity. Design a unique container displaying the title of the program, and then use it to collect loose change at Council meetings, social events, breakfasts, dinners and other activities. Raise funds by donating proceeds from a breakfast, dinner, or other event. All proceeds go to the Colorado State Charities Fund. Awards are given for the most money collected per member and for the container that best represents the theme of Pennies from Heaven.

Remembering Our Members

We all have members who for reasons of age or health are no longer able to participate in Council

activities. Do not forget them. Brighten their day by organizing visits to these members, and let them “catch up” up on Council and Parish news. Arrange to take them to Council events, or to take them out for a meal. Let them know that they are still important members of the Council.

CHURCH ACTIVITIES

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.

Activity ideas from the Supreme Council: vocations, parish round tables, parochial services, Christ in Christmas, etc.

Activity ideas from the Colorado State Council: Knights to Christ, Outdoor Nativity, Project Moses, Outdoor Mass, Clergy/Religious Appreciation, etc.

Vocation Support

Every Knight should be deeply concerned with vocations. All Councils should make an effort to support the growth in vocations in every way possible. Financial support for Seminarians should be coordinated through the State Vocations Chairmen. There is a Chairman in each Diocese. Some other programs are the Father McGivney Club (see below), Fostering Vocations day, and advertisements.

Keep Christ in Christmas

Christmas is the celebration of the Birth of Our Lord. This activity provides public awareness that Christmas is, first and foremost, a celebration of that sacred event. Councils can support this program by sponsoring a bill board, displaying posters, distributing bumper stickers, sponsoring poster or essay contests, selling K of C Christmas cards, distributing advent wreaths and candles, and participating in the Light Up for Christ campaign. Each fall, the State Keep Christ in Christmas Chairman will provide each Grand Knight with additional information.

Family Hour of Prayer

The Family Hour of Prayer program is an hour long devotion to Mary. Devotion to the Blessed Virgin is a tradition with the Knights of Columbus. There are special traveling Icons and prayer books for hosting the Hour of Prayer which go from District to District across the State. Many Councils invite all Parishioners and host a social gathering after the service.

Retreats

Retreats are a great way to spend some special time in communication with God, and to become more familiar with Our Faith and the Church. Councils can organize a retreat at a local Retreat House and invite their members to join together in prayer and meditation for a weekend, or organize a one day retreat at their Parish. Either way gives us an opportunity to dwell in a quiet atmosphere for the purpose of reflection, spiritual growth and thoughtful prayer.

Project Moses

Project Moses is a nonprofit organization committed to re-establishing respect and appreciation for the Ten Commandments. It is dedicated to helping lead all people to lives of charity, peace and justice, the fruits of faithfulness to God's laws. Their vision is that all people may love God and neighbor through a deeper understanding and appreciation of God's sacred wisdom revealed in the Ten Commandments. Project Moses is dedicated to help provide monuments and educational programs for every Catholic Church and religious school across our great nation. Project Moses is offering a unique fundraising

opportunity for your non-profit organizations. The Project Moses program is faith-based and highly relevant to our religious curriculum, concerns for our national heritage and helps our organization make a difference in the community. For more information: visit the website, www.projectmoses.com, write Project Moses, 115 N. 36 St., Omaha, NE 68131, call 1-888-MOSES-10 (1-888-667-3710), or email at info@projectmoses.com.

Lighthouse Catholic Media

Why do over 65% of Catholics not attend Sunday Mass? Why do over 30% of Catholics not believe in the Real Presence of Christ in the Eucharist? Why do nearly 120,000 Catholics stop going to Mass each year?

Have you ever wanted to help family members, friends, or co-workers who may be struggling with the issues of life or faith, but just didn't know how to reach them? Now you can through Lighthouse Catholic Media. Vatican II and Pope John Paul II sent out an urgent plea: "Evangelization is not to be left to a group of specialists, but involves the responsibility of all the members of the people of God." For additional information on this exciting and powerful program, visit their website at www.lighthousecatholicmedia.com.



FAMILY ACTIVITIES

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.

Activity ideas from the Supreme Council: widows/orphans, memorials, Family of the Month/Year, recreation, etc.

Activity ideas from the Colorado State Council: Mother's Day Breakfast, Father's Day Picnic, Sundaes on Sunday, Picnic and Pool Party, Special Kids Special Families, etc.

Widows Assistance

The widow of a Brother Knight remains an important part of the Knights of Columbus family. Continue to support the widows of Council members by sending them Council publications, inviting them to all Council functions, contacting them to see if they need assistance, and through gifts at Thanksgiving, Christmas and Easter.

Perpetual Memorial Society

This program provides a timeless spiritual gift for Knights, family members and friends enrolled in the Society. Enrollment means that daily Masses will be said for the benefit of the enrollee. The cost of enrollment is \$50. Enrollment forms which contain the information necessary for completing the process and for payment of the fee are in the appendix and are available on the State Council website. Each enrollee or their family is also given a framed certificate commemorated their enrollment in the Society.

Family Assistance

This program focuses on the assistance to the families and dependants of our Brother Knights. This can be accomplished through things as simple as information sharing on jobs, scholarships for children, ride sharing, and baby sitting services. Councils provide labor services, such as painting, yard work or snow removal for members and families in need. The key to the success is the awareness of situations when a Brother Knights or his family has a need that can be filled with the Council's help. This program represents the true spirit of Fraternity.

Family Nights

Have you looked at what it costs these days to go to a movie, take a family out to dinner, or to go to an amusement park or arcade? Council sponsored Family Nights give families the opportunity to share quality time in the company of their Brother Knights and families while avoiding the cost of commercial entertainment. Set a date and time in the evening for a special night of fun. Magic acts, ventriloquist acts, games, or animal display such as the Raptors provide great entertainment for all. Have a pot luck dinner to make the evening complete.

YOUTH ACTIVITIES

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.

Activity ideas from the Supreme Council: Columbian Squires, CYO, scholarships, Scouting, Big Brother/Big Sister, etc.

Activity ideas from the Colorado State Council: Rosary distribution, Halloween party, Christmas party, Vacation Bible School, Breakfast with Santa, Happy Birthday Jesus party, Special Kids Special Families, Children's Ark, etc.

Columbian Squires

The Columbian Squires is the official youth organization of the Knights of Columbus, and is deserving of primary consideration in any council's youth program. The development of leadership in young Catholic men is the main objective of this program. In the Columbian Squires, Knights serve as counselors in order to draw out the leadership talent of the young men. To start a circle in your council requires at least one enthusiastic counselor and 10 Catholic young men between the ages of 10 to 18 years. Since 1925, the Columbian Squires has had a rich tradition of leadership development of one of our most valuable resources –our young people.

Basketball Free Throw

This program gives girls and boys ages 10 to 14 the opportunity to compete in a wholesome activity with other young persons from their community and around the State. There are competitions at the Council, District and State level. To participate, the Council should take the following steps:

1. Schedule the Council competition at your initial planning meeting and immediately arrange for a gym for the competition. In many areas, gym time is at a premium, so it is important that you begin your planning and make arrangements early.
2. Order the Free Throw kit from Supreme using the form in the report book or through the Supreme website and arrange for prizes. Medallions are available from the Supreme Council or you can purchase trophies or other suitable awards.
3. Publicize the event by displaying the posters found in the Free Throw kit in the schools, Parishes, and other locations in your area.
4. Arrange for enough volunteers to handle registration and score keeping.
5. Coordinate with your District Deputy regarding the date, time and location of the District competition, and inform the Council level winners of the details for the District competition at the Council competition.
6. Complete the report form (in the Supreme Council form book) and return it to Supreme. **The activity is not completed until this is done.**

Council competitions should be completed by January 31st. District competitions should be completed by February 19th.

Soccer Challenge

The Knights of Columbus Soccer Challenge is open to boys and girls between the ages of 10-14 and the competition is designed for players to demonstrate the most basic of soccer skills— the penalty kick. Each player is allowed 15 shots at the goal from the penalty line. The goal is divided into five scoring zones and points are awarded depending upon where the ball passes. There are competitions at the Council, District and State level. All the details about the program are outlined in the Official Guide to the Knights of Columbus Soccer Challenge. The guide and other materials for the soccer challenge can be ordered by filling out the Soccer Challenge Kit Order Form, also found on page 3 of the Council Report Forms Booklet (#1436), or by contacting the Supreme Council Supply Department. Any questions about this program not answered in the guide should be directed to the appropriate state officials, or to the: Knights of Columbus, Department of Fraternal Services, 1 Columbus Plaza, New Haven, CT 06510-3326. Phone: (203) 752-4016 Fax: (203) 752-4108.

Youth Group Activities



Plan activities with your Parish's Youth Group as a way to introduce them to the Knights of Columbus. Some ideas:

1. Challenge the Youth Group to a softball game or other friendly sport competition. Follow it up with a picnic.
2. Ask the Youth Group to assist with a breakfast or dinner by acting as servers or bus persons, and donate a portion of the proceeds to their group.
3. Sponsor an outing to a baseball game, amusement park, or some other fun event.

Drug Abuse/Alcohol Awareness Poster Contest

This program gives our youth the opportunity to learn about the dangers of alcohol and substance abuse through their creation of posters reflecting their awareness of those dangers. Contact your local Catholic Schools and Parish CCD Programs to inform them of this program and solicit their cooperation. Volunteers to grade the posters should be easy to find. Make it special for the participants by awarding small cash prizes or gift certificates. Program materials are available from the Supreme Council and can be ordered using the form in the report book or through Supreme's website (http://www.kofc.org/member/pubs_forms.htm). Winners for each age division should be submitted to the State Contests Chairman by March 1, 2005 for inclusion in the State Council competition.

8th and 12th Grade Essay Contest

This program gives graduating 8th graders and High School Seniors in our Catholic Schools the opportunity to reflect and write on a topic that focus on the meaning of their Catholic Faith. The topic is chosen by the Supreme Council. Contact your local Catholic Schools to inform them of this program and solicit their cooperation. Volunteers to grade the essays should be easy to find. Make it special for the students by awarding small cash prizes or gift certificates. Program materials are available from the Supreme Council and can be ordered using the form in the report book or through the Supreme website. Winners for each class should be submitted to the State Contests Chairman for inclusion in the State Council competition.

COMMUNITY ACTIVITIES

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.

Activity ideas from the Supreme Council: pro-life, decency, health services, ecology, poverty, aged, etc.

Activity ideas from the Colorado State Council: Roses for Life, Parade participation, Diabetes walk, Food Basket distribution, Meals on Wheels, Soup Kitchen volunteers, Special Kids Special Families, Children's Ark, The Home Front Cares, etc.

Explore your community and see what the needs are that are within goals and objectives of the Knights of Columbus. If you can not see a need ask your community and diocesan agencies what their needs are. Finding a project may require thinking out side the box. Executing a Community Activity is more than just helping and being involved in the community, it includes get the community involved! No matter what project your Council and your members may choose - Get Involved! Do Something!

Pro-Life

Every individual has a voice in shaping the world around us, and we should all make our voices heard. By joining with others, we can effect positive change in the campaign to protect the dignity of every person's life. Pro Life focuses on every person's right to life from conception to natural death. Many in today's society believe abortion, euthanasia and capital punishment to be acceptable facts of life. They are wrong. Each Council should appoint a Pro-Life Chairman or Pro-Life Couple and send their name(s), address and phone to the State Pro-Life Couple in order to assist the State Council's effort to communicate Pro-Life activities around the State. In addition, the Pro-Life Chairman/Couple should contact the Council Chaplain and local Pastor to see how the council can assist with existing Pro-Life activities in the Parish and the community. Here are some ideas on how you can support this program:

1. Memorial to the Unborn. Work with your Parish, generate funds, secure a location and create a memorial for prayer and reflection to the unborn.
2. Colorado Right to Life Committee. All Councils are urged to join the Colorado Right to Life Committee, a state wide organization established in 1967 to educate the public regarding abortion, infanticide and euthanasia. Send the name of your Council and the name, address and phone no. of your Council's Pro-Life Chairman/Couple, together with a check for \$25 for dues to: Colorado Right to Life, 2055 South Oneida Street, Denver, CO 80224. Your Council's involvement can make a difference.
3. Birthright or Right to Life programs. Many Ladies Auxiliaries have these programs. Councils should work closely with the ladies to enhance and promote these programs.
4. Roe v. Wade. January marks the anniversary of this decision legalizing abortion. Programs can be planned, or take part in the programs that already exist in your community.
5. Sponsor educational programs open to your Council, parish and the public. Films are available though Colorado Right to Life and handout materials is available from the Supreme Council.
6. Sponsor a billboard in your area. Sheets for billboards are available from the Supreme Council (#1264).

Mary's Choice

Mary's Choice is a home and Helping Hand Program for young women located outside Bailey, Colorado. The home is located in a mountainous residential neighborhood within 50 miles of Denver. Surrounded by the serenity of the Rocky Mountains, Mary's Choice is an alternative to abortion; it provides an alternative for pregnant teenage girls to have their baby in a loving and controlled environment. Mary's Choice runs a private home for pregnant teens to live in and attend school while carrying and delivering their child. Special attention is paid to their medical, emotional, and educational needs. Mary's Choice also provides services to needy mothers and their young families with such items as food, clothes, and infant & children's furniture.

For more information: visit the website, www.tmbf.org; or call (303) 838-1058.

Mentally Handicapped Program

Supporting people with mental disabilities is a long tradition in the Knights of Columbus. Each full, there is an Order-wide fund raising campaign through the distribution of Tootsie Rolls or other candy and solicitation of donations. However, the program can take place at any time, if not several times during the year. Invite other small faith communities to assist you in this program. Members and their families are urged to assist in this fund raising effort.

Challenge your Council to raise \$1000 more than last year, an easy challenge if every member of your Council gives two hours to support this project. The State Mentally Handicapped Program Chairman will send the necessary information for ordering supplies and advertising to all Councils.

Special Olympics

Our support of the Special Olympics goes hand in hand with the fund raising efforts of the Mentally Handicapped Program. Councils can participate in this great program through support of your area Special Olympics team with a portion of the proceeds of the Mentally Handicapped drive, by assisting them with needs such as uniforms, equipment and travel expenses, and by assisting in the events as referees, judges or scorekeepers, timers, monitors or an other role that will help make this a special time for all involved.

C.A.R.E. and Share

Charity Always Remembers Everyone and Share supports the less fortunate in our communities by gathering food and clothes for those in need. Councils can participate by volunteering at local soup kitchens and shelters, by raising funds for local community agencies, and by gathering clothes and food stuffs through clothing and canned goods drive. In addition, there are occasions when the State Council obtains large quantities of food and needs assistance with packing and loading the food for delivery.

Health Services

Health services include the promotion of health and the delivery of health care to such activities as; community health services, home care services, personal care services and hospitals. This can include health screenings, Blood Drives, Bone Marrow Screening, volunteering, transportation fund raising etc.

Wheelchair Foundation

The Knights of Columbus and the Wheelchair Foundation recently teamed up to help bring

wheelchairs to those that lack freedom of mobility.

Founded in June 2000, the Wheelchair Foundation buys up to 10,000 wheelchairs a month. They are distributed around the world with the help of distribution partners including the U.S. government, United Nations organizations, and nongovernmental organizations from the Red Cross to Rotary Clubs, and now the Knights of Columbus.

In 2003, the Knights of Columbus began a working relationship with the Wheelchair Foundation and sponsored 2,000 wheelchairs to be distributed in Afghanistan. In 2004 and 2005, the Knights sponsored another 2,000 chairs for distribution in the Middle East, Philippines and Mexico. In 2006, another 2,000 were distributed in the Philippines, Mexico and Poland.

For every donation of \$75 the foundation receives, it provides matching funds to purchase a wheelchair for \$150. The chairs are shipped, 280 at a time in massive containers, directly to the destination nation; at last count chairs have been distributed in 143 countries at no cost to the recipients.

Councils, assemblies, and circles are encouraged to promote this program to their membership, inviting personal consideration, as well as implementing this as an ongoing charitable event.

Children's Ark

The Children's Ark residential treatment and community based program accepts males and females ages 10 – 18 years of age. The program is intended to treat non-violent juveniles with mental health maladjustments. The Children's Ark School is licensed by the Colorado Department of Education and retains Special Education certified teachers. The seamless therapeutic and educational services offered allow students to continue on with their education in a small, closely monitored school environment. The admission procedure is the first treatment step in this comprehensive therapeutic treatment setting. It is both an opportunity for a positive experience among the child, family, and provider, and an opportunity to promote program involvement. Once an adolescent is referred to Children's Ark, the child must show a willingness to receive treatment and a commitment to complete the program. Children's Ark facilities are located in Colorado Springs, Pueblo, Ute Pass and Green Mountain Falls. For more information call (719) 684-9511 or visit their website at www.childrensark.org.

Special Kids/Special Families

Special Kids/Special Families is a non-profit organization in Colorado founded in 1998 to provide community support services to families who are raising youth with special needs. The agency noted the lack of community services to prevent out of home placement for youth and young adults. Respite care, specialized foster care, adult day care, and family preservation services have evolved from this need. Their services include; Therapeutic Foster Family Care for youth ages 0 – 21 years, Foster Family Respite Care, Zach's Place Respite center for youth with special needs (physical, cognitive, emotional and social), Integrated Community Accessibility and Networking (ICAN) for adults ages 18 – 62 with developmental disabilities and /or multiple disabling conditions. For more information call 1-866-447-8983 or visit their website at www.sksfcolorado.org.

The Home Front Cares

The Home Front Cares (THFC) is a volunteer not-for-profit corporation with minimum overhead, providing emergency financial assistance, good and services to families of Active Duty, Activated Reserves and National Guard troops serving in harm's way. THFC delivers assistance through a close collaboration with existing military family support centers that identify and verify financial needs. Funds for goods and services are paid directly to the vendor or creditor. THFC accepts donations to

assist military families in need, coordinates with the Colorado Springs Chamber of Commerce Military Affairs Council and Phil Long's Operation Home Support and coordinates donations for goods as needed. For more information call (719) 477-3838 or visit their website at www.thehomefrontcares.org.

West African Development Support Organization

This is a charitable, non-profit, 501c3 organization whose mission is to select, support, and monitor sustainable development and educational programs in West Africa. They also work to increase the awareness in the United States about these projects and partner with like-minded organization. The organization is supporting the construction of the Madonna Hospital in Umuahia, Nigeria. This hospital will significantly improve the quality of health care and undoubtedly save many lives. For more information, visit their website at www.wadso.org.

APPENDIX



KNIGHTS OF COLUMBUS
STATE COUNCIL
SERVICE PROGRAM AWARDS
ENTRY FORM

This reporting form must be completed by each council and forwarded to the State Council.
(A separate reporting form should be completed for each program category.)

CATEGORY (MARK ONE): CHURCH FAMILY
 COMMUNITY YOUTH
 COUNCIL

FROM: GRAND KNIGHT: _____ TELEPHONE NUMBER: _____
COUNCIL NAME _____ NUMBER: _____
LOCATION: _____ (TOWN OR CITY) _____ (STATE OR PROVINCE)

Project Title: _____

Date Project Conducted: _____

Purpose of Activity: (In the space provided below, describe in one sentence the purpose of this activity. This section must be completed.)

Number of council members participating in project: _____

Percentage of council members participating in project: _____

Number of man hours expended in project: _____

Chairman's Name: _____ Telephone Number: () _____

Mailing Address: _____

(continued on next page)

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

Submit to State Program Coordinator by February 1st.

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**

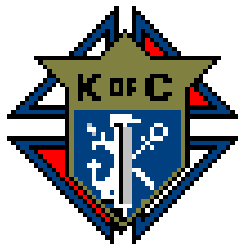
SUBMIT ORIGINAL TO: State Deputy, State Program Director
SEND COPY TO: Council File

STSP 1/2001

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

RESET

Submit to State Program Coordinator by February 1st.
42 of 52



COLORADO STATE COUNCIL
KNIGHTS OF COLUMBUS

KNIGHT OF THE MONTH

Brother _____ has been selected as Knight of the Month for
Council _____ in _____.
(Name and number) (City)

Membership # _____.

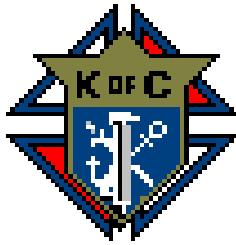
Please enter our winner in the State Knight of the Month contest.

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

Signed: _____ Grand Knight

Winner's address:

Submit to the State Knight of the Month/Year Chairman by 15th of following month



COLORADO STATE COUNCIL
KNIGHTS OF COLUMBUS

KNIGHT OF THE YEAR

Brother _____ has been selected as Knight of the Year for
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.

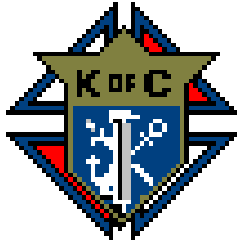
Winner's qualifications are listed below. (Attach additional sheets as necessary. Max 10 pages.)

Signed: _____ Grand Knight

Winner's Address:

Submit to the State Knight of the Month/Year Chairman by February 1st.

Attach this to the Supreme Council Family of the Year form



COLORADO STATE COUNCIL
KNIGHTS OF COLUMBUS

FAMILY OF THE YEAR

Brother _____ & family have been selected as the Family
of the Year for council _____ in _____.
(Name and number) (City)

Membership # _____.

This Family was the Council Family of the Month for the month of _____.

Please enter our winner in the State Family of the Year contest.

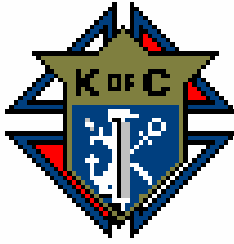
Winner's qualifications are listed below. (Attach additional sheets as necessary. Max 10 pages.)

Signed: _____ Grand Knight

Winner's address:

Submit to the State Family of the Month/Year Chairman by February 1st
Attach this to the Supreme Council Family of the Year form

This form is OPTIONAL, instead you may submit a copy of the Supreme Council form



COLORADO STATE COUNCIL
KNIGHTS OF COLUMBUS

FAMILY OF THE MONTH

Brother _____ & family have been selected as the Family
of the Month for council _____ in _____.
(Name and number) (City)

Membership # _____

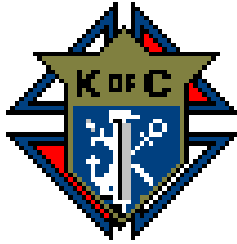
Please enter our winner in the State Family of the Month contest.

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

Signed: _____ Grand Knight

Winner's address:

Submit to the State Family of the Month/Year Chairman by 15th of following month.



COLORADO STATE COUNCIL
KNIGHTS OF COLUMBUS

JOHN J. MILDENBERGER PRO-LIFE AWARD

Brother _____ is nominated for Pro-Life Knight/Couple
of the Year by Council _____ in _____.
(Name and number) (City)

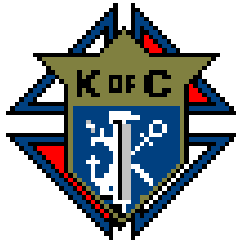
Please enter our selection in the Pro-Life Knight/Couple of the Year contest.

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

Signed: _____ Grand Knight

Winner's address:

Submit to the State Program Coordinator by February 1st.



COLORADO STATE COUNCIL
KNIGHTS OF COLUMBUS

FATHER FRANCIS KAPPES AWARD
CHAPLAIN OF THE YEAR

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

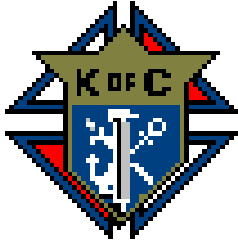
Please enter our selection in the State Chaplain of the Year contest.

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

Signed: _____ Grand Knight

Winner's address:

Submit to the State Program Coordinator by February 1st.



SAMPLE

Refer to Council Report Forms Booklet for correct form

KNIGHTS OF COLUMBUS COLUMBIAN AWARD APPLICATION

Due By JUNE 30

Council Number _____
Location _____
(City) _____ (State or Province) _____

Those councils deemed outstanding in their implementation of the Service Program for the year are eligible to receive the Supreme Council's **COLUMBIAN AWARD**. The award is a tangible testimonial of the efficiency, industry and excellent activity program of the council. Those councils winning the award should display it with justifiable pride.

In order to qualify for the Columbian Award, the council must:

1. Have completed and returned the Service Program Personnel Report Form (#365) to the Supreme Council office by August 1.
2. Annually conduct and report at least **four (4) major involvement** programs in each of the following sections of the Service Program: Church Activities, Community Activities, Council Activities, Family Activities and Youth Activities.
3. Have completed and returned the Annual Survey of Fraternal Activity Report Form (#1728) to the Supreme Council Department of Fraternal Services by January 31. (New councils instituted after July 1, need not meet this requirement.)

The council's program director must complete the necessary information in this Columbian Award application. Each application must be signed by the program director and the grand knight must attest to the information contained herewith. When the application is completed, return to: Knights of Columbus Supreme Council, Department of Fraternal Services, 1 Columbus Plaza, New Haven, CT 06510-3326.

This application must be received in the Supreme Council office no later than June 30.

"I hereby certify and affirm that the information provided herein is true and accurate, to the best of my information and belief."

Program Director _____
 Membership Number _____
 Grand Knight _____
 Membership Number _____

<u>This Area For Supreme Council Use Only</u>
Form #365 Received _____
Fraternal Survey Received _____
Application Received _____
Acknowledged _____

(Additional information required on the next page)

SUBMIT ORIGINAL TO: Supreme Council Department of Fraternal Services.
SEND COPIES TO: State Deputy, District Deputy, Council File.
 SP-7 1/2001

Submit to the State Program Coordinator by February 1st.

SAMPLE

Refer to Council Report Forms Booklet for correct form

Due By: - JUNE 30

KNIGHTS OF COLUMBUS COLUMBIAN AWARD APPLICATION 2006 -2007

Council Number 1234567890 Location__Any Town _____CO_____

(City)

(State or Province)

Please list and briefly describe those major involvement programs sponsored by your council between July 1, 2005 and June 30, 2006. Use additional paper, if necessary.

CHURCH ACTIVITIES*(vocations, parish round table, parochial services, Christ in Christmas, etc.)

1. Keep Christ In Christmas Campaign
2. Altar Servers Appreciation
3. Divine Mercy Icon Holy Hour
4. Renovation of Church Facilities

• Sponsorship of Knights of Columbus Roundtable fulfills all four church activity requirements for the Columbian Award.

COMMUNITY ACTIVITIES (pro-life, decency, health services, ecology, poverty, aged, etc.)

1. CARE and Share
2. Highway Clean-up
3. Blood Drive
4. Thanksgiving Community Dinner

COUNCIL ACTIVITIES (public relations, fraternal recognition, blood donors, athletics, socials, etc.)

1. Annual Awards Banquet
2. Golf tournament
3. Christmas Party
4. Memorial Mass

FAMILY ACTIVITIES (widows/orphans, memorials, "Family of the Month/Year," recreation, etc.)

1. Mothers Day Breakfast
2. Family Pizza Night
3. Wives Appreciation Dinner
4. Family Night at the Ball Park

YOUTH ACTIVITIES* (Columbian Squires, CYO, scholarships, Scouting, Big Brothers/Big Sisters, etc.)

- 1.
- 2.
- 3.
- 4.

• Sponsorship of a Columbian Squires Circle in good standing fulfills all four youth activity requirements for the Columbian Award. If your council sponsors a Circle of Columbian Squires, please supply Circle number.

Our Council sponsors Columbian Squires Circle No. 12345

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

SP-7 1/2001

Submit to the State Program Coordinator by February 1st.

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 cost is \$50.00 per member. The benefits are as follows:

1. At least 100 Masses said annually for the members. This year they are being said by the St. Andrew Seminary and the Jesuit Fathers at the Xavier Jesuit Center.
2. Each new member or their family will receive an Enrollment Certificate.
3. Each member's name is engraved on a plaque which will be displayed at the State Convention each year.
4. Each member's name will be included in the Society Membership Roll which will be published.

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.

(Use the following application for enrollment.)

-

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) CO (Zip) _____

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

WEBSITE INFORMATION

Supreme Website –<http://www.kofc.org>

Colorado State Council Website –<http://www.coloradokofc.org>

Supreme Forms

Many forms can be found on the Supreme website, including forms that can be submitted electronically.

Go to [.kofc.org/member/forms/councilmenumain.cfm](http://www.kofc.org/member/forms/councilmenumain.cfm)

There are pull down menus for electronically submittal forms and printable forms.

State Council Forms

All forms are available on the State Council website Programs and forms pages.