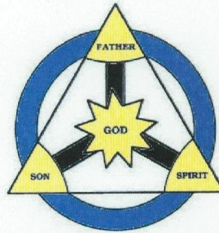




**KNIGHTS OF COLUMBUS
COLORADO STATE COUNCIL
2009 - 2010**

Holy Trinity



"Not I But We"

**SERVICE PROGRAM
TRAINING WORKBOOK**

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 year before the Convention and the SP-7 is from 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.

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 be 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.

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 _____

Membership _____

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, 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 category.

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, Publicity Chairman	When published
Mentally Handicapped Report	State Charities and State MHC Chairman	No Later Than Dec 31 st
Free Throw Contest Report	Supreme Council	February
Soccer Challenge Report	Supreme Council	December
State Program Reports: <ul style="list-style-type: none"> - 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