



## State Council Service Program Award Instructions



Each year the Michigan State Council recognizes the best program in each of the Service Program areas; Faith, Family, Community and Life at the annual Michigan State Council convention. A team of judges chosen by the State Deputy awards the top prize in each category to the winning Council at their state convention. The winning entries are then endorsed by the State Deputy and submitted to the Supreme Council office by June 10 for judging to determine the International Service Program Award Winners.

**DO NOT SEND MATERIALS DIRECTLY TO THE SUPREME COUNCIL.**

Winning entries from the State are sent to the Supreme Council where a panel of judges named by the Supreme Knight reviews each jurisdiction's winners and chooses the single best Faith, Family, Community and Life Activity Order-wide for the fraternal year.

Winning Councils and their programs are recognized at the Supreme Council meeting each year. The Grand Knights of the winning Councils, along with their wives, are invited to the convention as guests of the Supreme Council. Any Council that is not currently under suspension is eligible and encouraged to compete for this distinguished honor.

To participate, the Council must complete the State Council Service Program Awards Entry Form [#STSP](#).

The form, along with any supporting materials, must be sent directly to the Diocesan Program Director for review and will be forwarded to the appropriate State Director for judging. Check with Diocesan Program Directors for deadline dates to submit.

**STATE COUNCIL SERVICE PROGRAM DOCUMENTS MUST BE SUBMITTED IN ELECTRONIC FORMAT**

New this year, all Service Program documents must be submitted in electronic format. There is no specific format to report your programs. Generally speaking, individual award entries should be in print format and may include photographs and written testimonies. Due to the number of entries received, we are generally not able to view videos and/or other multimedia submissions. To be safe, it's probably best to submit your documents in PDF format.

**SUBMITTING A SERVICE PROGRAM AWARD PROJECT PRESENTATION**

Every Council is encouraged to plan a "special" project that provides some service to others. The planning of this event should include having the event documented as the Council's Service Program Award for the year. Planning to document the project from the beginning will save time and lead to a more complete presentation. This presentation is a great way to share the good works being done within your Council and allows other Councils across our State and beyond to learn from your experiences



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### Planning:

Planning for a Service Program Award Project is, like any successful project, is the most important part which will lead to a successful Council presentation. While members of the project activity are encouraged to participate on the Service Program Award team (or committee if the Grand Knight has decided on a more formal structure within the Council), the team should consist of individuals who are responsible for “planning, documenting, publishing, and forwarding” the project for submission as a successfully completed “program” for award consideration.

Initial planning should be done in concert with the “project activity team” so that important details of the early stages of the project are captured and recorded.

### Activity:

The activity behind the successful documentation and tracking of the project will become the backbone of the successful Service Program Award entry. Collect data and documents needed to complete the entry while the program is in progress. Some suggestions for the Service Program Award Team “owning” the activity for the entry are as follows:

- Attend the initial project meetings and clearly state the requirements for a successful entry.
- Designate a Service Program Award team leader who will be responsible for coordinating all the team’s activity.
- Schedule an initial meeting with the Council’s District Deputy. Invite the Grand Knight and other Council officers and review the intention of and plan for submitting a successful Service Program Award entry.
- Contact the Diocesan Program Director (DPD) and notify him that the Council is intending to submit an entry for consideration. Request a meeting with the DPD at the beginning, halfway point and just prior to submitting the final entry and solicit any support for presenting a first-rate entry.
- Designate a team member to be the “recorder” and who will be responsible for building the PDF document and obtaining all of the necessary contents from other team members and from actual participants on the “project” team.
- Set a separate Service Program Award Team calendar which maps closely to the “project calendar.” Include periodic meetings to review and make certain that all the relevant data is being compiled.
- You cannot take too many photographs or prepare too many documents during this process.
- Stay the course. Whether the entry wins or not, the Council wins, and the Council members win, and the Order wins with every entry submitted. The completed PDF document will serve as a great recruitment tool.



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### **Preparation:**

While every activity requires preparation, and certainly all the previous dialogue speaks to preparation, the preparation here specifically addresses preparing the entry for submission. At this stage, the project should be near completion (or may be completed) and the process of culling through all the collected data and materials begins. This is an activity that should include:

1. The Service Award Project Team
2. Representatives from the Project Team
3. The Council's Program Director

At this stage, the formal organization of all the materials being reviewed for inclusion into the entry binder occurs. The information on the label should include: Project title, date of photograph, project phase, a brief description of the photograph, and the names of individuals who are in the photograph.

### **The Product Binder (PDF Document):**

The entry should be submitted in electronic format (preferably a PDF document). The document should begin with a creatively designed project cover page. The cover page should have the K of C logo, the project name, Council name and number, the Grand Knight's name, and the Project Director's name. The sections (chapters) should be labeled in an organized manner and should be either numbered or named to coincide with the Table of Contents. Here is a list of a sample set of sections (chapters):

1. Index (INDEX)
2. Introduction Letter from GK & PD (INTRO)
3. Detailed overview of the Project (OVERVIEW)
4. Selection Process
  - a. Recruiting
  - b. Naming Project
  - c. Planning
  - d. Impact to the Community
  - e. Completing
  - f. Setting up the team
  - g. Correspondence by Reference
  - h. Recording Information
  - i. Finances and Donations
  - j. Fund Raising
  - k. Media & Press Releases
5. Project Chronology (CHRONOLOGY)
6. Roster of project participants and the roles they fulfilled (photo desired) (ROSTER)
7. Photographs in chronological order. (PHOTOS)



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8. Copies of all press releases sent out and all published media (bulletin, newsletter, MI Columbian, Columbia Magazine, diocesan newspapers, local newspapers) MEDIA
9. Summary of all hours recorded with detailed sheets included chronologically (HOURS)
10. Summary of all finances to include “Budget”, “Actual” & “Fund Raising” data for the entire project (FINANCIALS)
11. Correspondence – Actual letters sent & received to initiate the project, for requesting material donations and letters of acknowledgments received (CORRESPONDENCE)
12. Acknowledgments – all volunteers, suppliers, donors, media and other parties that had a hand in the success of the project.

Make backup copies. In the unlikely event that an entry was ever lost, stolen or misplaced, having a second copy will be invaluable. Additional copies should be sent as gifts for presentation to a pastor (if a church project), a facilities director, and so on. This is a powerful tool. Publish a brief article in the parish bulletin and the Council newsletter.

### **Summary:**

The preparation of and submission of a Program Service Project for consideration is a lot of work, but it is something that should be done. Make the preparation and the submission of the project for consideration as a Program Service Award Project just as important as the project itself. When you do, your Council will document a part of its history, so make your project award entry the best it can be.