



FAITH IN ACTION STATE SERVICE PROGRAM AWARDS

Throughout the year your council puts your Faith in Action by planning and executing programs for your church and community. Every council has one program that they are proud of the results and the impact it has made on the community. The Faith in Action Service Program Award is your council's way of showing the Michigan jurisdiction what is possible to accomplish when we work together. Each year as we meet for our annual Convention one council is recognized in each faith category for their Excellence in program execution. This is known as the Faith in Action Service State Program Award.

The winning council's program at the State level is then submitted to Supreme for a chance at winning the International Faith in Action Service Program awarded at the Supreme Convention.

STEPS TO CREATING A SUCCESSFUL FAITH IN ACTION SERVICE PROGRAM STATE AWARD SUBMISSION

PLANNING:

The backbone of any successful project is the Planning Process. Answering the 5 basic questions Who, What, Where, When, Why, and How is the framework for both a successful program and a Faith in Action Service Award submission. The Grand Knight, Council Program Director, District Deputy, and Diocesan Program Director should work in partnership with each other to ensure that the planning and implementation of the program is successful. While doing so the documentation of the program's success is easy to accomplish.

FAITH IN ACTION SERVICE PROGRAM STATE AWARD SUBMISSION REQUIREMENTS:

Each submission needs to have an electronic version which will be submitted to both the State Director of the Faith in Action Category the submission is about and to the State Program Director. Supreme will only accept an electronic version of the submission.

DO NOT SEND TO SUPREME DIRECTLY

A printed copy should also be submitted to the State Faith in Action Director and State Program Director.

EACH SUBMISSION MUST HAVE:

1. COMPLETION OF THE SPAW AWARD APPLICATION FOUND ON THE SUPRME WEBSITE UNDER FORMS
2. COVER PAGE
 - ✓ Project Name
 - ✓ Faith in Action Category
 - ✓ Knights of Columbus Logo
 - ✓ Council Name and Number
 - ✓ Grand Knights Name
 - ✓ Council Program Directors Name
3. INDEX (INDEX)
4. INTRODUCTION LETTER FROM GRAND KNIGHT AND COUNCIL PROGRAM DIRECTOR (Intro)
5. PROJECT OVERVIEW---DETAILED PURPOSE & GOALS
 - ✓ Who did the Program benefit? –Purpose
 - ✓ What was the program?
 - ✓ Where was the Program?
 - ✓ When was the Program?
 - ✓ Why did the council choose this program? What problem or need did this program resolve-Goal?
 - ✓ How did the council execute the program?
6. SELECTION PROCESS
 - ✓ Planning- Cost & Time
 - ✓ Finances & Donations
 - ✓ Fund Raising
 - ✓ Impact to the Community
 - ✓ Media & press releases
 - ✓ Recruitment of new knights
7. PROJECT CHRONOLOGY- TIMELINE FROM INCEPTION TO COMPLETION INCLUDING RESULTS
8. ROSTER OF PARTICIPANTS AND ROLES FULFILLED
 - ✓ Each volunteer and what role they fulfilled during the project.
 - ✓ Total of all Volunteers & Hours worked.
9. PHOTOGRAPHS IN CHRONOLOGICAL ORDER
 - ✓ Planning
 - ✓ Execution of program
 - ✓ Results
10. MEDIA: ALL FORMS (do not submit videos, tapes etc.)
 - ✓ Pamphlets
 - ✓ Flyers
 - ✓ Newspaper
11. CORRESPONDENCE SENT AND RECEIVED
 - ✓ Copies of actual correspondence sent & received email, formal letters.
12. ACKNOWLEDGEMENTS:
 - ✓ Volunteers
 - ✓ Participants
 - ✓ Community
 - ✓ Donors
13. RESULTS:
 - ✓ Total Participants Members
 - ✓ Total Participants Non-Members
 - ✓ Total Number of New Knights Recruited
 - ✓ Total Donations received.
 - ✓ Final Program Results