**PROGRAM BOOK PLAN 2024**

To ensure that we have multiple entries in the Family of the Year and Faith in Action Program submissions we are starting a new program in Michigan.

* At the Summer Meeting in July 2023 District Deputies will receive two folders One Folder marked Family of the Year and one marked Faith in Action Program submission for each council in his district. Included in the folder will be instructions on how to submit a book and the criteria for judging. The State Program Director will explain the program, due dates, and incentive during the summer meeting.
* At the Diocesan Meetings, the State Program Director will explain the program, due dates, and incentives to the Councils in attendance.
* The District Deputy will distribute the folders to each council as soon as possible.

**FAMILY OF THE YEAR 2024**

Steps to follow:

1. The District Deputy will distribute the folder to each council labeled Family of the Year 2024. He will cover with the council the expectations of nominating a Family.
2. During the month of September, the Diocesan Program Director will reach out to each Grand Knight in his area to remind the council to remind the council of the importance of recognizing families in their council and parish, they will also talk about. They will then communicate by October 1st to the SDRR, DD, SPD and State Family Director. of dialogue with Grand Knights.
3. During the month of November District Deputies should collect from their councils the folders from each council with the start of their Family of the Year nominee.
4. At the Winter Leadership Meeting each District Deputy will provide at registration their councils folders to the State Program Director with a bio of the family and picture. The SPD and SFD will review and return with feedback to the District Deputy at the end of the Winter Leadership Meeting.
5. The State Family Director from the submissions brought to the Winter Leadership Meeting will pick one family from each diocese to feature during the months of December and January in the constant contact.
6. The District Deputy will return to their councils and share the feedback with their councils.
7. Diocesan Program Directors need to collaborate with their councils to ensure that the Grand Knight and council continue to work on the Family of the Year Submission.
8. The District Deputy will provide the State Family Director with folders and electronic copies of the Family of the Year submission by April 1st ,2024.
9. The State Family Director will forward all entries and folders to the State Program Director
10. The State Program Director will give all submissions to the State Deputy for the determination of who will be the Michigan State Family of the Year Award.

**STATE FAITH IN ACTION PROGRAM AWARDS 2024**

To ensure that we have multiple books submitted under the 4 categories faith, life, family, and community we are starting a new program in Michigan.

Steps to follow:

1. The District Deputy will distribute the folders to the councils in his District during their July/August meetings. He will cover the expectations with the council for submission for the Faith in Action Award Program.
2. The Diocesan Program Director will contact all council during the month of September to find out what categories the councils are planning to enter a submission for Faith in Action Award Program. This information needs to be communicated to the SDRR, District Deputy, State Program Director, and Faith in Action Director by October 1,2023.
3. During the month of November District Deputies should collect from their councils the folders from each council with the start of their Faith in Action Program submission
4. At the Winter Leadership Meeting each District Deputy will provide at registration their council’s folders to the State Faith in Action Director. The State Director will review and return with feedback to the District Deputy at the end of the Winter Leadership Meeting.
5. Each State Faith in Action Director will choose from the submissions brought to the Winter Leadership Meeting 1 program from each diocese to be featured in the constant contact during December, January, and February.
6. The District Deputy will return to their councils and share the feedback on the folders with their councils.
7. Diocesan Program Directors need to collaborate with their councils to ensure that the Grand Knight and council continue to work on the Faith in Action Program Submissions.
8. The District Deputy will provide the State Faith in Action Director with folders and electronic copies of the Faith in Action Submission by April 1st, 2024.
9. The State Faith in Action Directors will bring the submissions to the judging that will be held in April. The State Program Director will give the winning submissions to the State Deputy.
10. The winning council will be notified before the Convention. At the awards ceremony the Council, District Deputy and Diocesan Program Director should be prepared to accept the award and pose for pictures.

**WHAT’S IN IT FOR ME?**

Council Incentive:

1. Following the Winter Leadership Meeting all councils who have submissions for the Family of the Year and Faith in Action Programs will be entered into a drawing for a $25 gift card.
2. Following the final submissions for the Family of the Year and the Faith in Action Programs will be entered into another drawing for a $50 gift card.

District Deputy and Diocesan Program Directors.

1. For every council that you have that submits a submission for the Family of the year and Faith in Action Program at the Winter Meeting your name will be entered into a drawing for a $25 gift card. One for the District Deputy and one for the Diocesan Program Director.
2. For every council that you have that has a submission for the final judging for the Family of the Year and the Faith in Action Programs your name will be entered into a drawing for a $25 gift card. One for the District Deputy and one for the Diocesan Program Director.

**IMPORTANT DATES**

**June 30th: DDs receive their folders for their councils at the Summer Leadership Meeting**

**July/August: DD’s distribute folders to councils with directions.**

**September: DPD reach out to Grand Knights to ensure plans are being made.**

**October 1st: DPD communicate status of councils to SDRR, DD, SPD, and State FIA Directors**

**November: DD’s gather folders to bring to Winter Leadership Meeting**

**December: DD’s bring folders to Winter Leadership Meeting**

 **State FIA Directors review folders & provide feedback give folders to DD’s.**

**December/January: DD’s return folders to councils for completion**

**December/January/February: State FIA Directors provide examples in Constant Contact**

**December-March DD’s and DPD collaborate with councils to finish submissions.**

**April 1st: DD’s provide electronic and folder to FIA Directors for judging of 4 FIA Categories**

 **DD’s provide State Family Director with Submissions for Family of the Year both.**

 **electronic & printed to the State Program Director who will give to the State Deputy**