

SERVICE PROGRAM AWARDS





KNIGHTS OF COLUMBUS
IN SERVICE TO ONE. IN SERVICE TO ALL.

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):

<input type="checkbox"/> CHURCH	<input type="checkbox"/> FAMILY
<input type="checkbox"/> COMMUNITY	<input type="checkbox"/> CULTURE OF LIFE
<input type="checkbox"/> COUNCIL	<input type="checkbox"/> YOUTH

FROM: GRAND KNIGHT: _____ **TELEPHONE NUMBER:** _____

E-MAIL _____

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: _____

E-mail Address: _____

(continued on reverse)

MAIL ORIGINAL TO: State Deputy or State Program Director

COPY TO: Council File

Available in electronic format at www.kofc.org

Service Program Awards

The International Service Program Awards annually recognize the best programs conducted by local councils in the areas of Church, Community, Council, Culture of Life, Family, and Youth activities. The international winners are selected from the winning entries submitted by each jurisdiction.

Every year, at their state conventions, state councils honor the best program or activity conducted in each Service Program category. Any council not under suspension is eligible to enter. The winners at the state level are eligible for selection as international winners. International winners are honored at the Supreme Knight's Awards Session at the annual Supreme Convention.

Entries are judged first and foremost on the effectiveness of the program. The content of the award application itself is also extremely important in conveying the effectiveness of the program. The following recommendations will assist your council in producing quality entries. Submitting a quality entry will improve your council's chances of being selected as a state or international winner.

To enter a program, complete the *State Council Service Program Awards Entry Form* (#STSP) located at kofc.org/forms and in the *Council Report Forms Booklet* (#1436). A separate entry form, with the appropriate category box checked, should be used for each program submitted.

Send the entry form, along with supporting materials (newspaper articles, photographs, etc.) to your state council. **Do not send entry forms directly to the Supreme Council office. The state council forwards the winning entries to the Department of Fraternal Services.** For information on your jurisdiction's entry deadline and other submission details, contact your district deputy or state program director, or check your state council's web site.

Here are some tips in preparing your council's Service Program Awards entries:

You can't win if you don't enter. If your council doesn't submit an entry form (#STSP) to your state program director by the submission deadline, you have no chance of becoming a winning council. Your council works extremely hard on volunteer efforts and deserves the opportunity for recognition that the International Service Program Awards competition offers.

To qualify, activities must have been held during the twelve month period between state conventions.

Only one activity may be submitted per Service Program category.

Late entries to your state council risk being disqualified.

Entries in the wrong category risk being disqualified. Some jurisdictions will transfer an entry from the wrong category to the right category prior to judging. Some won't. Don't take the chance. The most effective way to determine which category a program belongs is to ask the question, "Who benefits from this program?"

Contact the Department of Fraternal Services if you are unsure of the proper category for your council's entry, or refer to the Service Program chart in the *Surge with Service* book (#962). Only one entry in each category will be accepted.

Remember, these awards are based upon one project or activity conducted by the council and not upon a series or accumulation of activities in a particular section of the Service Program. Consider the following areas when preparing an entry for a project or activity:

- ***Nature of the activity.*** Who was benefitted by the program? How did it meet a need in the community, parish or council?
- ***Participation of membership.*** How many members participated? What percentage of the entire membership participated? All other things being equal, a program that had participation of the majority of the council will be judged more favorably than one in which only a handful of members participated.
- ***Results.*** How did the activity benefit the Church, Community, Council, Family, Culture of Life initiative or Youth?
- ***Program originality.*** Was the program new?
- ***Committee planning.*** How effectively was the program organized? How much detail was involved in staging the event?
- ***Delegation of responsibility.*** How many members served as volunteers? Planners? How was the implementation of the project organized?

- **Publicity.** How was the program publicized? Did council members effectively utilize radio and television, local and diocesan newspapers, and council newsletters?

To be considered for the award, your council must use the standard form (#STSP) provided by the Supreme Council headquarters as the cover page for the entry. Make it as easy as possible for the judges to evaluate your council's program by including all requested information, including the number of volunteer hours expended, on the cover page. The examples on the inside front cover of this booklet and inside back cover show both sides of a properly completed cover page — all requested information is provided in a very clear, easily readable manner. The signatures of the grand knight and state deputy attest to the state council and the Supreme Council respectively, that this is the official entry of that council or jurisdiction. Only entries bearing these signatures will be accepted.

Supporting documentation can effectively expand upon the information provided on the cover page. Photographs and newspaper articles can add to the information provided on the form (#STSP). The ideal photo will effectively advance the story by itself. Helpful photos like the one below show Knights and others (in K of C branded gear) implementing the program. They also — where appropriate — show those whom the program helped.



A well-publicized program that shows the Knights of Columbus as a force for good in the parish and community is always desirable. News clippings like the one below as well as parish bulletin announcements that help to tell the story of the program should also be included.

The goal of every entry should be to give the judges — in as concise a way as possible — a complete picture of the program. In some cases, this will require a longer summary than can be included on the cover page. If additional pages of text are needed to tell the complete story of the program, please include them. Videos, DVDs and CDs, however, will not be accepted as part of the program entry.

Following these guidelines will help ensure that your council's entries are ready for your jurisdiction's competition. If any questions arise, call 203-752-4270 or email fraternalservices@kofc.org for assistance.



