

Knights of Columbus Pennsylvania State

Michael N. Yakubick
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Worthy Grand Knights and Council Program Directors:

THE FOLLOWING GUIDELINES MUST BE OBSERVED BY COUNCILS WHO WISH TO QUALIFY FOR THE STATE PROGRAM AWARDS AT THE STATE CONVENTION.

1. **Please read all instructions.**
2. You **MUST** fill out the heading: Council #, District #, region, number of total members, and Division # on each cover sheet. Your council's Division # is based on the TOTAL number of members in your council as of January 1, 2019. Forms that do not have the headings completed will be disqualified.
3. The Grand Knight, Program Director, Community Director, Family Director **MUST** be in compliance with the Safe Environment requirements as established by the Office of Youth Protection. Failure to comply will result in disqualification.
4. A council can submit an event or project in only **ONE** category; i.e. *Community, Faith, Family, Life or Public Relations (last year for Public Relations)*. The same project cannot be entered in more than one category. 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 the most from this program?"
5. For state-level awards, you **MUST** use the enclosed *State Award Cover Sheet Form* and attach it to each category. Do not use the forms in the *Faith in Action* book or the Supreme website except for Supreme Award submissions.
6. Remember to include accompanying documentation as desired, i.e. photos, newspaper clippings, posters, church bulletin announcements, etc. Photos taken at a function can only be considered under one category – not multiple categories. For further information please see the attached submission guidelines.
7. The completed cover sheet and accompanying information must be in the hands of the State Program Director, Michael Yakubick, NO LATER THAN MARCH 15, 2019. ***Please do not send copies to the State Deputy as he will simply have to forward them to me.*** Late entries will be considered non-entries.
8. The STATE winners for *Community, Faith, Family, Life and Public Relations (last year for Public Relations)* will be selected based on activities in the Fraternal Year July 1, 2018, through June 30, 2019, in each of the categories. If you wish to include an activity taking place after March 15, 2019, please describe the event and the actions you are taking, etc. Or, if you held this same event in the last fraternal year, you can report what you did last year for this event.

REMEMBER: ALL MATERIALS, WITH THE EXCEPTION OF NECROLOGY REPORTS, MUST BE IN THE HANDS OF THE STATE PROGRAM DIRECTOR BY MARCH 15, 2019 TO ALLOW FOR SORTING THE SUBMISSIONS AND FORWARDING ALL ENTRIES TO THE JUDGES.

Fraternally,

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Program Director

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STATE COUNCIL AWARDS

1. Submit activities and projects within each program category (Community, Faith, Family, Life or Public Relations) with the appropriate service program *Activities Descriptions* sheet AND a completed *State Award Cover Sheet Form*.
2. **Do not** submit all categories in one binder or folder. Each program category must be submitted separately. (The judges will not separate items in folders or binders. You will be disqualified if categories are mixed together.)
3. Be sure to provide the information requested. If all you do is list an activity without any description, you will not be eligible for an award.
4. Mail all completed forms to:

**Michael N. Yakubick
PROGRAM DIRECTOR
561 Brighton Place
Mechanicsburg, PA
17055-5486**
5. Deadline for submission is **March 15, 2019**
6. Councils compete in the following Divisions according to their TOTAL MEMBERSHIP as of January 1, 2019.

Division 1	31 – 75 members
Division 2	76 – 125 members
Division 3	126 – 225 members
Division 4	226 and more members

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State Award Cover Sheet Form

Please attach a copy of this form, totally filled out, to each award category entry.

Category _____

Council # _____ District _____ Region _____

Council Name _____

Number of Council Members _____ Division _____

Name of Grand Knight _____

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FAITH ACTIVITIES DESCRIPTIONS

**REMEMBER: INCLUDE ACTIVITIES FROM JULY 1, 2018 THRU JUNE 30, 2019
ENTRIES MUST BE RECEIVED BY MARCH 15, 2019.**

**SEND TO: MICHAEL N. YAKUBICK
PROGRAM DIRECTOR
561 BRIGHTON PLACE
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Faith activities incorporate both financial and hands-on work contributions by the council and its members. **SPIRITUAL REFLECTION IS REQUIRED.** Examples include, but are not limited to, the following:

1. *RSVP* participation.
2. *Holy Hour* Program.
3. *Into the Breach* or *That man is You* or similar program.
4. *Marian Prayer Program*; prayers or other assistance for persecuted Christians.
5. Prison ministry efforts.
6. Adopt A Chaplain program for the military.
7. Clergy/religious appreciation night or dinner.
8. *Sacramental Gifts* to parishioners at Baptism, First Communion, etc.
9. *Rosary Program*. Devotion to the Mother of God.
10. Buying and maintaining a *Build the Domestic Church Kiosk*

List the number of your members who serve their parish as:

Eucharistic Ministers _____ Lectors _____ Ushers _____ Choir Members _____

Parish Council _____ Religious. Educ. Teachers _____ Perpetual Adoration _____

*Describe church activities done by the council, using additional sheets as necessary. Provide enough detail to allow the judges to evaluate each activity. Include the number participating and any dollar amounts raised /contributed. Refer to the **Faith in Action** booklet for other examples of church-related activities. Feel free to add activities specific to your council.*

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COMMUNITY ACTIVITIES DESCRIPTIONS

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Community Activities done by the council fall into two separate groups: those involving actual hands-on work by the members and those consisting of charitable donations by the council to community groups. **HELPING HANDS IS REQUIRED.** Examples of such activities include, but are not limited to, the following:

1. Participating or donating to groups such as *Habitat for Humanity*, Wounded Warrior Project.
2. Voter registration; blood, food bank, or clothing bank drives; Health Fairs, etc.
3. *Coats for Kids*.
4. *Disaster Preparedness* program.
5. Placing flags or wreaths on the graves of veterans, etc.
6. *Soccer Challenge*, *Free Throw Championship*, *Catholic Citizenship Essay Contest*.
7. Preparation of CARE packages or book donations for our troops, etc.
8. Thanksgiving or Christmas dinners for the homeless or elderly, etc.
9. Support of the *Global Wheelchair Mission*.
10. Transportation of elderly for shopping, doctor appointments, etc.
11. Council participation in parades and other civic events.
12. Volunteering at veterans' hospitals.

*Describe the community activities done by the council, using additional sheets as necessary. Provide enough detail to allow the judges to understand each activity's purpose. Please be sure to include, when appropriate, the number of council members participating in each activity as well as any dollar amounts raised/contributed. Refer to the **Faith in Action** booklet for specific examples of Community activities and projects not covered above. Feel free to add activities specific to your council.*

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FAMILY ACTIVITIES DESCRIPTIONS

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Entries in this category should identify council activities aimed at families. **CONSECRATION TO THE HOLY FAMILY IS REQUIRED.** Examples of such activities include, but are not limited to, the following:

1. *Food for Families.*
2. Participation in the *Family of the Month* program.
3. *Family Prayer Night.*
4. *Good Friday Family Promotion.*
5. *Keep Christ in Christmas* programs. (KCIC)
6. Council-sponsored family picnics or other parties. (NOTE: This is not to be confused with, for example, a *children's Christmas party, which might have other family members present.* The event must be intended for the entire family.)

*Describe the council activities, using additional sheets as necessary. Provide enough detail to allow the judges to understand the purpose and scope of the activity. Please include, where appropriate, the number of participants in each activity and any dollar amounts raised. Refer to the **Faith in Action** booklet for other examples of Council activities and projects not listed above. Feel free to add activities specific to your council.*

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FAMILY OF THE YEAR

To submit a candidate for Pennsylvania State Family of the Year, you must:

- Complete all the sections of the ***Family of the Year form (#10680)***, found in the Council Report Forms Booklet as well as on the Supreme Council website.
- Candidate Family **MUST** be an Active Member of the Knights of Columbus.
- Include a narrative documenting the involvement of the family with their Council, Parish, and Community in supporting and strengthening Christian Family Life.
- Include within your narrative -- if available -- photographs, newspaper articles, etc.
- Submit the entry to the Awards / Forms Chairman. (Do not send a copy to the State Deputy as he will simply forward it to me.)

REMEMBER: ENTRIES MUST BE RECEIVED BY MARCH 15, 2019.

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LIFE ACTIVITIES DESCRIPTIONS

**REMEMBER: INCLUDE ACTIVITIES FROM JULY 1, 2018 THRU JUNE 30, 2019
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**SEND TO: MICHAEL N. YAKUBICK
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Entries in this category will identify all council efforts to promote or support Pro-Life activities. **NOVENA FOR LIFE IS REQUIRED.** Examples of such activity include, but are not limited to, the following:

1. Fund raisers to support pregnancy centers.
2. *Baby Bottles for Life* collections.
3. Participation in the *40 Days for Life* campaign.
4. *Ultrasound* initiative.
5. Mass for *People with Special Needs*.
6. Pro-Life letter campaign to elected officials.
7. Establishment of a *Monument to the Unborn*.
8. Participation in the *March for Life*.
9. *Special Olympics*.

*Please describe the pro-life activities done by your council, using additional sheets as necessary. Provide enough detail to allow the judges to understand each activity's purpose and effect. Please include, where appropriate, the number of participants in each activity. Refer to the **Faith in Action** booklet for other examples of Life activities not covered above. Feel free to add activities specific to your council.*

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PUBLIC RELATIONS DESCRIPTIONS **(LAST YEAR FOR THIS AWARD)**

**REMEMBER: INCLUDE ACTIVITIES FROM JULY 1, 2018 THRU JUNE 30, 2019
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Entries in this category will include actions and activities that advance the awareness and positive image of the Knights of Columbus in the parish and the community at large. Examples of such actions and activities include, but are not limited to:

1. Publication of a council newsletter.
2. Maintenance of a council web site.
3. Press releases about council activities.
4. Participation in the K of C license plate program.
5. Notices in parish bulletins.
6. Articles in the Columbia magazine or Supreme web site.
7. Placement of recruiting posters, trifolds, and other material in churches or other locations.
8. Placement of flyers promoting council events.

*Describe how your council meets these guidelines. Include enough detail for the judges to determine how effective you are in promoting the KofC image, including copies of newsletters, flyers, etc. Please identify any other means that you use to identify your council's existence and activities. Refer to **Public Relations and Publicity Guide** at <https://www.kofc.org/un/en/resources/service/council/publicity.pdf> additional information.*

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SUPREME COUNCIL AWARDS

1. Submit only the **single** most noteworthy activity in each individual program category (Faith, Community, Family, and Life) for consideration as a *Supreme Award*. The activity may be a one-day project or one that takes several days to complete. One activity will be selected in each category, irrespective of council size, as the *best-in-state*.
2. Include any activity scheduled during the Fraternal Year *July 1, 2018, through June 30, 2019*, but be careful. Entries submitted in the wrong category risk being disqualified.
3. Life Entries are now a separate category. Do not submit them as a *Community Activity*, as was the case in previous years.
4. Your council's submittal for a *Supreme Award* must be done separately from your submissions for state-level awards. (However, your Supreme Award activity can also be part of your state-level submission.) Use the completed State Council Service Program Awards Entry Form # STSP as a cover sheet. Form # STSP can be found in the Supreme website under COUNCIL FORMS. Include all supporting documentation and photos. Do not include video material, but you can attach a transcript of a TV report about your project, for example.
5. If your council's submittal is selected as the best at the State level, it will be forwarded to Supreme Council for further judging and possible selection as an International Award winner.
6. Submit only one copy. Send **all** submissions to:

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NOTE: DO NOT send a copy to the State Deputy – even though this is stated on Form #STSP -- as he will simply resend it to me. This may make your entry miss the deadline for judging.

7. Deadline for submission is March 15, 2019.