



Knights of Columbus Arkansas State Council

Instructions for Submitting Entry Forms For The State Council Awards

12 Awards Categories

- *5 Service Activities: Church, Community, Council, Family & Youth. (Refer to Surge with Service Booklet).*

Note: Submit a separate STSP form for each of the "5" Service Activity.

- *1 Family of the Year. (Refer to Family of the Month booklet #1993)*
- *1 Knight of the Year*
- *1 Small Council of the Year (89) Members or Less.*
- *1 Large Council of the Year (90) Members or More.*

Other Arkansas State Awards, no entry form required:

- *Council that made the largest Per-Capita donation to Persons with Mental Disabilities.*
- *Council that made the largest donation to Persons with Mental Disabilities.*
- *District Deputy of the Year.*

Carefully read this packet of Forms and Instructions before filling out your entries for the Arkansas State Awards Contest. This packet is being sent to all Grand Knights. You may print out extra forms available on the Arkansas State Web Site <http://www.arkofc.net>

You must fill them out and mail them to me: AR KofC State Secretary, Charles Ketter, 2201 HWY 22 West, Charleston, AR 72933, cketter@centurytel.net. Remember that I must have them in my hands no later than midnight March 20, 2009.

Remember each STSP Service Activity form must be filled out separately.

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*Special Instructions for completing the
Large and Small Council of the Year Forms*
Large and Small Council Form Section: Supreme Activities

1. *Include the date that the Degree Team was certified.*
2. *How many degrees held?*
3. *How many New or Readmitted New members?*
4. *Number & Dates New Members completed 2nd & 3rd. Degrees.*
5. *List Member's Names.*
6. *How many?*
7. *Copies to Supreme, State Deputy and District Deputy.*
8. *List Names of Parishes.*
9. *Tell us what it was (No First Baby See State Activity) and the date.*
10. *List the Names of each Family.*
11. *Present the Date Submitted.*
12. *List the Date and Number of Participants.*
13. *List the Number of Participants.*
14. *List the Number of Participants.*
15. *Must be Active or in the Process of Activation.*
16. *Report Date held & how many signed up.*
17. *Report the Date and the Agent's Name.*

TOTAL UP SUPREME POINTS AND ENTER THE SUBTOTAL

Large and Small Council Form Section: State Activities

1. *How many attended?*
2. *List Recipient.*
3. *How many marched for Life?*
4. *List Date of Activity; Notify State Pro-Life Chair-Couple.*
5. *Amount donated?*
6. *How many members/family were on site to help?*
7. *How much Donated and Date Submitted?*
8. *Were all twelve months submitted?*
9. *List Date Distributed.*
10. *List the Date, Location and Baby's Name.*
11. *List the Dates Held.*
12. *List the Name of the Team-Type of Support.*
13. *List the Name of the Group-Type of Support.*
14. *How much Donated and Date Submitted?*
15. *How much Donated and Date Submitted?*
16. *List the Names of the 12 Knights of the Month*
17. *Date the Knight of the Year was submitted.*
18. *Date Submitted and Category or Categories submitted.*
19. *How much Donated and Date Submitted?*
20. *Fill out Council Activity Report Item 20(attach to your Council Form). Check-off each block that applies: Church, Community, Council, Family, Youth. (see below)*

TOTAL ALL POINTS THEN:

**Select and Click on: Council Activity Report Item 20 Service Program
Report Form Instructions**

- Give a brief Program name.
- Purpose of the Program.
- Fill in Number of Participants.
- Fill in Percentage of your Council Participating.
- Check Service Activity Box. (Church, Community, Council, Family & Youth.)
- List number of man-hours in Activity Count Box.

Family of the Year Form Instructions

Only activities that the family was involved in this calendar year are to be entered for judging. Family history is permitted as back up information only.

Select and Click on the Family of the Year. (Those councils who are snail-mailing the forms please use pages 17&18 in the Family of the Month program booklet #1993).

- *Fill out the Personal Data Information.*
- *Fill out the Knights of Columbus Information.*
- *Fill out the Family Involvement Data.*
- *Be sure to include a recent picture of the Family.*
- *Including the cover sheet there is only a three page limit.*

Knight of the Year Form Instructions

Only activities pertaining to this calendar year apply for judging. Select and Click on Knight of the Year.

- *Enter all required information concerning your Knight.*
- *Be sure to include a recent picture of the Knight.*
- *You are limited to two pages so be succinct.*

(4)

The Five Service Awards STSP Form Information:
Church, Community, Council, Family & Youth .A Separate STSP Form
must be completed for each of the Categories of the Five Service
Entries.

- *Select and Click on the Service Awards.(STSP Form)*
- *Check the appropriate Category Box, (one only).*
- *Fill in all the required information.*
- *Attach an action picture if possible.*
- *Remember this is a Two Page Form. (Describe project in detail)*
- *For the next Service Award entry repeat the same order.*

Note: Please enter; you only need to submit ONE completed form in any category to be eligible to win an Award. Single entries will be judged on their own merit.

The winners chosen by the State Officials will be awarded a Beautiful Plaque presented by the State Deputy at the Annual State Convention Banquet Dinner. We encourage all Councils to participate and share their efforts and activities with their Brother Knights from around the State of Arkansas. This is your opportunity to stand up and be recognized. We congratulate all of you on your achievements.

The winners of each of the 5 Service Activity Awards (Church, Community, Council, Family and Youth), plus the Family of the Year State Awards will be submitted to the Supreme Council to be judged in the International Awards Contest.

If you need any additional information please contact me using either the phone, e-mail or snail-mail addresses below.

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State Secretary
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