

Knights of Columbus Pennsylvania State Council

Lawrence Barkowski
Awards & Forms Chairman
1208 Minnesota Avenue
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Stanley A Glowaski
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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, 2016. Forms that do not have the headings completed will be disqualified.
3. A council can submit a particular event or project in only one category; i.e. *Church, Community, Council, Family, Youth, Pro-Life, or 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?"
4. For state-level awards, you **MUST** use the enclosed *Service Program Awards Entry Cover Sheet* and attach it to each category. Do not use the forms in the *Surge With Service* book except for Supreme Award submissions.
5. Remember to include accompanying documentation as desired, i.e. photos, newspaper clippings, posters, church bulletin announcements, etc. Photos taken at a particular function can only be considered under one category – not multiple categories. For further information please see the attached submission guidelines.
6. The completed cover sheet and accompanying information must be in the hands of the State Awards & Forms Chairman, Lawrence Barkowski, NO LATER THAN MARCH 1, 2016. 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.
7. The STATE winners for *Church, Community, Council, Family, Youth, Pro-Life, and Public Relations*, will be selected based on activities in the Fraternal Year July 1, 2015, through June 30, 2016, in each of the categories. If you wish to include an activity taking place after March 1, 2016, 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 AWARDS & FORMS CHAIRMAN BY MARCH 1, 2016 TO ALLOW FOR SORTING THE SUBMISSIONS AND FORWARDING ALL ENTRIES TO THE JUDGES.

Fraternally,

Lawrence Barkowski
Awards & Forms Chairman

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STATE COUNCIL AWARDS

1. Submit activities and projects within each program category (Church, Community, Council, Family, Pro-Life, Public Relations, Youth) with the proper State Council Service Program "Activities Submission" as a cover sheet.
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:
**Lawrence Barkowski
AWARDS / FORMS CHAIRMAN
1208 Minnesota Avenue
Natrona Heights, PA
15065-1030**
5. Deadline for submission is **March 1, 2016**
6. Councils compete in the following Divisions according to their **TOTAL MEMBERSHIP as of January 1, 2016.**

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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CHURCH ACTIVITIES DESCRIPTIONS

**REMEMBER: INCLUDE ACTIVITIES FROM JULY 1, 2015 THRU JUNE 30, 2016
ENTRIES MUST BE RECEIVED BY MARCH 1, 2016.**

**SEND TO: LAWRENCE BARKOWSKI
AWARDS / FORMS CHAIRMAN
1208 MINNESOTA AVENUE
NATRONA HEIGHTS, PA 15065-1030**

Church activities incorporate both financial and hands-on work contributions by the council and its members. Examples include, but are not limited to, the following:

1. *Parish Round Table*, if not a parish-based council.
2. Manpower to run all or a part of a parish-sponsored event.
3. Purchase and/or donation of items needed by a parish.
4. Construction or repair of parish buildings or grounds.
5. Prison ministry efforts.
6. *Adopt A Chaplain* program for the military.
7. Clergy/religious appreciation night or dinner.
8. Physical/financial support to a Catholic school.
9. Religious gifts to parishioners at Baptism, First Communion, etc.
10. Installation and removal of Christmas or other seasonal decorations.
11. Donations to the parish from the proceeds of Lenten dinners, fish fries, or other events not sponsored by the parish.
12. Participation in Perpetual Adoration, Bible Study, Rosary groups, etc.
13. Charitable donations to Catholic groups, e.g., Catholic Relief Services.

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

Eucharistic Ministers _____ Lectors _____ Ushers _____ Choir Members _____

Parish Council _____ Relig. 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 **Surge with Service** booklet for other examples of church-related activities. Feel free to add activities specific to your council.*

Knights of Columbus

Pennsylvania State 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. Examples of such activities include, but are not limited to, the following:

1. Donations to groups such as *Habitat for Humanity*, *Wounded Warrior Project*, Haiti or Philippine Relief funds, *Special Olympics*, soup kitchens, etc.
2. Voter registration; blood, food bank, or clothing bank drives; Health Fairs, etc.
3. Home repair/assistance, nursing home visits, etc., for other than council members.
4. *Adopt a Highway* or similar clean-up programs.
5. Honoring a Police Officer/Firefighter/EMT of the year.
6. Placing flags or wreaths on the graves of veterans, etc.
7. Sponsorship of an adult sports league team.
8. Preparation of CARE packages or book donations for our troops, etc.
9. Thanksgiving or Christmas dinners for the homeless or elderly, etc.
10. Support of the *Wheelchair Foundation* or other groups assisting the disabled.
11. Transportation of elderly for shopping, doctor appointments, etc.
12. Council participation in parades and other civic events.
13. 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 **Surge with Service** 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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COUNCIL ACTIVITIES DESCRIPTIONS

**REMEMBER: INCLUDE ACTIVITIES FROM JULY 1, 2015 THRU JUNE 30, 2016
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**SEND TO: LAWRENCE BARKOWSKI
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1208 MINNESOTA AVENUE
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Entries in this category should describe activities and events that benefit the council or its members. Examples of such activities include, but are not limited to, the following:

1. Fund-raisers for council operations.
2. Insurance Night presentations.
3. Establishment of a 1st Degree Team.
4. Participation in a 2nd or 3rd Degree Team.
5. Knight of the Month award.
6. Participation (not sponsorship) as a council in a sports league.
7. Assistance to brothers in financial need or illness.
8. Guest Speaker program.
9. Council-sponsored Fantasy Football league, trivia contest, etc.
10. Member-only outings to baseball games, parks, historic sites, etc.
11. Production of a council history.
12. Participation in state programs such as COAL and Football Sweeps.

*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 **Surge with Service** 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 (#1993), found in the Council Report Forms Booklet as well as on the Supreme Council website.
- 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 1, 2016.

**SEND TO: LAWRENCE BARKOWSKI
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FAMILY ACTIVITIES DESCRIPTIONS

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Entries in this category should identify council activities aimed at families. Examples of such activities include, but are not limited to, the following:

1. *Mothers Day* or *Fathers Day* breakfast or other meal or celebration.
2. Participation in the *Family of the Month* program.
3. *Wives' Appreciation* dinner.
4. Family outings to baseball games, parks, etc.
5. 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 family activities done by the council, using additional sheets as necessary. Provide enough detail to allow the judges to understand each activity. Please include, where appropriate, the number of participants in each activity and any dollar amounts raised/contributed. Refer to the **Surge with Service** booklet for other examples of Family activities and projects. Feel free to add activities specific to your council.*

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PUBLIC RELATIONS DESCRIPTIONS

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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 sufficient 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 the **Surge with Service** booklet for examples.*

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PRO-LIFE ACTIVITIES DESCRIPTIONS

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Entries in this category will identify all council efforts to promote or support Pro-Life activities. 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. Rosaries in support of the unborn.
6. Pro-Life letter campaign to elected officials.
7. Establishment of a *Monument to the Unborn*.
8. Bus sponsorship for the *March for Life*.
9. *Mary Gold* program.

*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 **Surge with Service** booklet for other examples of Pro-Life activities not covered above. Feel free to add activities specific to your council.*

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SUPREME COUNCIL AWARDS

1. Submit only the **single** most noteworthy activity in each individual program category (Church, Community, Council, Family, Pro-Life, and Youth) 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, 2015, through June 30, 2016*, but be careful. Entries submitted in the wrong category risk being disqualified.
3. Pro-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 *Council Report Forms Booklet*. Include any and 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:
Lawrence Barkowski
AWARDS / FORMS CHAIRMAN
1208 Minnesota Avenue
Natrona Heights, PA 15065-1030

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 1, 2016.

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YOUTH ACTIVITIES DESCRIPTIONS

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Entries in this category are those involving our youth, i.e., those ranging up through high school. It does not include those who have graduated from high school. The activity must be directed to or for the target group. Examples of activities that qualify as Youth Activities include but are not limited to the following:

1. Council sponsored sports competitions such as the Free Throw Championship and Soccer Challenge.
2. Council-sponsored youth outings such as trips to baseball or football games, Hersheypark, etc.
3. Events held for children, such as Christmas, Halloween, Breakfast with Santa, egg hunts, etc.
4. Member roles in outside youth activities, such as coach, umpire, Scout Leader, etc.
5. Sponsorship of youth sports teams, scouting groups, or similar organizations.
6. Scholarship awards for those attending Catholic elementary or high school. Also, college scholarships awarded by a local council to a graduating high-school senior.
7. Assistance provided to a church youth group for fund-raising efforts.
8. Unrestricted donations to any youth organization.
9. Sponsorship of a Squires Circle or Squirettes.

*Please describe the youth activities done, using additional sheets as necessary. Provide enough detail to allow the judges to evaluate each activity. Please include, where appropriate, the number of council participants in each activity. Refer to the **Surge with Service** booklet for other examples of Youth activities and projects not mentioned above. Feel free to add activities specific to your council.*

