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# Knights of Columbus



2009 – 2010

## Council Recognition Program Manual

*North Carolina*





## *Preface*

This manual contains state program requirements that need to be completed in order for your council to be an award-winning council.

To increase communication and understanding of the requirements:

- **Save and Use this Manual**
- **Be Active: An active Council is a successful Council**
- **Make copies of this Manual and Share with**
  - **Council General Program Director**
  - **Directors**
  - **Chairmen**



God Bless you and your Council Family

David R. Jones  
State Deputy

Mike Durbin  
State General Program Director





## *Introduction*

### **Awards**

The North Carolina Council Recognition Program acknowledges the extraordinary accomplishment of our council members as:

**The State Family of the Year**  
**The State Knight of the Year**  
**The State Rookie of the Year**  
**The State Golden Knight of the Year**

The program recognizes council tremendous work to communicate with their membership, great service programs as well as the preservation of history of their councils through:

**The Duane Russell Award**  
**Website Awards**  
**The Council's Fraternal Year Scrapbook Award**  
**Operation LAMB**  
**Program Awards**  
**Membership**

This award will recognize one (1) council for their programs and service in the Church category. This award is the

**“State Chaplain’s Award”**

(remove finally)

Finally, the Council Recognition Program rewards councils for overall excellent performance. The highest honor a council can receive within the State of North Carolina is the

**“The State Deputy’s Award”**

Additionally a highly regarded award is the

**Supreme’s Service Program Awards**

Awarded by Supreme its details are included in the Attachment Section of this manual. It should be noted that the State Deputy’s Award has a reporting requirement for this award.

The Council Recognition Program begins on **April 1, 2009** and concludes on **March 31<sup>st</sup> 2010**.

## *Recognizing Individuals*

### **Guidelines for The State Family of the Year**

Each Council is encouraged to submit ONE (1) family for this award.

A nominated family for this award must include at least one (1) member who has been a Knight of Columbus for at least one (1) year by April 1<sup>st</sup> of this fraternal year.

A candidate family for this award must include the detailed accomplishments of the entire family **must have taken place during this reporting Fraternal** year. Activities involving the Order should be emphasized, but Church and Community activities should be included and will be considered.

Prior winners of the State Family of the Year are not eligible.

Judges will be concerned with **factual** information describing the candidate's accomplishments during the period specified above. The quality of literary embellishments will not influence the decision. The winning candidate will be announced at the State Convention and his resume will be read at the banquet.

Please be concise and limit the resume to two (2) typewritten, double spaced, pages. The winning entry will be included in the minutes of the convention, so *please* use Council letterhead for the first page and good quality, white paper, for the second. To increase the dramatic impact, try to name the candidate only in the last paragraph of the write up.

The candidate's resume must be sent to the State Secretary, **no later than April 1st**, to be considered. *No exceptions will be considered.* Any questions regarding this award will be addressed to the State Deputy.

### **Guidelines for The State Knight of the Year**

Each Council is encouraged to submit ONE (1) candidate for this award.

A candidate for this award must be a member in good standing and must have been a member of the Order for a minimum of one (1) year by April 1<sup>st</sup> of this Fraternal Year. The KNIGHT OF THE YEAR should be a complete Knight, (one who is actively involved in the works of the Order, his Church and his Community), all these areas should be described. The following percentages will be used for these areas for the purpose of judging:

- 80% - Work for the Knights of Columbus
- 10% - Work for the Church
- 10% - Work for the Community

The accomplishments of the candidate **must have taken place between this reporting Fraternal** year.

The local Council's nominee for the State Knight of the Year award need not be the Council's Knight of the Year (although this would be unusual), nor must he have received the Knight of the Month award, however the Council's Knight of the Month should provide an excellent pool of candidates.

Prior winners of the State Knight of the Year **are not eligible**.



Judges will be concerned with **factual** information describing the candidate's accomplishments during the period specified above. The quality of literary embellishments will not influence the decision. The winning candidate will be announced at the State Convention and his resume will be read at the banquet.

Please be concise and limit the resume to two (2) typewritten, double spaced, pages. The winning entry will be included in the minutes of the convention, so *please* use Council letterhead for the first page and good quality, white paper, for the second. To increase the dramatic impact, try to name the candidate only in the last paragraph of the write up.

The candidate's resume must be sent to the State Secretary, **no later than April 1st**, to be considered. *No exceptions will be considered.* Any questions regarding this award will be addressed to the State Deputy.

**Guidelines for The State Rookie of the Year**

Each Council is encouraged to submit ONE (1) candidate for this award.

A candidate for this award must be a member in good standing with no more than 18 months in the Order as of April 1 of the reporting period. The ROOKIE OF THE YEAR should be a complete Knight, (one who is actively involved in the works of the Order, his Church and his Community), all these areas should be described. The following percentages will be used for these areas for the purpose of judging:

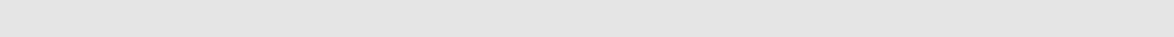
- 80% - Work for the Knights of Columbus
- 10% - Work for the Church
- 10% - Work for the Community

The accomplishments of the candidate **must have taken place during this reporting Fraternal Year**. The local Council's nominee for the State Rookie of the Year award should not be the Council's Knight of the Year. The nominee is not required to have been awarded the Knight of the Month award, however the Council's Knight of the Month program should provide an excellent pool of candidates.

Judges will be concerned with **factual** information describing the candidate's accomplishments during the period specified above. The quality of literary embellishments will not influence the decision. The winning candidate will be announced at the State Convention and his resume will be read at the banquet.

Please be concise and limit the resume to two (2) typewritten, double spaced, pages. The winning entry will be included in the minutes of the convention, so *please* use Council letterhead for the first page and good quality, white paper, for the second. To increase the dramatic impact, try to name the candidate only in the last paragraph of the write up.

The candidate's resume must be sent to the State Secretary, **no later than April 1st**, to be considered. *No exceptions will be considered.* Any questions regarding this award will be addressed to the State Deputy.



## Guidelines for The State Golden Knight of the Year

Each Council is encouraged to submit ONE (1) candidate for this prestigious award.

A candidate for this award must be a member in good standing and must have been a member of the Order for at least fifteen (15) years. The brother Knight so honored should exemplify Columbianism in the truest sense of the word. He should be a true source of inspiration to his brother Knights. Since one deserving the title of "Golden Knight" should be a man involved in the works of the Order, his Church and his Community, his resume should include his involvement and accomplishments in all of these areas.

Every council has that distinguished Knight in their ranks that qualifies, is strongly encouraged to honor him by naming him their local Golden Knight, and then submit his resume for the state wide competition.

Previous winner of this award or winners of the State Knight of the Year award, prior to 1974 (the year this award was initiated) are not eligible.

Judges will be concerned with **factual** information describing the candidate's accomplishments during the period specified above. The quality of literary embellishments will not influence the decision. The winning candidate will be announced at the State Convention and his resume will be read at the banquet.

Please be concise and limit the resume to two (2) typewritten, double spaced, pages. The winning entry will be included in the minutes of the convention, so *please* use Council letterhead for the first page and good quality, white paper, for the second. To increase the dramatic impact, try to name the candidate only in the last paragraph of the write up.

The candidate's resume must be sent to the State Secretary, **no later than April 1st**, to be considered. *No exceptions will be considered.* Any questions regarding this award will be addressed to the State Deputy.

## *Recognizing Communication, Service Programs and Scrapbooks*

### Guidelines for Council Newsletter – The Duane Russell Award

The Duane Russell Award is given to the three (3) councils that produce the best and consistently good newsletter during the fraternal year, based on content and presentation, while adhering to the requirements below.

Requirements:

A. Overall

- The newsletter should be published at least quarterly.
- When using the Knights of Columbus logo, a customized statement should appear: "The Official Publication of (Council's name and number) Knights of Columbus" in close proximity to the logo.
- If you accept advertising to offset the cost of your newsletter, NO advertising from Insurance Companies that compete with the Knights of Columbus Field Agency can be accepted.



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## B. Content Guidelines/Suggestions

- Your Council Chaplain should be given an opportunity to provide remarks in each issue.
- Write your article in a timely, organized, easily read POSITIVE tone.
- Your newsletter should be used to comment on your Council's progress and encourage participation in upcoming events, as well as, public recognition for all awards and recent work well done.
- Family or the Month and Knight of the Month profiles should be a regular feature.
- Operation LAMB and membership progress should be reported.
- Dates of upcoming Second and Third Degrees should be included.
- Remember that what is satire to some, can be offensive to others. Choose your words like a true journalist and Knight.

## C. Printing and Composition

- Your newsletter should be typed or word processed in a font and type size that is easy to read.
- The pages should be formatted to present material in an uncluttered fashion.
- Use "clip-art" or other graphics to add visual appeal.
- Avoid "text only" pages as often as possible

## D. Distribution and Circulation

- The individual issues of the newsletter must be sent to all the State Officers and the Editor of the Tar Heel Knight.
- Your issues should be circulated to all council members, your District Deputy, your Field Agent and Priests who are in the area served by your Council.

(NOTE: It is much more vital that your Council Newsletter be published consistently and contain useful information, than to mail it irregularly or wait until you've accumulated enough material that it resembles a "Sunday NY Times")

## **Guidelines for Council's Website Award**

The Council Website Award is given to the three (3) councils that maintain the best website during the fraternal year. This is based on the website content and presentation. The State Webmaster and State Officers will create a panel to judge the websites.

Requirements:

### A. Overall

- Websites to be considered must have a link to it on the North Carolina State Website.
- When using the Knights of Columbus logo, a customized statement should appear: “The Official Publication of (Council’s name and number) Knights of Columbus” in close proximity to the logo.
- If you accept advertising to offset the cost of your website, NO advertising from Insurance Companies that compete with the Knights of Columbus Field Agency can be accepted.

#### B. Content Guidelines/Suggestions

- Information should be timely, organized, easily read POSITIVE tone.
- Your website should be used to comment on your Council’s progress and encourage participation in upcoming events, as well as, public recognition for all awards and recent work well done.
- Family or the Month and Knight of the Month profiles should be a regular feature.
- Operation LAMB and membership progress should be reported.
- Dates of upcoming council and state events should be included such as Second and Third Degrees.
- Remember that what is satire to some, can be offensive to others. Choose your words like a true journalist and Knight.

All websites that have links on the North Carolina State Council Website on April 1<sup>st</sup> 2009 will be judged. To have your site linked email the necessary information to the State Webmaster,

### Guidelines for Council’s Fraternal Year Scrapbook

Both content and quality of the scrapbook will be used to determine the *Best* scrapbook. The main purpose of the scrapbook is to serve as a history of your Council’s activities for the fraternal year. Each Council should provide a complete history.

If the task is delayed until the end of the fraternal year, it will be almost impossible to compile all the details needed. Try to make the scrapbook for your Council tell the story so that in future years, your Brother Knights can look back and get a complete picture of your activities for that year.

**\*\* SCRAPBOOK MUST BE IN THE HANDS OF A STATE OFFICER ON OR BEFORE APRIL 1st EACH YEAR. \*\***

- Cover must include Council name, number and year.
- List if Council officers, program director and chairman.
- Divide into section: A section for each activity or group (Church, Community, Council, Family, Youth and Membership). Clearly identify the beginning of each section.
- Give details of each activity, including publicity and picture properly captioned.
- Include a miscellaneous section.



All scrapbooks will be displayed at the State Convention. Awards for scrapbooks will be presented for First and Second Place in each division during the State Convention.

### **Guidelines for Ladies Support Organization Annual Scrapbook**

Both content and quality of the scrapbook will be used to determine the *Best* scrapbook. The main purpose of the scrapbook is to serve as a history of your Council's activities for the fraternal year. Each Council should provide a complete history.

If the task is delayed until the end of the fraternal year, it will be almost impossible to compile all the details needed. Try to make the scrapbook for your Council tell the story so that in future years, your Brother Knights can look back and get a complete picture of your activities for that year.

**\*\* SCRAPBOOK MUST BE IN THE HANDS OF A STATE OFFICER ON OR BEFORE APRIL 1st EACH YEAR. \*\***

- Cover must include Council name, number and year.
- List if Council officers, program director and chairman.
- Divide into section: A section for each activity or group (Church, Community, Council, Family, Youth and Membership). Clearly identify the beginning of each section.
- Give details of each activity, including publicity and picture properly captioned.
- Include a miscellaneous section.

All scrapbooks will be displayed at the State Convention. Awards for scrapbooks will be presented for First and Second Place in each division during the State Convention.

### **LAMB Awards**

OPERATION LAMB is one of our greatest, outward displays of our Order's Charity. The people that we support through the efforts of our OPERATION LAMB program have come to rely on your generous donations of time, talent, and treasure. Therefore, we would like to recognize councils that attain the below stated goals:

- 100% of Goal
- 150% of Goal
- 200% of Goal
- Highest Gross
- Highest Gross per member
- Highest Gross Corporate
- Highest Gross Corporate per member
- Highest percent of goal

## Membership Awards

MEMBERSHIP is the key to success in our Order. New members provide new opportunities for the financial viability of our Order as well as new and innovative programs that better serve our Church, Community and Family. Therefore, we would like to recognize those councils that attain the below stated goals:

100% of Goal based upon Supreme as 4/1/...3/31/ the quota is the 7/1

125% of Goal

150% and above of Goal

Highest % of goal

## *Recognizing Councils Overall Service Programs*

### North Carolina's Recognition of Service Program

The service programs performed by councils within North Carolina are judged against a standard and those councils that compare favorably to that standard are rewarded. The standard has three performance levels:

**Charity** is the highest level of performance

**Unity** is the second highest level of performance

**Fraternity** is the third highest level of performance

The standard is developed considering a council to obtain recognition should have the right blend of program. Our Order's focus areas are Church, Council, Community, Family, Youth and Membership should each be represented in the service program performed by a council. Additionally the mix of service program should consider the level of ownership for the program whether it be Supreme, State or the local.

### Reporting Requirements

Reporting is done on the forms in Attachment A. Description of existing programs and ideas for new programs can be found in Attachment B. This report is to be filled out by the District Deputy

The first period ends September 30, 2009 and is due to the General Program Director on October 30, 2008. The second period ends March 31, 2010 and is due to the General Program Director on April 1, 2010 .

### Divisions

The councils of North Carolina are broken into four divisions for the purposes of recognition under the Council Recognition Program. The division is based on a council's membership (total membership minus inactive, life, and honorary life members) as of April 1, 2009 as reported on Supreme's Father McGivney Report. The division breakdown is as follows:

DIVISION	FROM	TO
I	0 members	50 members
II	51 members	89 members
III	90 members	159 members
IV	160 members	unlimited

Attachment C contains a breakdown of all the councils in North Carolina for 2009 – 2010 Program year.

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## *Recognizing the BEST Service Programs*

### **Guidelines for Top Programs Awards in North Carolina and Supreme**

At the end of each reporting period of the Overall Service Program recognition the Grand Knight should reflect and determine the Best program for his council during that period for each program area (Church, Community, Council, Family, and Youth). He should fill out the State Council Service Program Awards Entry Form for each program area and present them to his District Deputy.

The General Program Director, who will receive these from the District Deputy and along with the State Directors will review the entrants and select 5 superior programs for each category by division. Emphasis will be given to those programs that are innovative, original, and follow the principles of Columbianism.

- Ⓐ The Five winners for each category by division for the first period ending September 30 will be recognized at the Mid Year Meeting in January.
- Ⓐ The Five winners for each category by division for the second period ending March 31 will be recognized at the Convention in May.

The most outstanding programs in the state will be forwarded to Supreme to be included in the running for **Supreme Service Program Award**

## *Recognizing a Council for Programs, Service and Support to Their Church*

### **State Chaplain Award Requirements**

To qualify for the **State Chaplain's Award** a council must detail:

- Activities involving the Council and Church must be emphasized
- May be one (1) specific event, an ongoing event or multiple events for the church. Must be described in depth
- Must be factual information describing the event(s). Photos will be accepted.
- Must have taken place during this Fraternal Year 4/1/09 – 3/31/10.

Every Council is encouraged to submit one (1) entry for this award with the State Chaplain selecting the winning Council.

Entries should be made utilizing the *State Council Service Program Awards Entry Form* and state it is for the **State Chaplain's Award**. Must be sent to the State Secretary, **no later than April 1<sup>st</sup>**, to be considered. *No exceptions will be considered.* Any questions regarding this award will be addressed to the State Deputy.

## *Recognizing Councils Excelling in Overall Performance*

### **State Deputy Award Requirements**

To qualify for the **State Deputy's Award** a council must:

- **Submit the following Supreme Reports\***
  - Report of Council Officers                      Form 185                      Due July 1<sup>st</sup>
  - Service Program Personnel                      Form 365                      Due Organizational Meeting in July
  - Annual Survey of Fraternal Activity              Form 1728                      Due Mid Year Meeting in January
  - Semi-Annual Audit                                  Form 1295                      Due August 15<sup>th</sup> and February 15<sup>th</sup>
  
- **Pay Council per capita assessment as follows\***
  - Supreme per Capita                                  Due January and July
  - Supreme Catholic Advertising                      Due January and July
  - State per Capita                                      Due October 15<sup>th</sup> and April 30<sup>th</sup>
  
- **Perform and have properly reported the minimum required Council Service Programs required for "Charity" recognition**
  
- **Have Council representation at each of the three (3) State Meeting**
  - State Organizational Meeting
  - State Mid-Year Meeting
  - State Convention
  
- **Exceed Supreme membership quota.**
  - This will be determined by comparison of the Supremes Membership Reports from April 1, 2008 through March 31, 2009
  
- **Complete a Council's Fraternal Year Scrapbook**
  
- **Submit at least two (2) Supreme Service Program Award applications**
  
- **Submit a Knight of the Year nomination**
  
- **Submit a Family of the Year nomination**

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## Attachment B: Council Service Program Details

### *CHURCH*

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#### **Parish Roundtable**

Every Council will sponsor a Roundtable meeting on a regular basis with each Parish Pastor(s). If a Council only has one Parish it supports, the establishment of a Roundtable is still needed. To receive credit, the Supreme report (#2629) must be filed and can be found in the Council Report Forms Booklet (#401).

#### **Rosary Devotion**

Sponsor and attend a Parish devotion. Saying a Rosary at meeting does not count.

#### **Keep Christ in Christmas**

This should be a program that reminds the general public that Christmas has a very religious significance. Programs may include but are not limited to: billboards, bumper stickers, radio, TV spots and running the Squires Christmas Card Sales program.

#### **Memorial Mass**

This should be a Mass that members and families attend, special mention of the deceased Brothers and Families of the Council is made.

#### **Conduct Special Vocations Program**

Work with Parish Priest to find out what he feels should be done in the Community. An example would be to Support Seminary Formation Efforts.

#### **Optional Church Programs ideas**

- Conduct a Communion Breakfast
- Conduct a recognition of the Clergy and/or Religious, in the Council Area
- *(Religious Appreciation Activity)*
- Conduct a monthly recitation of a least one decade of the Rosary at a Council Meeting
- Furnish Pall Bearers on an on call basis
- Sponsor a fundraiser project for parochial schools
- Send your Chaplain to the State Convention
- Contribute to LIMEX (Loyola Institution for Ministry Extension)

#### **RSVP Program**

Participate in Supreme's RSVP program or any other seminarian program. Personal contact with the seminarian is highly encouraged. Contact State RSVP Chairman for a list of seminarians needing assistance. Money should be paid as early as possible during the fraternal year. To receive credit, the council will need to report the recipient of the grant(s).

**Refund Support Vocation Program (RSVP)**  
**PLEASE REVIEW AS GUIDELINES MAY BE CHANGED**

The Knights of Columbus launched the Refund Support Vocations Program (RSVP) in 1981. Under the program, local K of C councils or assemblies agree to an annual contribution of \$500 or more to an individual seminarian to help with his expenses. Councils and assemblies can sponsor more than one seminarian if their resources permit. In each case, the minimum contribution is \$500. For every \$500 donated, the council or assembly is eligible for a refund of \$100 from the Supreme Council. For circles of Columbian Squires, the annual contribution per seminarian is a minimum of \$100 with each circle eligible to receive from the Supreme Council a refund of \$20 for each \$100 contributed.

Since the beginning of the program in 1981, the Knights of Columbus has given more than \$20.5 million to the support of seminarians through RSVP, with the Supreme Council refunding more than \$4 million to local units. Along with financial aid, the assistance through this program also involves prayer and moral support, including letters and visits (at least 4 letters and one personal contact per seminarian in every June – July fraternal year). In this way, besides providing financial assistance, RSVP creates a bond of friendship between Knights and future priests, many of whom join the Order and become chaplains as a result. A recognition plaque is awarded to councils, assemblies, and circles that satisfy the requirements and demonstrate their eligibility on Form #2863, the RSVP Report Form found in the Council Report Forms Booklet.

Responding to Pope John Paul's appeal to all Catholics to celebrate the Third Millennium of Christianity in suitable ways, the Knight of Columbus has committed itself to provide financial and moral support to every major seminarian in the United States and Canada, if possible. While the Order has a number of other programs of assistance to seminarians and religious (see below), RSVP is the primary program through which Knights of Columbus councils, assemblies, and circles participate in an organized manner in this great enterprise. Every council, assembly, and circle should take part.

RSVP is unique in that the funds go directly to the seminarian. For this reason, checks must be made out to the individual, not the seminary, diocese, or other institution. The same holds true for religious orders – the check should be made out to the individual. A brother-seminarian or sister in the religious life can sign over the check to his or her religious institute as necessary. Seminaries and other institutions may qualify and receive assistance from other programs of the Knights, but they do not qualify for RSVP rebates.

RSVP is central to the Knights of Columbus vocations efforts, but councils and assemblies should also take part in other parish and/or diocesan vocations efforts. These other vocations efforts, however, also do not qualify for a refund from the Supreme Council.

**Eligibility for RSVP**

The following persons are eligible to receive RSVP funds:

- Seminarians who have been accepted by a diocese and are currently in their "spirituality" year.
- Seminarians attending major seminaries (usually, four years) in preparation for priestly ordination.
- Seminarians in their "pastoral" year (most often, when they are deacons).
- Seminarians attending college seminaries (sometimes called minor seminaries).
- Seminarians who belong to a religious institute and are currently in formation for the priesthood (religious seminarians are often called "brother" even though they will eventually be ordained as priests).
- Men and women who are novices or postulates in religious orders or religious communities.



Those eligible for assistance do include foreign seminarians studying in the United States or Canada; U.S. and Canadian Seminarians studying overseas; seminarians from your home diocese currently attending seminaries in another diocese, state, or country; and seminarians from other states or dioceses attending a seminary in your jurisdiction.

**Persons not eligible for RSVP funds are the following:**

- Priests or religious seeking assistance for continuing education.
- Religious brothers not currently studying for the priesthood.
- Candidates for the permanent diaconate.

**Forms:**

A single application form (#2863A) must be filled out and returned to the Supreme Office to qualify for a refund and for an award plaque. Form #2863A can be found in the Council Report Forms Booklet (#401).

All applications should be submitted – with copies of the cancelled checks (both front and back) or other documentary evidence (copy of bank statement or receipt from the seminarian) – between April 1 and June 30 in order to qualify during that fraternal year.

**Amount:**

For councils and assemblies to qualify for a refund, they must give at least \$500; circles must give at least \$100. The rule is that the sum must go to a single qualified person; it can not be divided or apportioned to more than one recipient.

**Award Plaque:**

To qualify for the RSVP Award Plaque, the council, assembly, or circle must:

- Donate at least \$500 (\$100 for circles) to a qualifying seminarian. Funds must be drawn against the council, assembly, or circle account.
- Write at least 4 letters to the adopted seminarian within the July-June fraternal year.
- Make at least one personal contact with the individual, if possible, during the fraternal year.
- Demonstrate some form of involvement in parish and/or diocesan vocation efforts.

## COMMUNITY

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### **State level program; Special Olympics involvement (SONC)**

- NC state house will vote on Bill 202 Monday June 8<sup>th</sup>, it is proposed that funds for SONC will be removed from budget for 09-11, this bill now falls under the heading S280 Edition 1 and is currently referred to the Committee on Appropriations
- Council letter writing campaign to the representatives for their district asking to consider sponsoring an amendment to the NC budget allotting funds to SONC
  1. Letters should state information about Council size, equating membership and votes.
  2. Letters should include information on KofC and our level of sponsorship to the SONC
  3. Letters may be sent in petition form with each willing Council member signing.
  4. Copies of letters sent to me to validate numbers of Councils participating in letter writing campaign versus number of overall Councils.
- GK's should instruct their Community Directors to look into proactively supporting SONC. The directors should research opportunities to assist SONC and recruit Knights and their families to participate. This could be acting as an assistant coach, providing encouragement for local athletes via letter, phone calls, or visits in person. There are opportunities available to assist SONC in clerical and staffing areas as well which could be coordinated with other church groups, such as Ladies Auxiliary or Columbiettes.
- Community Directors should report their activities to the GK whom will forward on information of levels of involvement to their DD's or myself.
- Establish a specific fundraiser at the Council level benefiting SONC. Host a rummage sale, car wash, bake sale, or meal. Look for sponsors for meal events to offset the cost to Council.
  1. Invite athletes and their families to the events to show encouragement and support. Invite Council Chaplains and parish Priests to the event. Actively including our Priests in these activities is a way of thanking them for their commitment to their vocation. This is also a tangible way of supporting the Holy Father's theme of "Year of the Priest".
  2. Document the event and submit information to the GK and state for recognition.
- GK's should acknowledge the Community Directors and other volunteers who make their Council involvement a reality for example, Knight of the month/Family of the month.
- Council 10504 "Hall of Fame" award as an example of acknowledgement.

### **State level program; Catholic Social Services (CSS)**

- Though CSS offices are located in few areas, they reach across the state with assistance in many forms.
- The CSS is in need of volunteers to distribute information about CSS in their home parishes for a span of 4-6 weeks. This is not a fundraising event, rather an opportunity to make fellow parishioners and others in our communities aware of CSS and the programs that they offer.
  1. GK's and Council Community Directors should approach their Pastors or Parish offices and request permission to distribute the CSS information on their parish property.
  2. Volunteers for this particular venue can be Knights, wives, and children.
- Throughout the year the CSS distributes materials throughout the state. Because of the volume of materials volunteerism is very welcome in this area. The level of involvement may be as simple as stuffing envelopes to assembling packages. The level of involvement is up to the volunteers. Again, there is the possibility of involving family members in this volunteer capacity.

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- A point person would contact the appropriate CSS representative and gather information for the Council volunteers. That person or family would assemble the other volunteers to put together the mailings.
- This could be combined with a family cookout, movie night, or something along those lines for the volunteers. This encourages the involvement of the younger family members. Volunteer coordinators should remember all volunteers and give them recognition for their involvement.
- There always exists a need for food donations to the CSS. Obviously there are times of the year when needs are greater than others, such as Christmas and Easter.
  1. Community Directors could recruit a family to coordinate a food drive. The family would contact CSS and obtain a list of acceptable/desirable food products. The council could establish a specific time during which the point person/family would collect the donated food. For example, our Council will attempt to do this on the fourth Saturday of every month to coincide with our monthly Rosary.
  2. A designated volunteer or volunteers would take possession of the donations and box the items up. They would contact the appropriate CSS employee and coordinate a pick up or drop off of the items.
- Implementation of any of these suggested plans should be documented by the GK's and involved directors and volunteers. A letter summarizing the Council's level of involvement would be forwarded to the appropriate DD and myself.
- Logistics will be a problem for some Council's so local social services can be substituted for involvement in the place of CSS.
- Any social service being substituted should be recognized within the immediate area of the Council; whether city, county, or church.
- If no program exists, perhaps Councils could put together a program to assist the community at large. These could be food collection and donation, collecting and distributing articles of clothing or toiletries.

### **Operation LAMB**

Funds and reports must be handled per the Operation LAMB Directors' orders immediately after the street collection. Additional reports must be submitted as necessary to complete the program. Participation forms must be sent to the State LAMB Director to qualify for credit.

### **Special Olympics**

Participate as a Council, Local, Regional or State Olympics programs. It is recommended that the Council sponsor an event themselves; however, this is not required.

### **Pro LIFE**

- **Mass for Life** Council working in unity with their Priests, establish a local Mass for Life to be offered on the "Feast of the Annunciation".
- **Participate as a Council in the Raleigh "March for Life"** in January
- **Participate as a Council in the Washington DC "March for Life"** in January.

### **Participate as a Council in Fast for Life**

Establish a day of prayer, fasting and abstinence on the first Friday of "Respect Life Month" (October )

### **Pro-Life Program**

Conduct at least one additional program. Active participation of Council members is required.

Program examples:

- Establish and/or participate in a Parish “Vigil for Life” held each year on the “Feast of the Immaculate Conception”, December 8<sup>th</sup>.
- Members actively participate in a Pro-Life organization for special or continuing projects.
- Members man a booth at community function to distribute materials.
- Assist with local Pregnancy Center
- Members attend meetings of various Pro-Life groups and give reports at next Council.
- Council support of a Pro-life agency (e.g. “Room at the Inn Project”)

#### **Aged/Confined/Handicapped/Homeless Assistance (A/C/H/H)**

This program will involve Council members in acts of kindness and charity. Solely providing financial aid to the poor and needy does NOT qualify. This needs to be physical acts of help to a person or group.

Program examples:

- Transportation for A/C/H/H activities
- Visitation to one or more than one of the groups.
- Party for one of the groups at special time of the year, such as Easter
- Assist at a Homeless Shelter
- Participate in a “Meals on Wheels” program .
- Provide fuel assistance
- Participate in “Habitat for Humanity”

#### **Participate in a “Care and Share” project**

Such projects provide physical help to disadvantaged groups.

Program examples

- Participation in a wood cutting program
- Provide food for the needy.
- Provide assistance to migrants

#### **Patriotism**

Conduct a Patriotic Program. To qualify, council members must be present who are not members of the local Assembly.

Program examples

- A patriotic program could be held in conjunction with a Fourth Degree Assembly in the area. To qualify, council members must be present who are not members of the local Assembly
- Conduct a picnic, dance, or participate in conjunction with a national patriotic holiday (e.g. Independence, Flag, Memorial, Veterans, etc)
- Conduct a blood drive program
- Support a military, police, or fireman with an event with a patriotic theme in their honor
- Distribute flags at patriotic event

#### **Other Community Programs ideas**

- Conduct an Adopt a Grandparent program
- Conduct an Anti-Pornography program
- Conduct a Public Safety, Law enforcement, or Fire protection program
- Participate in Adopt A Highway program
- Participate in a public Earth Day that encourages conservation and recycling
- Attend a city or county commissioners meeting with the intention of reporting back to the Council the results of the meeting
- Report any assistance provided by Council members to State or County Health Care programs.



### **Council Awards Presentation**

A special event where Council members and their families are recognized for special honors: “Knight of the Year”, “Golden Knight of the Year”, “Family of the Year”, etc. In many councils, this is done at the installation banquet. Note: that there are also awards available from Supreme Supply for recognition.

### **Traveling Gavel**

The purpose of the Traveling Gavel is to promote fraternity among the councils. Each council will receive the gavel from the previous council during a regular business meeting and, in turn, present it to the next scheduled council at their business meeting. The State Council Director, with the assistance of the District Deputies, will establish a schedule for each council in their district. A minimum of three (3) Brothers will go with the gavel and stay for the Council meeting.

### **Other Council Programs ideas**

- Conduct a Columbus Day or Founders Day event
- Conduct a speaker program at Council meetings where various Community, Government or Church groups are invited to speak. Note that speakers pro-life values should be consistent with our own.
- Conduct an Athletic program WITHIN your own Council.
- Sponsor at least one team in a State Athletic Event (Bowling, Golf, Softball, Basketball, etc.)
- Host any State or District activity (Sports, Meeting, etc.).
- Form or install new officers at the Ladies Auxiliary or Columbiettes.
- Participate in the Golden Knight of the Year competition. Submit nomination(s) to the State Secretary.
- Conduct a Council fundraiser (Christmas tree sale, Keep Christ in Christmas Cards, yard sale, fruit sale, turkey shoot, etc.).
- Provide material support to a new council.

## ***FAMILY***

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### **State Program – District Family Outings**

Conduct a family outing within the district where there are activities for the whole family. This program should include participation from all councils in the district.

### **Supreme Family of the Month**

This program recognizes those Knights and their families who have contributed significantly to the Council, Church and/or Community. Recognize your family in the council and then submit the Family of the Month report on-line at <http://www.kofc.org>; moreover, it must be filed by the 15<sup>th</sup> of the next month (Ex. June Family of the Month must be filed by July 15<sup>th</sup>).

### **Other Family Programs ideas**

- Sponsor a Council Family activity BETWEEN your Council and another Council ( e.g. Board Game Night – Monopoly tournaments, twister, etc., Inter Council sports events, Volleyball, Softball, etc.)
- Participate in a Family trip (ball game, zoo, circus, etc.)
- Conduct a family night, where births, graduations, significant wedding anniversaries, etc are recognized.
- Implement a program to give flowers to Mothers of newborns

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- Conduct a family social party
  - Conduct a Mother's Day program, breakfast, cookout, or special event
  - Participate in the "Family of the Year" program
  - Sponsor a host family in the Supreme Youth Exchange program
  - Conduct an ice-cream social, potluck supper, ethnic dinner, etc.
  - Participate in a District Family Outing during the month of September
  - Family Favorite Dessert Contest
  - Father's for Good Award

**Family Favorite Dessert Contest Guidelines:**

This program is designed to bring families of your council and parish together in order to provide a platform for fellowship and fraternity. The four regional finalists will be provided with tickets to the banquet at the State Convention in May.

**Council Level:**

- 1 - Each council should hold a Family Favorite Dessert Contest at their level. It is up to the discretion of the council whether to allow non-member families to participate (recommended for recruiting purposes).
- 2 - Select a panel of judges to grade each dessert and select a winner. Criteria for judging are left to the discretion of the council. The council competition should be completed during the first half of the fraternal year.

**District Level:**

- 1 - Inform your District Deputy of your council's winner no later than the mid-year meeting.
- 2 - District Deputies will then set a date, no later than the 1<sup>st</sup> of March to conduct the District level competition.
- 3 - Recommended judges are district's Grand Knights and their wives, along with the District Deputy and his wife.
- 4 - Report the winner to the Regional District Deputy upon completion of the competition.

**Regional Level:**

- 1 - Regional District Deputies will then set a date for the Regional competition no later than April 15<sup>th</sup>.
- 2 - Suggested judges are the Region's District Deputies and their wives, along with the Regional District Deputy and his wife.
- 3 - The RDD will report the winner of their competition to the State Family Life Director upon completion of the competition. Please, **no later than the 15<sup>th</sup> of April.**

**State Level:**

- 1 - Regional winners will bring their desserts to the State Convention and be a guest of the State Deputy at the convention banquet.
- 2 - State level competition will be conducted on Friday evening; judges will consist of the state officers. The winner will announced at the convention banquet on Saturday night.

## **Guidelines for the Father's for Good Award**

Each Council is encouraged to submit one candidate for this award.

A candidate for this award may be a member of your council or a member of your parish. The entrant should embody what it means to live as a Catholic father. He should connect his faith to everyday life and pass his beliefs and virtues by example and deed to his children and/or grand children. The candidate should exemplify the following excerpt taken from the Father's for Good website:

*“Just as we call Mary “Mother of the Church” because she is mother of Jesus who is head of the Church, so we look to St. Joseph, who was foster father of Jesus and his protector, as the “Patron of the Universal Church, Protector of the Church.”*

*We can rejoice that St. Joseph through his marriage to Mary was caught up in the mystery of spiritual fatherhood and became a model of marriage, care of one's child, and an exemplar of the Holy Family. St. Joseph is a model to every believer and particularly for men in their role as father.*

*We are called to be actively engaged in our vocation, our calling from God, in a way that quietly but effectively spreads the faith and extends God's kingdom in everyplace and age.”*

A one page summation of the council's nomination should be submitted to the State Family Life Director no later than the 1<sup>st</sup> of April. All entrants will be recognized and presented a certificate during the state convention.

## **YOUTH**

### **Squires**

Initiate a new, reactivate an old, or sponsor an existing active Circle.

### **Hold a Soccer Challenge**

- This contest is for boys and girls ages 10 through 14 from the community. They do not have to be Catholic. See the details for running this program on our NC State website at <http://www.kofcnc.org>
- Order **Soccer Challenge** materials from Supreme using the **SC-KIT** form from the Council Report Form Booklet 200-10 or by going to the KofC Supreme website at <http://www.kofc.org> and submit your request electronically.

### **Hold a Council Free Throw Contest**

- This contest is for boys and girls ages 10 through 14 from the community. They do not have to be Catholic. See the details for running this program on our NC State website at <http://www.kofcnc.org>



- Order **Free Throw Contest** materials from Supreme using the **FT-KIT** form from the Council Report Form Booklet 2009-10 or by going to the KofC Supreme website at <http://www.kofc.org> and submit your request electronically. Order your kit by the end of September

#### **Hold a Poster Contest**

See the details for running this program on our NC State website at <http://www.kofcnc.org>

- This contest is for children in grades preschool through 5<sup>th</sup> and are divided into the following categories:
  - Preschool (3 and 4 years old)
  - Grades K and 1
  - Grades 2 and 3
  - Grades 4 and 5
- This year's theme will be provided at the organizational meeting in July

#### **Hold an Essay/Poem Contest**

See the details for running this program on our NC State website at <http://www.kofcnc.org>

- This contest is for children in grades 6, 7 and 8.
- This year's theme will be provided at the organizational meeting in July:

#### **Adopt-A-Child Program**

A Knight who participates in this program will attempt to improve the life of a child in need. Your Council must organize this program. A suggested format is for your Council to acquire a list of names of children in need, from a local mental retardation center, children's home, Big Brother program etc., and have a member or members sponsor a child. The child would be taken on outings, receive gifts at appropriate times and the like.

#### **Sponsor or run a youth activity**

The intent of this requirement is to involve the Council in an organized youth activity. This will bring the name of the Knights of Columbus before the youth of the community.

Program examples

- Sponsor a Scout Pack or Troop
- Hold a youth dance or party
- Help with various Diocese youth programs
- Sponsor a youth outing (fishing, ball games, bowling, campout, etc.)
- Conduct a Halloween Party, Christmas Party, or an Easter egg hunt
- Run a talent show

#### **Youth Appreciation Program**

Conduct an appreciation program for Altar Servers, High School Seniors, or other young people.

#### **District / State Free Throw Contest**

Have Council winners participate in District and State Free Throw Contest.

#### **Other Youth Programs ideas**

- Participate as a Council in any organized youth program in your Church or Community
- Sponsor a career night where representatives of local colleges or a business talk to young people about career opportunities.
- Sponsor High School members of your Church's TYM group to the Diocesan Youth

- Convention.
- Any support of Catholic schools
- Other youth programs run by your Council

## ***MEMBERSHIP***

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### **Participate in the “Semi-Annual Supreme Blitz”**

Participate in the two (2) Supreme Blitz Membership Drives

### **Must have a positive net membership growth for the year**

This will be determined by comparison of the Supremes Membership Reports from April 1, 2009 through March 31, 2010.

### **First Degrees**

The Council should conduct or host frequent First Degrees. If a new council does not have a First Degree team, ask a nearby Council to conduct the Degree at your facility. Report all degrees as well as the honoree for each degree conducted.

### **Buddy Program**

Establish a buddy team consisting of at least 3 members, if your council has a team, report the names of the team members.

### **First Degree Team**

Establish a team: It is a critical success factor to an effective membership program.

### **Conduct Multiple Recruitment Program**

Every Knights of Columbus activity is an opportunity to invite new members. Incorporate a membership theme into all of your council activities and be proactive about asking men and families to join the Order.

### **Other Membership Programs ideas**

- Host a second or third degree
  - Conduct additional recruitment drives
  - Invite prospective members along with their family to Council social activities
  - Participate in the V.I.P. Program
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**Attachment C: Council Breakdown by Division**

**DIVISION 1**

<b>COUNCIL NAME</b>	<b>COUNCIL #</b>
Eden/Reidsville	6970
Statesville	7152
Franklin	8363
Dunn	9001
Thomasville	9249
Washington	9364
Tryon	9492
Hillsborough	9549
Sylva	9722
Hamlet	10783
Roxboro	11235
Mt. Airy	11406
Whiteville	11494
Castle Hayne	11817
Boone	11966
Burnsville	12233
Lexington	12481
Fayetteville	12640
Swannanoa	13016
Williamston	13038
Greensboro	13236
Louisburg	13511
Booneville	13796
Andrews	14087
Butner	14276
N. C. State Univ.	14422
Raeford	14632
High Point	14767

## DIVISION 2

COUNCIL NAME	COUNCIL #
Durham	3390
Kinston	4464
Hickory	6451
Lumberton	7225
Roanoke Rapids	7232
Newton Grove	7259
Morehead City	8143
Lincolnton	8664
Greensboro	8684
Brevard	8886
Laurinburg	9030
Henderson	9365
Lenoir	9570
Morganton	9579
Newton	9746
Albemarle	10495
Monroe	10615
Asheboro	10891
Wendell	10892
Charlotte	11102
Edenton	11180
Fayetteville	11683
Clinton	11848
Asheville	11911
Shelby	11946
Kannapolis	12167
Forest City	12266
King	12267
Hampstead	12281
Maggie Valley	12478
Mocksville	12610
Wrightsville Beach	12885
Wallace	12921
New River	13488
Durham	13812

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**DIVISION 3**

<b>COUNCIL NAME</b>	<b>COUNCIL #</b>
Charlotte	770
Wilmington	1074
Asheville	1695
Winston-Salem	2829
Fayetteville	2838
Burlington	3498
Jacksonville	3574
Rocky Mount	4600
Wilson	4660
Goldsboro	5487
Southern Pines	6528
Greenville	6600
Sanford	6717
Swansboro	7024
Hendersonville	7184
Apex	7186
Concord	7450
Elizabeth City	7547
Salisbury	8680
Kill Devil Hills	8759
Arden	8923
Shalotte	9039
Fayetteville	9847
Raleigh	9880
Denver	10389
Winston-Salem	10504
Chapel Hill	10910
Belmont	11076
Smithfield	11265
Garner	11266
Wilmington	12017
Raleigh	12025
Raleigh	12455
Camp Lejeune	13220

## DIVISION 4

COUNCIL NAME	COUNCIL
Greensboro	939
Raleigh	2546
New Bern	3303
High Point	4507
Havelock	6648
Cary	6650
Gastonia	6700
Charlotte	7343
Mooreville	7406
Kernersville	8509
Hope Mills	8857
Clemmons	9499
Charlotte	9560
Raleigh	9709
Charlotte	10505
Charlotte	10852
Greensboro	11101
Pinehurst	11103
Wake Forest	11234
Fuquay Varina	12119
Southport	12537
Huntersville	12654
Mint Hill	12832