Knights of Columbus
Arizona

2018 - 2019 COUNCIL AWARDS APPLICATIONS INSTRUCTION SHEET

GRAND KNIGHT / COUNCIL:
May submit award applications for:
1) Chaplain-of-the-year – **Form CLHP-YEAR 18-19**
2) Family-of-the-year – **Supreme Form**
3) Knight-of-the-year – **Form KNGT-YEAR 18-19**
4) Service Program (Church) Awards – **Supreme Form STSP**
5) Service Program (Community) Awards – **Supreme Form STSP**
6) Service Program (Council) Awards – **Supreme Form STSP**
7) Service Program (Family) Awards – **Supreme Form STSP**
8) Service Program (Youth) Awards – **Supreme Form STSP**
9) Service Program (Pro-Life Activity) Awards – **Supreme Form STSP**

For the Service Program Awards: there are 6 categories: **Church, Community, Council, Family, Pro-Life and Youth.** The same application is used for all 6 categories. We will be using the same application as you will find on the Supreme website. Be sure to submit a separate original form **for each category** for which you apply.

For the **Family & Knight-of-the-Year:** Please select one Knight and Family for you have submitted in the past Fraternal Year as Family and Knight-of-the-Year. Also this year for **Family-of-the-Year** we will be using the application on the Supreme website. This application and the **Service Programs Applications** can be downloaded from the Supreme Website, or it can be found on the State Website along with all other award application at **https://kofc-az.org/ .**

IMPORTANT NOTE
Each application has a heading, which lists:
1) Title of Award
2) The person or council submitting the application
3) The name nominee.
Once you have completed the heading, please **DO NOT** use the council name, parish name, nominee's name, city or any wording that could identify the person, council or your location. If you do these references will be redacted (be blacked-out). This will make your document difficult to read and lessen its chances of being selected. We suggest that you write what you wish to say and then go back over your draft and remove any references in the write-up which could identify your nominee or council location. Liberally use the pronouns like he, him, his, them, they, or the parish, the church, or this family, they, them, or Father, the priest, etc.

Applications do not have to be typed, however please keep in mind that the applications do need to be neat, clear, concise, and readable. The best way of assuring this is if they are typed. If additional pages or attachments are provided, please make certain that they are identified as a continuation page for a particular award.

Please keep write-ups to 500 words or less. Only one activity may be submitted per category. To qualify all Service Projects must have taken place during the 2017-2018 Fraternal Year.

<u>MOST IMPORTANT!   THE DEADLINE FOR RECEIPT OF YOUR COMPLETED APPLICATIONS IS SUNDAY, APRIL 15, 2019.</u> Please plan wisely and submit your completed applications <u>before the deadline</u>. **Application received after April 15, 2019 will not be considered.**

Please complete/ edit submissions on your computer before submitting.

ALL Award Applications can be found on the State Website at: **https://kofc-az.org/** .
Or the direct link is: **https://kofc-az.org/state-forms%2Freports**
We can also email you a copy in WORD or as a PDF; send an email request to
AzKnights@Q.com.

The **preferred method** for submitting application documents is email. Send the documents to: **AZKnights@Q.com**

Or you may mail the complete applications to your State Awards Chairman.
Knights of Columbus
State Awards Chairman
14175 W Indian School Rd
Suite B4-626
Goodyear AZ 85395-8369

Remember you cannot win if you do not submit an application. Each year so many great Chaplains, Brother Knights, Families and Council Activities that could easily win, go unrecognized because council fail to enter. Let's make this year different. Start early and be sure your council and its members are recognized.

Thank you everyone for all that you do for the good of the order and for your cooperation.

Vivat Jesus!
Rick Garrison
State Awards Chairman
480-522-7064
KofCRick@Q.com