



Grand Knights of District 13
November 23, 2018



Important Forms and Deadlines

Dear Worthy Grand Knights,

Please find attached documents that you will need for the upcoming months. These documents are a key to your council successfully receiving their awards of achievement. All these forms can be found on kofc-az.org under the menu option of more – state forms. The following forms are to be used by the council and to be completed your District Deputy's/Assigned State Officers review at the District Mid-Year Meeting. This meeting is tentatively scheduled for Saturday, January 26th, 2019 in Madonna Hall at Our Lady of Lourdes Parish in Sun City West. Please mark your calendars for this event, as more information will be forthcoming.

Arizona State Knights of Columbus – Council Worksheet

Fraternal Programs Report Form #10784

Annual Survey of Fraternal Activity – Form #1728 DUE December 31st

Columbian Award Application – Form #SP-7 DUE June 30th

Columbian Award Application Instructions – Form #SP-7A

Please review the SP-7A instructions as these are guidelines for your councils to ensure you reach your goals. The New Year is upon us. How many resolutions were made to be a better servant of God? As we move through this year, we have programs that ask us to be involved in our councils, assemblies and parishes. Ask yourself to make another resolution. **Be involved** with your fellow Brother Knights and support your council, assembly and parish programs. Act now to make sure you have enough help for the work ahead.

SK Joseph Shanks

District Deputy District 13

FRATERNAL PROGRAMS REPORT FORM

Council Number: _____ Date(s) of Program ____/____/____ to ____/____/____

Refer to program guide sheets for required forms and reporting

	<u>Faith</u>	<u>Family</u>	<u>Community</u>	<u>Life</u>
1	<input type="checkbox"/> Into the Breach <input type="checkbox"/> Marian Icon Prayer Program <input type="checkbox"/> Build the Domestic Church Kiosk <input type="checkbox"/> Rosary Program <input type="checkbox"/> Spiritual Reflection Program <input type="checkbox"/> Holy Hour <input type="checkbox"/> Sacramental Gifts	<input type="checkbox"/> Family of the Month/Year <input type="checkbox"/> Keep Christ in Christmas <input type="checkbox"/> Family Fully Alive <input type="checkbox"/> Family Week <input type="checkbox"/> Consecration to the Holy Family <input type="checkbox"/> Family Prayer Night <input type="checkbox"/> Good Friday Family Promotion	<input type="checkbox"/> Disaster Preparedness <input type="checkbox"/> Free Throw Championship <input type="checkbox"/> Soccer Challenge <input type="checkbox"/> Helping Hands <input type="checkbox"/> Catholic Citizenship Essay Contest	<input type="checkbox"/> Christian Refugee Relief <input type="checkbox"/> Silver Rose <input type="checkbox"/> Pregnancy Center Support <input type="checkbox"/> Novena for Life <input type="checkbox"/> Mass for People with Special Needs
	<input type="checkbox"/> <u>OTHER</u> (designate category): _____			

2 Participation: _____ + _____ = $\frac{0}{\text{Total Members}}$ $\frac{0}{\text{Total Members}}$ x _____ = $\frac{0}{\text{Total Volunteer Hours}}$
Members Non Members Total Members Total Members Hours Total Volunteer Hours

Program Planning: _____ & _____ Members Recruited: _____ Donations: _____
Costs Time Local Currency

3 Is your council Safe Environment Program compliant? YES NOT YET kofc.org/safe

4 Program Promotions (check all that apply): Church Bulletin Parish/Council Newsletter Pulpit Announcement
 Mailer/Email Other: _____

5 How successful was your program?:
 Very Successful (surpassed expectations) Successful (met expectations) Needs improvements (low participation)

6 Summarize the efforts of all volunteers. Describe the event and ideas to improve the success of the program?

Signed: _____ Date: _____ Signed: _____ Date: _____
Grand Knight Program Director

Email a copy of this document to: fraternalmission@kofc.org
 Retain a copy of each report to assist in completion of the Annual Survey of Fraternal Activity (1728) & Columbian Award Application (SP7).



ANNUAL SURVEY OF FRATERNAL ACTIVITY

JANUARY 1, 20__ THRU DECEMBER 31, 20__

COUNCIL NUMBER _____ JURISDICTION _____

Section I. Fraternal Program Activities

FAITH ACTIVITIES (where applicable)

	CHARITABLE DISBURSEMENTS	HOURS OF SERVICE	NUMBER SUPPORTED
a. RSVP Program			
b. Church Facilities			
c. Catholic Schools/Seminaries			
d. Religious/Vocations Education			
e. Prayer & Study Programs			
f. Sacramental Gifts			
g. Miscellaneous Faith Activities			
TOTAL FAITH CONTRIBUTIONS	0	0	0

FAMILY ACTIVITIES (where applicable)

	CHARITABLE DISBURSEMENTS	HOURS OF SERVICE	NUMBER SUPPORTED
a. Food for Families			
b. Family Formation Programs			
c. Keep Christ in Christmas			
d. Family Week			
e. Family Prayer Night			
f. Miscellaneous Family Programs			
TOTAL FAMILY CONTRIBUTIONS	0	0	0

COMMUNITY ACTIVITIES (where applicable)

	CHARITABLE DISBURSEMENTS	HOURS OF SERVICE	NUMBER SUPPORTED
a. Coats For Kids			
b. Global Wheelchair Mission			
c. Habitat for Humanity			
d. Disaster Preparedness/Relief			
e. Physically Disabled/Intellectual Disabilities			
f. Elderly/Widow(er) Care			
g. Hospitals/Health Organizations			
h. Columbian Squires			
i. Scouting/Youth Groups			
j. Athletics			
k. Youth Welfare/Service			
l. Scholarships/Education			
m. Veteran Military/VAVS			
n. Miscellaneous Community/Youth Activities			
TOTAL COMMUNITY CONTRIBUTIONS	0	0	0

LIFE ACTIVITIES (where applicable)

	CHARITABLE DISBURSEMENTS	HOURS OF SERVICE	NUMBER SUPPORTED
a. Special Olympics			
b. Marches for Life			
c. Ultrasound Initiative			
d. Pregnancy Support			
e. Christian Refugee Relief			
f. Memorials to Unborn Children			
g. Miscellaneous Life Activities			
TOTAL LIFE CONTRIBUTIONS	0	0	0

TOTAL 0 0 0

Section II. Fraternal Commitment Activities

MEETINGS

1. Regular	
2. Social	
3. Special/Committee	
TOTAL MEETINGS	0

PROGRAM EXPENSES

a. Printing & Postage	
b. Food & Refreshments	
c. Prizes	
d. Projects	
e. Entertainment	
f. Miscellaneous Expenses	
TOTAL PROGRAM EXPENSES	0

OTHER FRATERNAL COMMITMENTS:

Visits to the Sick	
Visits to the Bereaved	
Number of Blood Donations	
Masses Held for Members	
Hours of Fraternal Service to Sick/Disabled Member and their Families	0

All information provided on this report is to be from Programs & Activities conducted January 1st through December 31st annually.

Grand Knight _____ Date _____

Financial Secretary _____ Date _____



ANNUAL SURVEY OF FRATERNAL ACTIVITY

Section I. Fraternal Program Activities

FAITH ACTIVITIES

- a. **RSVP Program** - direct contributions to students studying to become priests or postulants.
- b. Church Facilities - construction, repairs, remodeling, memorial gifts, etc.
- c. Catholic Schools/Seminaries - donations, grants, equipment, etc.
- d. Religious/Vocations Education - scholarships, CCD, lay apostolate, programs, speakers, films, program materials, etc.
- e. Prayer & Study Programs - direct contributions to prayer groups, faith program materials, domestic church kiosk, rosary program, Marian Icon program, etc.
- f. Sacramental Gifts - costs related to gifts presented to congregation.
- g. Miscellaneous Faith Activities - all other disbursements not outline above relating to Faith Activities.

FAMILY ACTIVITIES

- a. **Food for Families** - direct contributions to food banks, pantries, soup kitchens.
- b. Family Formation Programs - Family Fully Alive, Family of the Month/Year, Consecration to the Holy Family, Good Friday Family Promotion, etc.
- c. Keep Christ in Christmas - all contributions to KCIC, Journey to the Inn, Light Up for Christ, Christmas Poster Contest, billboard signs, etc.
- d. Family Week - direct contributions to the coordination, promotion, and conduct of this program.
- e. Family Prayer Night - direct contributions to coordination and execution of this program.
- f. Miscellaneous Family Programs - all other disbursements not outline above relating to Family Activities.

COMMUNITY ACTIVITIES

- a. **Coats For Kids** - direct contributions to purchasing and distribution of coats to those in need.
- b. **Global Wheelchair Mission** - direct contributions to purchasing and coordination of wheelchair distribution to the needy.
- c. **Habitat for Humanity** - direct contributions to Habitat for Humanity projects, materials, tools, and construction.
- d. **Disaster Preparedness/Relief** - direct contributions to planning and executing disaster preparedness and response, food, water, equipment, etc.
- e. Physically Disabled/Intellectual Disabilities - direct contributions to schools, care services, organizations, etc.
- f. Elderly/Widow(er) Care - direct contributions to homes for the aged, retired/senior volunteer programs, construction, repairs, remodeling, gifts, etc.
- g. Hospitals/Health Organizations - direct contributions to Red Cross, Hospice, heart/cancer funds, equipment, construction, donations, etc.
- h. Columbian Squires - direct contributions to the operations and support of the Columbian Squires program.
- i. Scouting/Youth Groups - direct contributions to sponsorship, volunteer efforts, projects, 4-H, Big Brothers, CYO, mentoring, etc.
- j. Athletics - direct contributions to council sport events, youth sport sponsorships, equipment, transportation, etc.
- k. Youth Welfare/Service - direct contributions to substance/child abuse, foster parents, etc.
- l. Scholarships/Education - direct contributions to career nights, essay contests, scholarships, tuition, fund raising, etc.
- m. Veteran Military/VAWS - direct contributions to veterans, VA hospital support/visitation, memorials, parades, etc.
- n. Miscellaneous Community/Youth Activities - all other disbursements not outline above relating to Community Activities.

LIFE ACTIVITIES

- a. **Special Olympics** - direct contributions to local, state, and national events.
- b. **Marches for Life** - direct contributions to local, state, and nation marches.
- c. **Ultrasound Initiative** - direct contributions to the purchase and placement of Ultrasound machines for crisis pregnancy centers.
- d. Pregnancy Support - direct contributions to donations, diapers, supplies, baby showers, birthright, etc.
- e. Christian Refugee Relief - direct contributions to aid provided to refugee relief, Solidarity Crosses.
- f. Memorials to Unborn Children - direct contributions to purchases, fund raisers, donations, construction, etc.
- g. Miscellaneous Life Activities - all other disbursements not outline above relating to Life Activities.

Section II. Fraternal Commitment Activities

MEETINGS

1. Business - discussing or conducting business.
2. Social - dinners, dances, parties, etc.
3. Special/Committee - lectures, films, educational, etc.

PROGRAM EXPENSES

- a. Printing & Postage - costs for newsletters, flyers, communications for activities, etc.
- b. Food & Refreshments - food, refreshments, etc. for activities and programs.
- c. Prizes - gifts, awards, incentives, raffles, etc. related to activities and programs.
- d. Projects - transportation, facility rental, photography, etc. for activities and programs.
- e. Entertainment - bands, magicians, comedians, etc. for events.
- f. Miscellaneous Expenses - all other expenses not outlines above related to activities & programs.

COLUMBIAN AWARD APPLICATION

Due by June 30th

Council Number: _____ Jurisdiction: _____ 20____ - 20____

FAITH PROGRAMS: (RSVP, Into the Breach, Marian Icon Prayer Program, Building the Domestic Church Kiosk, Rosary Program, Holy Hour, Sacramental Gifts, *Spiritual Reflection Program is the required program*)

1. Program Name: _____ Recruitment Opportunity? YES NO $\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$
Donations: _____
Program Description: _____
2. Program Name: _____ Recruitment Opportunity? YES NO $\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$
Donations: _____
Program Description: _____
3. Program Name: _____ Recruitment Opportunity? YES NO $\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$
Donations: _____
Program Description: _____
4. Program Name: _____ Recruitment Opportunity? YES NO $\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$
Donations: _____
Program Description: _____

FAMILY PROGRAMS: (Food for Families, Family of the Month/Year, Keep Christ in Christmas, Family Fully Alive, Family Week, Family Prayer Night, Good Friday Family Promotion, *Consecration to the Holy Family is the required program*)

1. Program Name: _____ Recruitment Opportunity? YES NO $\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$
Donations: _____
Program Description: _____
2. Program Name: _____ Recruitment Opportunity? YES NO $\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$
Donations: _____
Program Description: _____
3. Program Name: _____ Recruitment Opportunity? YES NO $\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$
Donations: _____
Program Description: _____
4. Program Name: _____ Recruitment Opportunity? YES NO $\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$
Donations: _____
Program Description: _____



COMMUNITY PROGRAMS: (Coats for Kids, Global Wheelchair Mission, Habitat for Humanity, Disaster Preparedness, Free Throw Championship, Catholic Citizenship Essay Contest, Soccer Challenge, *Helping Hands is the required program*)

<p>1. Program Name: _____</p> <p>Program Description: _____</p>	<p>Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>$\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$</p> <p>Donations: _____</p>
<p>2. Program Name: _____</p> <p>Program Description: _____</p>	<p>Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>$\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$</p> <p>Donations: _____</p>
<p>3. Program Name: _____</p> <p>Program Description: _____</p>	<p>Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>$\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$</p> <p>Donations: _____</p>
<p>4. Program Name: _____</p> <p>Program Description: _____</p>	<p>Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>$\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$</p> <p>Donations: _____</p>

LIFE PROGRAMS: (Marches for Life, Special Olympics, Ultrasound Program, Christian Refugee Relief, Silver Rose, Mass for People with Special Needs, Pregnancy Center Support, *Novena for Life is the required program*)

<p>1. Program Name: _____</p> <p>Program Description: _____</p>	<p>Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>$\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$</p> <p>Donations: _____</p>
<p>2. Program Name: _____</p> <p>Program Description: _____</p>	<p>Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>$\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$</p> <p>Donations: _____</p>
<p>3. Program Name: _____</p> <p>Program Description: _____</p>	<p>Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>$\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$</p> <p>Donations: _____</p>
<p>4. Program Name: _____</p> <p>Program Description: _____</p>	<p>Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>$\frac{\text{Participants}}{\text{Hours}} \times \text{Hours} = \frac{0}{\text{Total Hours}}$</p> <p>Donations: _____</p>

Signed: _____ Signed: _____ Date _____
Grand Knight Program Director

SUBMIT ELECTRONICALLY TO: fraternalmission@kofc.org • SEND COPIES TO: State Deputy, District Deputy, Council File

COLUMBIAN AWARD APPLICATION

Due by June 30th

In order to qualify for the Columbian Award, your council must:

1. Annually conduct and report at least **four (4) major involvement** programs in each of the sections: Community Programs, Faith Program, Family Programs, and Life Programs.
2. Recommended programs and the required program for each category are listed on the application. Councils are permitted to report programs that are not part of the recommended group as long as the program is reported in the proper category.
3. If your council reports a featured program in any category, ensure that the program's minimum requirements are met and reported on the designated form in order to receive credit for two activities in that category. The minimum requirements for each featured program are located in the *Faith In Action Guidebook* (#10590).
4. Submit the *Annual Survey of Fraternal Activity* (#1728). **New councils instituted after November 1 of the current fraternal year do not need to meet this requirement.**
5. Submit the *Service Program Personnel Report* (#365) with required roles and meet the Safe Environment Program compliance requirement. The most efficient way for submission is by using the Member Management Application.
6. Maintain compliance with the Safe Environment Program throughout the fraternal year. Report all updates for the Community Director, Family Director, and Program Director roles in a timely manner so that training and background checks can be completed before the end of the fraternal year.

Volunteering and charitable outreach are the products of successful programs and should be reported on the *Annual Survey of Fraternal Activity* (#1728).

All reported programs should be tangible actions performed by council that engage the membership base, enhance faith and spirituality, and strengthen family life within the parish.

Examples of activities that should not be reported on the Columbian Award application: Eucharistic minister, lector, ushers, choir, coaching, school board volunteering, donations (monetary and goods), scholarships, sponsoring of trips and teams, etc.

