



# 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 10680 6/18**
- 3) Knight-of-the-year – **Form KNGT-YEAR 18-19**
- 4) Service Program (Faith) Awards – **Supreme Form STSP 11/18**
- 5) Service Program (Family) Awards – **Supreme Form STSP 11/18**
- 6) Service Program (Community) Awards – **Supreme Form STSP 11/18**
- 7) Service Program (Life) Awards – **Supreme Form STSP 11/18**

For the Service Program Awards: there are 4 categories: ***Faith, Family, Community and Life***. The same application is used for all 4 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 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 (Form 10680 6/18). ***Before completing Family of Year please review Guide Sheet (Form 10607)***. 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**

***For the Service Program Awards***, be sure all information in sections 1 & 2 is complete.

Once you have entered this information **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. It is a FILLABLE Form. If additional pages or attachments are provided, please make certain that they are identified as a continuation page for a particular award.

Only one activity may be submitted per category. To qualify all Service Projects must have taken place during the 2018-2019 Fraternal Year.

***MOST IMPORTANT! THE DEADLINE FOR RECEIPT OF YOUR COMPLETED APPLICATIONS IS SUNDAY, APRIL 15, 2019.*** Please plan wisely and submit your completed applications before the deadline. ***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>

The **preferred method** for submitting application documents is email. Send the documents to: [AZKnights@Q.com](mailto:AZKnights@Q.com) **ONLY**

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 apply. Each year so many great Chaplains, Brother Knights, Families and Council Activities which 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](mailto:KofCRick@Q.com)



**Knights of Columbus**  
**Arizona**

**NOMINATION FOR 2018 / 2019 CHAPLAIN OF THE YEAR**

COUNCIL NAME: \_\_\_\_\_

NOMINEE: \_\_\_\_\_ COUNCIL NO. \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

(500 words or less)

The above named Chaplain is submitted based on the following:

# FAMILY OF THE YEAR ENTRY FORM

Council/Jurisdiction: \_\_\_\_\_ Date: \_\_\_\_\_

## *Instructions*

**Local Councils:** To enter your Family of the Year into jurisdiction competition, complete this form and forward it to the state deputy. Additional paper may be used if space allocated is not sufficient. Photographs, news clippings, letters of commendation or other special exhibits may be included. **Note:** Individual jurisdictions set their own deadlines for state/provincial competitions, so watch for deadline dates or contact the state deputy.

**Jurisdictions:** Select **one** entry to honor as Jurisdiction Family of the Year. Submit that entry form, with the state deputy's signature and all collateral material, to the Supreme Council Department of Fraternal Mission by **June 1** for consideration in the International Family of the Year competition.

## *A. Personal Data*

Member's Name: \_\_\_\_\_ (Membership Number) \_\_\_\_\_

Wife's Name: \_\_\_\_\_

Children/Ages: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Children/Ages: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Parish: \_\_\_\_\_ Pastor: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

## *B. Knights of Columbus Data*

Family nominated by Council \_\_\_\_\_ (Number) in \_\_\_\_\_ (Location)

For how many years has husband/father been a member of the Knights of Columbus? \_\_\_\_\_

Positions (offices / program directorships / chairmanships / committee assignments) held:

*continued on back*



Explain the entire family's involvement within the Knights of Columbus:

### *C. Family Involvement*

Explain the entire family's involvement within the Church:

Explain the entire family's involvement within the community:

Explain why this family was chosen as the model family in your jurisdiction. Why does this family deserve the distinction of being named Knights of Columbus Family of the Year?

### *For Jurisdiction Use Only:*

This family has been chosen Jurisdiction Family of the Year.

Attest: \_\_\_\_\_  
(State Deputy)

Email a copy of this document to: [fraternalmission@kofc.org](mailto:fraternalmission@kofc.org) (Councils should also retain a copy of this completed form for their files)

# FAMILY OF THE MONTH/YEAR

## A Higher Purpose

Promote and support the development of strong and vibrant families. Each council establishes a committee to recognize a deserving Family of the Month and Family of the Year with potential for recognition on the international level.

## Overview

Each month, the council Family of the Month committee selects one parish family that models Christian family values and visibly lives them every day. Once a year, each participating council also selects one of the previous twelve Family of the Month winners to represent the council/parish as the potential international Family of the Year. The Knights of Columbus Family of the Year is chosen by the Supreme Council and recognized each year at the annual Supreme Convention.

## Chairman Role and Responsibilities

- Working with your pastor, assemble a committee of council and parish leaders to serve as that year's Family of the Month Committee.
- Each month, ensure that the winning family is selected and formally recognized in the parish and local media.
- At the end of the fraternal year, prior to your state convention, select one of the previous twelve monthly winning families to represent your council and parish as Family of the Year.
- Complete and submit all associated reporting forms to the Supreme Council Department of Fraternal Mission.

## Action Steps

1. Working with your pastor, put together a committee of council and parish leaders to serve as that year's Family of the Month Committee.
2. Order the *Family of the Month* resources through Supplies Online, the supply ordering portal available on Officers Online.
3. Each month, hold a committee meeting to select the Family of the Month. To be selected as Family of the Month, each family should stand out as an exemplary model to others in the parish. They should meet the following criteria:
  - Is the family tight-knit? Does the family spend quality time together?
  - Does the family attend weekly Mass together? Does the family pray together outside of Mass?
  - Has the family made significant contributions to the parish and church community?
  - Does the family serve as a model of Catholic family values?
4. Once the Family of the Month has been selected, formally present the *Family of the Month Certificate* (#1843) to them. Make sure that they are duly recognized! This could be after a Mass, at a Knights of Columbus event, or at another parish event. Enlist a fellow Knight or community member to photograph the event.



5. Use the Family of the Month sample press release as a model to create and distribute a tailored release to local media.
6. Recognize the Family of the Month in your parish and larger community through a variety of efforts:
  - Bulletin announcements
  - Pulpit announcements
  - Posting on your council and parish website / social media pages
7. At the end of the fraternal year, prior to your state convention, select one of the previous twelve monthly winning families to represent your council and parish as Family of the Year. Make sure to contact your state family chairman to stay informed of deadlines and where to send entries.
8. To gain credit for your program, complete the associated reporting forms and submit them to the Supreme Council Department of Fraternal Mission. Remember to retain copies for your council records.
  - By the 15th day of the month following recognition, complete and submit the *Family of the Month Report Form* (#10668). For example, the Report Form for the September Family of the Month should be submitted by October 15.
  - At the end of the fraternal year, complete your *Columbian Award Application* (#SP-7)

#### Resources

1. #1993- *Family of the Month/Year - Guidebook*
2. #10668- *Family of the Month - Form*
3. #1843- *Family of the Month - Certificate*
4. #10680- *Family of the Year - Form*
5. #1843A- *Family of the Year - Certificate*
6. #10667- *Family of the Month - Press Release*

#### Link

[www.kofc.org/familyofthemonth](http://www.kofc.org/familyofthemonth)



**Knights of Columbus**  
**Arizona**

NOMINATION FOR **2018- 2019 KNIGHT OF THE YEAR**

COUNCIL NAME: \_\_\_\_\_

NOMINEE: \_\_\_\_\_ COUNCIL NO. \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

(500 words or less)

The above named Knight is submitted based on the following:

OUTSTANDING ACCOMPLISHMENTS:

## **Knight of the Year Guidelines**

The election committee will be comprised of past recipients of the Knight of the Year (KOY) Award for your council and the Grand Knight for the fraternal year under consideration. The current Grand Knight is also entitled to attend the meeting. Unless the Grand Knights have been past recipients of the KOY, they shall be entitled to participate in the discussion but will not have a vote in the selection process.

To be considered for the Knight of the Year Award, a candidate must:

- ☑ have been selected as Knight of the Month (KOM) during the fraternal year being considered.
- ☑ have been a member of the Council when chosen Knight of the Month. And further,
- ☑ the Grand Knight for the year being considered cannot be a candidate for KOY.
- ☑ any Knight who has been elected as KOY in the Council will never be eligible for that honor again.

The Knight of the Year is considered to be a once-in-a-lifetime award.

In preparing for the Knight of the Year selection, the Grand Knight shall, during the fraternal year, select KOM's as frequently as monthly, with or without the advice or counsel of a committee chosen for that purpose. In selecting KOM's, the Grand Knight shall avoid naming any previous KOY's and further, shall attempt to limit naming any one member more than one time as KOM during that fraternal year.

The Grand Knight for the year being considered shall provide the selection committee with information pertaining to each member chosen as KOM for the year, beginning in July and ending with June of the following calendar year. This information shall be provided on a standardized form with a copy for each member of the selection committee. It is suggested that the Grand Knight fill out this form at the time of the KOM award.

In considering the candidates for the KOY, the committee shall consider the Knight's contribution to the Council, to his parish and to his community. The committee shall discuss not only the accomplishments noted in the candidates KOM award, but also all other attributes of the candidate's membership.

In order to assure that the choice of the KOY is decided upon only after meaningful discussion, the committee shall consider input from past KOY's, whether verbal or written if submitted in a timely manner. Only those KOY's present at the meeting at which the final vote is considered, shall be eligible to vote. No vote shall be taken unless at least eight of the former KOY's are in attendance; failing that, at a second meeting called for the election, as few as three voting members shall constitute a quorum.

Only on a rare occasion will there be more than one KOY elected in the same year. As an example, when two Knights worked as equal partners on a project of major significance and the members' historical contributions are similar in magnitude, the Committee may consider this option.

The election process shall be by secret ballot and the result made known only to the fraternal year's Grand Knight and the current KOY, who acts as Chairman of the Committee. These two individuals shall count the votes. If either of these two members are not present, the next most recent KOY in attendance shall take the absent counter's place. The winner shall be determined by plurality vote (person getting most votes is elected). Should a tie occur, voting will continue until a plurality has been achieved. The exception would be if two (or more) candidates have been nominated, in tandem, and primarily for the same project.

The Chairman will contact a member of the elected KOY's family to inform him or her of the selection. At that time, a date for the award ceremony will be determined by the Chairman and the family member. This should assure the KOY's attendance as well as his friends and family.

# STATE COUNCIL SERVICE PROGRAM AWARDS ENTRY FORM

THIS REPORTING FORM MUST BE COMPLETED BY EACH COUNCIL AND FORWARDED TO THE STATE COUNCIL.  
(A separate reporting form should be completed for each program category.)

CATEGORY (MARK ONE):  FAITH  FAMILY  COMMUNITY  LIFE



### COUNCIL INFORMATION:

**1** COUNCIL NUMBER: \_\_\_\_\_ TOTAL COUNCIL MEMBERS: \_\_\_\_\_  
GRAND KNIGHT: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### PROJECT INFORMATION (complete all sections):

**2** PROJECT TITLE: \_\_\_\_\_ PROJECT DATE: \_\_\_\_\_

Participation:  $\frac{\text{Members}}{\text{Members}} + \frac{\text{Non Members}}{\text{Non Members}} = \frac{0}{\text{Total Participants}}$   $\frac{\text{Total Participants}}{\text{Total Participants}} \times \frac{\text{Hours}}{\text{Hours}} = \frac{0}{\text{Total Volunteer Hours}}$

Program Planning: \_\_\_\_\_ & \_\_\_\_\_ Members Recruited: \_\_\_\_\_ Donations: \_\_\_\_\_  
Costs Time Local Currency

**3** Describe project in detail. Use additional paper if necessary. Supplementary material may be submitted along with the nomination. Accompanying materials can include letters, testimonials, news clippings, photographs, pamphlets, etc. Do not submit tapes, videocassettes, DVD's, display materials, films, etc., as they will not be considered in judging the nomination.

3a) In the space provided below, briefly describe the purpose and goals of this program. This section must be completed.

**DO NOT SUBMIT THIS REPORT FORM TO SUPREME COUNCIL**

**ENTRY MUST BE RECEIVED BY THE STATE COUNCIL  
TO BE ELIGIBLE FOR THE COMPETITION**

MAIL ORIGINAL TO: State Deputy or State Program Director

COPY TO: Council File

Available in electronic format at [www.kofc.org](http://www.kofc.org)



(continued on reverse)

3b) Whom does this project benefit?

3c) What problem or need did this project resolve?

3d) Why did the council select this project?

3e) Describe the success of the project:

Attest: \_\_\_\_\_ Signed: \_\_\_\_\_ Date \_\_\_\_\_  
State Deputy Grand Knight