Surge...With Service

When a Knight acts *selflessly*,
he acts on behalf of the world.

Times may change, but the challenges facing people remain the same. A need for food, shelter, warm clothing, financial security and aid for widows and orphans — these were all challenges that faced the members of Father Michael J. McGivney's parish. To help meet these challenges, Father McGivney formed the Knights of Columbus.

Today, our society faces the same challenges that confronted people in 1882. While making great strides to overcome these challenges, Knights of Columbus councils will never waiver in their commitment of continuing Father McGivney's vision of service to people in need in our parishes and communities.

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Your Council Is Committed to Service

Councils conducting well-rounded programs in the service program categories of Church, Community, Council, Culture of Life, Family and Youth provide meaningful help to people and families.

This Surge . . . with Service manual provides your council with information it can use to implement service programs that will assist your parish and community. Through these programs, members will be able to work together to accomplish much more than they could acting alone, and they'll also build bonds of friendship and fraternity which will last a lifetime.

This manual highlights a few programs in the *Surge . . . with Service* categories of Church, Community, Council, Culture of Life, Family and Youth. Additional service program suggestions may be found at kofc.org/surge.

Your council should adapt the information in this manual to meet local resources and needs. By conducting well-run service programs, your council continues the vision of our founder by assisting people in need and strengthening the bonds that unite our members.

Councils that conduct well-rounded service programs may be eligible for the Star Council Award, which recognizes the efforts that councils put forth in continuing Father McGivney's mission. In order for your council to earn the Star Council Award, it must:

- ❒ Earn the Father McGivney Award for excellence in council membership growth.
  - Conduct frequent church drives. Visit kofc.org/drive for additional information on how to conduct a church drive.
  - Schedule monthly First Degree Ceremonials.
  - Invite non-members to volunteer in one of your council's service programs. After the program, invite the non-member to join your council.

- ❒ Earn the Founders' Award for excellence in the promotion of our insurance and fraternal benefits.
  - Conduct Fraternal Benefit Nights.
  - Ensure that completed *Membership Documents* (#100) are promptly delivered to your council's insurance agent.
  - Invite your council's insurance agent to speak at council meetings.

- ❒ Earn the Columbian Award for well-rounded council programs.

- Your council should conduct at least four major programs in each of the Surge . . . with Service categories of Church, Community, Council, Culture of Life, Family and Youth, or complete one of the featured programs for that category.
- Complete the *Columbian Award Application* (#SP-7) and submit by June 30.
- The information contained in this manual offers solid ideas on how to earn the Columbian Award for your council by undertaking outstanding programs.

❒ Submit the *Service Program Personnel Report* (#365) — due by Aug. 1.
- Using the Member Management Application in the secure Officers Online section of the Knights of Columbus website is the easiest way to submit this form.

❒ Submit the *Annual Survey of Fraternal Activity* (#1728) — due by Jan. 31.
- This survey accounts for your council's charitable giving of money and volunteer time. Complete the form electronically by visiting kofc.org/forms.

❒ Remain current with assessments from the Supreme Council headquarters.

There are opportunities for your council to earn additional stars on the Star Council Award. Earn the Star Council Award and attain 200 percent, 300 percent, 400 percent, etc. of your council's membership quota.

For additional information on how your council can earn the Star Council Award, see Appendix A or visit kofc.org/star.

Planning the Service Program

Start planning immediately after the election of officers. At that time, the grand knight appoints program and membership directors. Remember that programming and membership go hand-in-hand. A council cannot conduct successful programs without member support, but without quality programs, prospective members will not be interested in joining your council.

After his appointment, the program director works with the grand knight to name the committee chairmen for each of the service program activity categories.

Once the directors and committee chairs are appointed, complete and submit the *Service Program Personnel Report* (#365) through the Member Management application — located in the Officers Online section of our website — no later than Aug. 1. The report can also be found at kofc.org/forms and in the *Council Report Forms Booklet* (#1436). Submitting this report allows the directors and chairmen to receive important information from the Supreme Council headquarters and the state council. If there are changes in committee chairmen during the fraternal year, you may also use the Member Management application to make the updates or submit a new *Service Program Personnel Report* (#365) to the Supreme Council headquarters with only the new or changed information.

Implementing the Service Program

Once your council's directors and chairmen have been appointed, the grand knight immediately calls an organizational meeting. Council officers — including the program and membership directors with their respective committee chairmen and your council's financial secretary and chaplain — should attend. As this meeting sets the groundwork for the entire fraternal year, arrange for it to be held before July 1. Use it to help set the service program calendar, membership and insurance goals, council budget and council social calendar.

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It is important to keep in mind the requirements for earning the Star Council Award when preparing your council's programs. At least four programs in each of the following service categories should be planned: Church, Community, Council, Culture of life, Family and Youth. Additional information on earning the Star Council Award can be found in Appendix A or by visiting either the Knights of Columbus Fraternal Training Portal or kofc.org/star.

During the programming portion of the organizational meeting, your council officers should:

- ❒ Review the programs that were conducted in the past year.
  - Analyze the reasons for the success or failure of each project.
- ❒ Decide which programs should be repeated in the current fraternal year and which new programs should be included.
- ❒ Set a budget for each program (see Council Budgets in Appendix B).
- ❒ Set tentative dates for each program.
  - Consider the parish calendar before setting these dates.
- ❒ Appoint committee chairmen for each program.
- ❒ Establish a meeting schedule for the program committee chairmen.
- ❒ Prepare a list of programs to present to your council for approval.
- ❒ Communicate the date of each program to the public relations chairman to ensure that your council's programs are communicated to the parish and community in a timely fashion.

Ordering Supplies

The Supreme Council headquarters has many materials available to help your council promote and conduct its service programs. Council supplies can be ordered through knightsgear.com, the Order's website for all Knights of Columbus-related gift and clothing needs, including Knights of Columbus apparel, accessories, books, religious supplies and liturgical items. Here are some tips to ensure that your order is processed and shipped in time for your programs:

- ❒ All council supplies must be ordered through your council's grand knight or financial secretary. To have the order charged against your council's account, each grand knight and financial secretary must first log in to Officers Online. Once logged in, officers may access the link to knightsgear.com.
- ❒ When ordering council supplies through knightsgear.com, there is no longer a need to complete a *Requisition* (#1).
- ❒ Order materials at least four weeks in advance of your program date. Materials that are needed sooner will be shipped in an expedited manner; however, extra shipping charges will be applied to the order.

Keeping Program Personnel Motivated

The program director and committee chairman are responsible for keeping the service program volunteers motivated. It is natural to appreciate recognition for a job well done. Here are some suggestions to keep morale high:

The Supreme Council headquarters has many certificates that may be presented to members in recognition of a successful program. Visit knightsgear.com for a complete list of certificates.

- ❒ Be sure that each Knight gets full credit and recognition for his work. An occasional personal note may mean a great deal to the recipient.
- ❒ Listen to the suggestions of your council members and acknowledge good advice. Tell your brother Knights that you appreciate their interest and will consider their ideas.
- ❒ Be prepared to listen when a member has a question or problem. Guide him, but get him to do most of the thinking. This indicates respect for his judgment, giving him confidence and a feeling of importance.
- ❒ Accept responsibility for your mistakes. This shows your team that you know you are human and fallible.

The Six Surge . . . with Service Program Categories

A well-rounded service program will have activities in each of the following categories:

- **Church** • **Community** • **Council** • **Culture of Life** • **Family** • **Youth**

This manual focuses on Supreme Council-designated featured programs as well as other long-standing, widely-conducted programs. Your council is encouraged to implement any program(s) that

will help make a difference in your parish and community. By conducting one of the Supreme Council-designated "featured programs," your council may fulfill all four activity requirements for that category, and thereby begin qualifying for the Columbian Award. For additional information on the Columbian Award, please see Appendix A or visit kofc.org/star.

The programs highlighted here are meant to inspire your council into action. Your council may choose to conduct one or more of the programs featured in this manual, or it may develop programs unique to your parish or community. What's important is that your council is active and conducts service projects. By conducting service projects, your council continues Father McGivney's commitment to serving those in need.

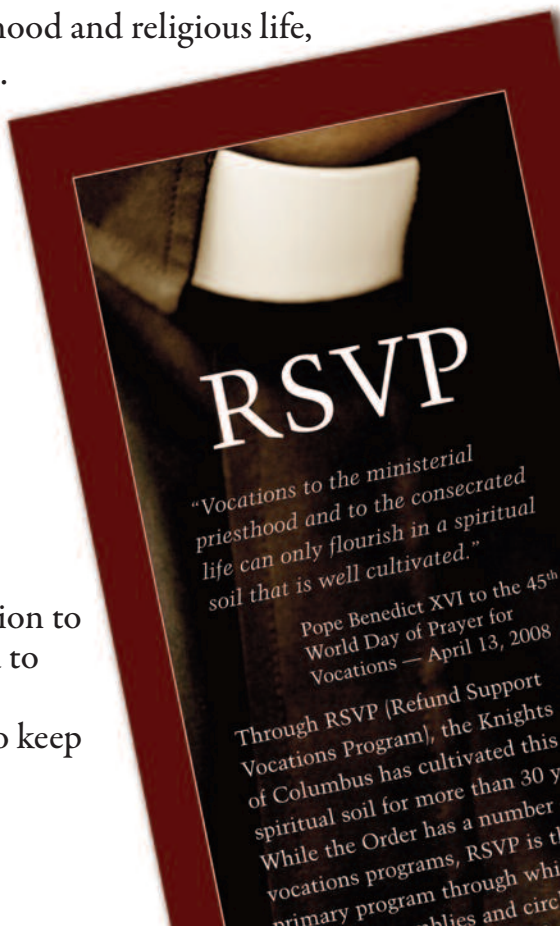
Church Activities

As Catholics, we are called to take an active part in building a strong parish, Church and community. Your Knights of Columbus council is perfectly positioned to be the lead organization within your parish and community to answer that call. Church activity programs also enable each member to grow in his faith, become a better husband and father, and set a standard for other Catholic gentlemen.

Invite the pastor of your council's parish to your organizational meeting to determine the immediate needs of the parish. This will strengthen your council's bond with the parish and show parishioners that the Knights are ready and willing to assist when called upon.

Featured Program — Refund Support Vocations Program

The Knights of Columbus has long supported vocations to the priesthood and religious life, particularly through the Refund Support Vocations Program (RSVP). Through this Church Activities featured program, your council "adopts" one or more seminarians or postulants, providing them with financial assistance and moral support. It's a way for your council to invest in the future of our Church.



To have your council participate in RSVP, your committee chairman should:

- ❒ Contact your pastor or diocesan vocations director to identify one or more seminarians or postulants to support.
- ❒ Create a plan for raising the money that will be donated.
- ❒ Send letters or emails of introduction from the council, congratulating the seminarian[s] or postulant[s] on their decision to answer God's call and explaining what your council is prepared to offer them.
- ❒ Encourage members, council families and other parishioners to keep the seminarian[s] or postulant[s] in their prayers.

- ❒ Make personal visits, if possible, to your adopted seminarian[s] or postulant[s].
- ❒ Provide the seminarian[s] or postulant[s] with moral support through letters, emails and special occasion cards.
- ❒ Invite the seminarian[s] or postulant[s] to your council to make a presentation on what it means to prepare for the priesthood or religious life.
- ❒ Invite the seminarian[s] or postulant[s]to council social activities as a break from their studies.
- ❒ Congratulate the seminarian[s] or postulant[s] upon ordination or profession of final vows.

Refund for participating in RSVP

Councils involved in RSVP may qualify for a refund from the Supreme Council headquarters. For every $500 donated, a council or assembly may receive $100 (for a maximum refund of $400 per individual). Councils and assemblies in the Philippines and Mexico receive the equivalent in local currency of $50 for every $250 donated. Columbian Squires circles are also eligible for a refund of $20 for each $100 donated.

Use the following guidelines to help ensure eligibility for the refund.

- ❒ Persons eligible to receive RSVP funds include:
  - Seminarians who have been accepted by a diocese and are currently in their "spirituality" year.
  - Seminarians attending major seminaries in preparation for priestly ordination.
  - Seminarians in their "pastoral" year.
  - Seminarians attending college seminaries.
  - Seminarians who belong to a religious institute and are currently in formation for the priesthood.
  - Men and women who are postulants or novices in religious orders or religious communities.
- ❒ Persons NOT eligible for RSVP funds include:
  - Priests or religious seeking assistance for continuing education.
  - Religious brothers not currently studying for the priesthood.
  - Candidates for the permanent diaconate.
- ❒ Funds donated to each individual must be vocation-related and amount to at least $500 per individual.
- ❒ The funds must be given directly to an individual and NOT to an institution or fund.
- ❒ The funds must be paid with a check[s] drawn on the council's account.

To receive the refund, your council will need to:

- ❒ Complete and submit the *RSVP Refund and Plaque Application* (#2863). This form is found at kofc.org/forms or in the *Council Report Forms Booklet* (#1436). This form needs to be accompanied by all supporting documentation, which includes canceled checks and evidence of moral support provided to the seminarian or postulant.
- ❒ For the most up-to-date information pertaining to the eligibility for the refund and program requirements for RSVP, please visit kofc.org/rsvp or the Knights of Columbus Fraternal Training Portal.

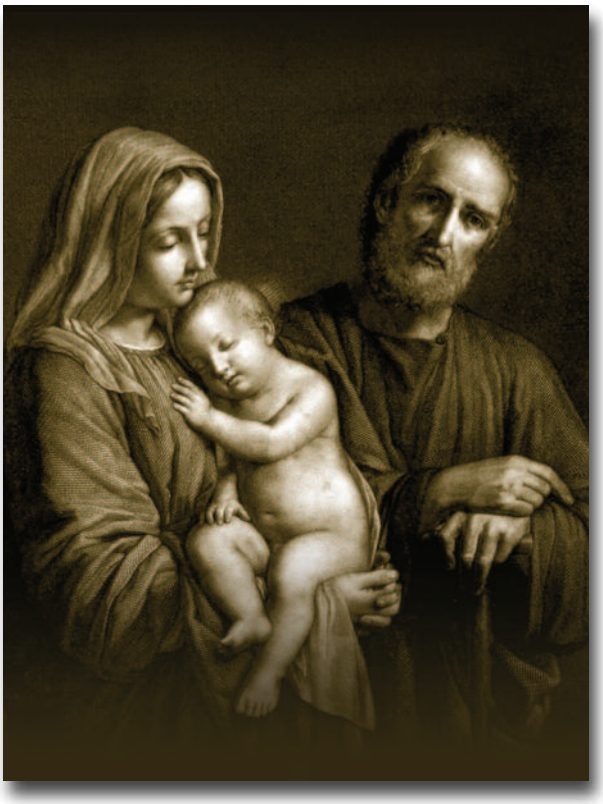
Columbian Award Requirements for RSVP

When your council participates in RSVP and meets the minimum requirements for the program, it will be eligible to fulfill all four Church Activity requirements for the Columbian Award. To ensure that your council receives credit for all four Church Activity requirements, follow these guidelines:

- ❒ Complete and submit the *RSVP Refund and Plaque Application* (#2863).
- ❒ Complete and submit the *Columbian Award Application* (#SP-7) no later than June 30. Indicate your council's participation in RSVP under the Church Activities section.
- ❒ Compete and submit your council's *Service Program Personnel Report* (#365).
- ❒ Complete and submit the *Annual Survey of Fraternal Activity* (#1728) no later than Jan. 31.

Orderwide Program — "Building the Domestic Church: The Family Fully Alive"

This initiative is designed to help Knights of Columbus families realize more fully their mission to be an authentic domestic church. They can do this through daily prayer, catechesis and Scripture reading, as well as through monthly charitable and volunteer projects.



This initiative is designed to run throughout the year. It contains suggested activities for individual families to conduct in their homes as well as activities that may be promoted council-wide. Many of the suggested programs in this initiative cover the majority of the Surge . . . with Service categories.

For additional information on the "Building the Domestic Church: The Family Fully Alive" initiative, visit kofc.org/familyfullyalive.

Orderwide Program — "Keep Christ in Christmas"

The commercialism that dominates the Christmas season makes it easy to forget that the birth of Christ is the reason we celebrate Christmas.

Give parishioners and people in your community an opportunity to reflect on the meaning of the season by conducting various "Keep Christ in Christmas" activities during the Advent season. Your council may wish to:

- ❒ Hold a celebration in your parish based on the traditional Posada. The booklet (#9898) is available through knightsgear.com or at kofc.org.
- ❒ Sponsor "Keep Christ in Christmas" spot announcements on radio and television. Public service announcements are available from the Supreme Council Department of Fraternal Services by calling 203-752-4270 or via email at fraternalservices@kofc.org.
- ❒ Order and distribute "Keep Christ in Christmas" printed materials, such as Nativity scene car stickers, available through knightsgear.com.

- ❒ Participate in the "Keep Christ in Christmas" Poster Contest. Use the *"Keep Christ in Christmas" Poster Contest Order Form* (CPC-KIT) to order program material. Ask school children to design a poster for Christmas. Report your council's participation in the contest by completing and submitting the *"Keep Christ in Christmas" Poster Contest Participation Form* (#5023).
- ❒ Make or purchase Advent wreaths for the parish community to help parishioners prepare for the celebration of Christ's birth in their home.
- ❒ Organize a parish Nativity play with children from the parish or local Catholic schools.
- ❒ Visit hospitals and nursing homes during the Christmas season. Present each patient with a religious-themed Christmas card. Bring extra cards so that patients can send them to family or friends. Offer to help write and mail the cards.
- ❒ Spread the light of Christ to your community. Join Knights throughout the Order in planning a Christmas tree or Nativity scene lighting ceremony for the first Tuesday in December. At precisely 8 p.m., local time, illuminate the tree or crèche.

Orderwide Program — Marian Prayer Program

The Knights of Columbus has sponsored Marian Hour of Prayer programs since 1979. Through these programs, the Supreme Council distributes pilgrim icons to each state deputy. The icons, which depict the Blessed Virgin Mary under her various titles, travel from council to council in each jurisdiction for prayer services. To participate in the Marian Prayer Program:

- ❒ Ask your jurisdiction's Marian Prayer Program chairman when your council is scheduled to receive the image.
- ❒ Ask council members and clergy to lead and participate in the prayer program.
- ❒ Attend the prayer service at the council from which your council will receive the image. From there, bring the image to your council.
- ❒ Send the prayer books and cards used during the Marian Hour to the next council receiving the image. If your council requires additional books or cards, additional copies can be ordered through knightsgear.com.

For the most up-to-date information on the Marian Prayer Program, please visit kofc.org.

Additional Church Activity Programs

- ❒ Clergy appreciation dinners
- ❒ Altar server appreciation
- ❒ Parish grounds cleanup
- ❒ Faith formation programs
- ❒ Corporate communions
- ❒ Sponsor Holy Hours and Eucharistic Adoration
- ❒ Bible discussions
- ❒ Rosary making and distribution
- ❒ Council-wide commitment to volunteer as lectors and/or ushers at Mass
- ❒ Sponsor parish retreats

Community Activities

Have you ever wondered, "How can I make my community better?" While individuals certainly can do great things on their own, Knights of Columbus members, coming together as one through their council, have accomplished great things in our communities. Councils that conduct Community Activity programs are positively shaping their communities by addressing the needs of its citizens.

Featured Program — Habitat for Humanity

Knights of Columbus councils have addressed one of the most basic human needs — shelter — for nearly two decades by partnering with Habitat for Humanity. Here are some steps to become involved with your local Habitat for Humanity and participate in this featured program:

- ❒ Contact your local Habitat for Humanity affiliate. Information on your local affiliate is available on the Habitat for Humanity website, habitat.org.
- ❒ Ask your local affiliate's representative what opportunities are available for council participation and/or sponsorship.
- ❒ Decide on a project to participate in and/or sponsor, then publicize the project's dates or your council's fundraising efforts to attract participants and donors.
- ❒ Involve your parish community in the project by inviting non-members and their families to participate.
- ❒ Hold a "Thank You" or "Open House" event for all that participated in the project once your fundraising activities are complete.

Columbian Award Requirements for Habitat for Humanity

When your council conducts a Habitat for Humanity project and meets the minimum requirements below, it's eligible to fulfill all four Columbian Award Community Activity requirements.

- ❒ Complete and submit the *Partnership Profile Report with Habitat for Humanity* (#10092).
- ❒ Donate a minimum of $1,000 and 200 man hours to the project.
- ❒ Complete and submit the *Columbian Award Application* (#SP-7) no later than June 30. Under the Community Activities section, indicate participation with Habitat for Humanity.
- ❒ Compete and submit your council's *Service Program Personnel Report* (#365).
- ❒ Complete and submit the *Annual Survey of Fraternal Activity* (#1728) no later than Jan. 31.

For the most up-to-date information on how your council can participate with Habitat for Humanity, please visit the Knights of Columbus website, kofc.org, or the Knights of Columbus Fraternal Training Portal.

Featured Program — Global Wheelchair Mission

Since 2003, Knights of Columbus councils have worked with the Global Wheelchair Mission to deliver more than 40,000 wheelchairs to people in need throughout the world. Through the Knights of Columbus' participation with the Global Wheelchair Mission, a wheelchair that would normally cost more than $500 can be delivered for $150. Shipped in quantities of 100 to 280 wheelchairs per container, the wheelchairs are delivered directly from the factory at no cost to the recipients. To participate in the Global Wheelchair Mission:

- ❒ Determine a location (country) to support through your council's donation of wheelchairs.
- ❒ Promote the program in your parish and community, noting where the wheelchairs will be distributed.
- ❒ Conduct targeted fundraisers to raise financial support for your council's Global Wheelchair Mission project.
- ❒ Invite prospective members to join in these activities.
- ❒ Hold information nights and provide announcements concerning the fundraising initiative in your parish bulletin and local newspaper, or on local television stations.
- ❒ Sponsor a "Thank You" event for those who donated to the initiative.

Columbian Award Requirements for the Global Wheelchair Mission

When your council conducts a Global Wheelchair Mission project and meets the minimum requirements below, it will be eligible to fulfill all four Community Activity requirements for the Columbian Award.

- ❒ Commit to purchasing one (1) container of one hundred (100) wheelchairs.
- ❒ Complete and submit the *Global Wheelchair Report Form* (#10071).
- ❒ Complete and submit the *Columbian Award Application* (#SP-7) no later than June 30. Under the Community Activities section, indicate participation with the Global Wheelchair Mission.
- ❒ Compete and submit your council's *Service Program Personnel Report* (#365).
- ❒ Complete and submit the *Annual Survey of Fraternal Activity* (#1728) no later than Jan. 31.

For the most up-to-date information on working with the Global Wheelchair Mission, visit kofc.org/wheelchair or the Knights of Columbus Fraternal Training Portal. You can also visit the American Wheelchair Mission at amwheelchair.org or the Canadian Wheelchair Foundation at cdnwheelchair.ca.

Orderwide Program — Gary Sinise Foundation

The Gary Sinise Foundation is committed to ensuring that the sacrifices of our nation's brave men and women of our armed forces are never forgotten. One of the many programs established by the Gary Sinise Foundation is its R.I.S.E. program (Restoring Independence & Supporting Empowerment). Through the R.I.S.E. program, the foundation attempts to assist wounded heroes and their families overcome their new life challenges.

The Knights of Columbus encourages your council to join in the Order's partnership with the Gary Sinise Foundation by raising funds to benefit the foundation and its R.I.S.E. program. Organizing a council-sponsored trip to a sporting event, and promoting it to your parish and community, is just one of several ways to promote and raise much-needed funds for this worthy and charitable cause.

For additional information on the Gary Sinise Foundation, visit garysinisefoundation.org.

Additional Community Activity Programs

- ❒ Plant trees in your community.
- ❒ Organize a community beautification project.
- ❒ Host a Mass to honor law enforcement officials, firefighters and paramedics.
- ❒ Invite your police chief and/or officers to a council meeting to get their views of how your council may help the problems facing your community.
- ❒ Provide tutors and raise money to battle adult illiteracy.
- ❒ Adopt a highway.

Council Activities

Council activities foster a sense of fraternity among your members and their families. While much of our charitable work is focused toward the Church and community, there are times when members and their families come together in a project that fosters the unity of the group. It is through shared goals, faith and a sense of extended family that the fraternal ties of your members and their families grow. Look to conduct programs that foster this sense of fraternity or benefit the members of your council in some way.

Featured Program — Special Olympics

The power of fraternity is most evident when Knights of Columbus and their families come together to volunteer, raise millions of dollars and promote the dignity of people with physical and intellectual disabilities by participating in Special Olympics.

Here are the steps for your council to follow to partner with Special Olympics:

- ❒ Locate a Special Olympics local affiliate by visiting specialolympics.org.
- ❒ Invite the Special Olympics affiliate director or promotion person to a council meeting to explain what Special Olympics is doing in your community and what their needs are.
- ❒ Appoint a Special Olympics chairman to organize your council's participation.
- ❒ Recruit volunteers for the games.
- ❒ Plan and recruit help for various fundraisers to support Special Olympics.
- ❒ Provide all fundraiser dates and the games' schedule to your council's public relations chairman to provide advance notice to members to ensure good attendance.
- ❒ Publicize your council's involvement with Special Olympics in your local newspaper and parish bulletin.
- ❒ Invite the entire parish community to volunteer with your council.

Columbian Award Requirements for Special Olympics

When your council conducts a Special Olympics project and meets the minimum requirements below, it will be eligible to fulfill all four Council Activity requirements for the Columbian Award.

- ❒ Complete and submit the *Partnership Profile Report with Special Olympics* (#4584) no later than Jan. 31.
- ❒ Donate a minimum of $2,000 and 200 volunteer hours to Special Olympics.
- ❒ Complete and submit the *Columbian Award Application* (#SP-7) no later than June 30. Under the Council Activities section, indicate participation with Special Olympics.
- ❒ Compete and submit your council's *Service Program Personnel Report* (#365).
- ❒ Complete and submit the *Annual Survey of Fraternal Activity* (#1728) no later than Jan. 31.

For the most up-to-date information on how your council can participate with Special Olympics, please visit kofc.org or the Knights of Columbus Fraternal Training Portal.

Additional Council Activity Programs

- ❒ Plan various social events for council members and their families.
- ❒ Recognize outstanding members through a Knight of the Month and/or Knight of the Year Award.
- ❒ Sponsor Columbus Day celebrations in your community.
- ❒ Celebrate Founder's Day by having a special Mass or open house.
- ❒ Sponsor an athletic team.
- ❒ Plan a council outing to a local sporting event.

Culture of Life Activities

Knights of Columbus defend the dignity of each human being at every stage of life. Knights work together to build a culture of life and a civilization of love. Your council should stand ready to assist any pregnant woman in need, care for the elderly, aid the handicapped and bring attention to the injustices of abortion, embryonic stem cell research, euthanasia and assisted suicide.

Featured Program — Ultrasound Initiative

A featured program under the Culture of Life Activity category is the Ultrasound Initiative. Your council can bring a "window into the womb" by participating in this program. To participate in the Ultrasound Initiative, your council must:

- ❒ Commit to raising half the purchase price of an ultrasound machine.
- ❒ Locate a pregnancy care center that is "truly pro-life" and prepared to receive, use and maintain the ultrasound machine.
  - The center must be properly licensed under local and state laws.
  - The center must be overseen by a medical doctor.
  - The center must have licensed and experienced personnel to operate the ultrasound machine.
  - The center must have adequate insurance.
  - Obtain in-writing approval from your diocesan pro-life director.

After your council has identified a center that meets the requirements above, the fundraising for the ultrasound machine can begin. Consider doing the following when raising funds to purchase an ultrasound machine:

- ❒ Plan a series of fundraisers featuring different themes to interest the most people possible in your parish and community.
- ❒ Provide the fundraising dates, times and locations to your council's publicity chairman to ensure good attendance.
- ❒ Publish the fundraising information in your parish bulletin and submit it to local news media.

Once your council has raised half the purchase price of the ultrasound machine, complete and submit the *Ultrasound Initiative Application* (#4886). This form can be found at kofc.org/forms or in the *Council Report Forms Booklet* (#1436). Once the form is received and processed by the Supreme Council, the matching funds required to purchase the ultrasound machine will be mailed.

Columbian Award Requirement for the Ultrasound Initiative

When your council conducts the Ultrasound Initiative project and meets the minimum requirements below, it will be eligible to fulfill all four Culture of Life Activity requirements for the Columbian Award.

- ❒ Complete and submit the *Ultrasound Initiative Application* (#4886).
- ❒ Complete and submit the *Columbian Award Application* (#SP-7) no later than June 30. Under the Culture of Life Activities section, indicate participation in the Ultrasound Initiative.
- ❒ Compete and submit your council's *Service Program Personnel Report* (#365).
- ❒ Complete and submit the *Annual Survey of Fraternal Activity* (#1728) no later than Jan. 31.

For the most up-to-date information on how your council can participate in the Ultrasound Initiative, please review the *Ultrasound Initiative Program Guidelines* (#4885), kofc.org/ultrasound or the details found at the Knights of Columbus Fraternal Training Portal.

Featured Program — March for Life

The other "featured program" in the Culture of Life Activity category is the March for Life. Your council's involvement in a local, regional or national March for Life shows commitment to the defense of life at all stages.

All Knights are encouraged to participate in the national March for Life. If your council is unable to participate in the national March for Life, check to see if your council can help plan or participate in a local project.

Here are some suggestions to help your council organize local March for Life events:

- ❒ Plan the route for the march, confirming the beginning and end of the route.
- ❒ Arrange for traffic control, if needed, along the route.
- ❒ Advertise the date of the event in church bulletins and local papers.
- ❒ Be sure to:
  - Wear the Knights of Columbus emblem on jackets and hats
  - Display your council's banner
  - Carry positive signs and posters
  - Walk together and be respectful

Columbian Award Requirement for the March for Life

When your council participates in a local, regional or national March for Life project and meets the minimum requirements, it will be eligible to fulfill all four Culture of Life Activity requirements for the Columbian Award.

- ❒ Organize a minimum of 100 marchers.
- ❒ Complete and submit the *Columbian Award Application* (#SP-7) no later than June 30. Under the Culture of Life Activities section, indicate participation in a March for Life event and be specific as to the number of marchers your council organized. You must provide additional data to document your council's participation in the march.
- ❒ Complete and submit your council's *Service Program Personnel Report* (#365).
- ❒ Complete and submit the *Annual Survey of Fraternal Activity* (#1728) no later than Jan. 31.

For more information on how your council can participate in the March for Life, please visit kofc.org or the Knights of Columbus Fraternal Training Portal.

Additional Culture of Life Activity Programs

- ❒ Participate in the Knights of Columbus Day of Prayer for the Unborn Child, observed annually on the feast of the Annunciation (March 25).
- ❒ Sponsor a Baby Bottle Campaign. With your pastor's permission, distribute baby bottles to parishioners and ask them to fill the bottles with loose change. The money collected can be donated to Culture of Life efforts in your area.
- ❒ Support your local hospice by raising funds or providing volunteers.
- ❒ Build a memorial in remembrance of the millions of lives lost through abortion.

Family Activities

In today's world, with all the demands that life brings, it's hard to come by quality family time. Children also face similar pressures from school work, sports and other activities. Your Knights of Columbus council offers families a chance to build stronger bonds by bringing family members together in charitable and entertaining activities.

Featured Program — Food for Families

Hunger knows no season and it is not confined to one region. The number of families that are at risk of suffering from hunger is on the rise. Your council should provide outreach to your parish soup kitchen or local food pantry throughout the year.

Here are some steps for participating in the Food for Families program:

- ❒ Meet with local food pantries and soup kitchens to determine how your council can assist in meeting their needs.
- ❒ Schedule food drives at your council or parish, or at a local store (if given permission by the owner).
- ❒ Give the dates of the scheduled food drives to your publicity chairman so you have a good turnout.
- ❒ Distribute flyers at Mass to promote the collection dates and sites.
- ❒ Place information on the food drives in the parish bulletin and local news media.
- ❒ Involve your parish in 40 Cans for Lent, an initiative in which parishioners contribute one can of food for each day of the Lenten season.
- ❒ Provide receptacles and bins for donated items, and make sure they are emptied frequently.
- ❒ Be prepared to accept monetary donations.

Rebate for Participating in Food for Families

Once your council successfully completes the minimum participation requirements for Food for Families, it may qualify for a rebate from the Supreme Council headquarters. The rebate available for councils and assemblies is $100 for every $500 or every 1,000 pounds of food donated for a maximum rebate of $500 per fraternal year. Columbian Squires circles are also eligible for a rebate of $20 for each $100 or 200 pounds of food donated.

For your council to be eligible for the rebate and plaque, follow these guidelines:

- ❒ Contribute a minimum of $500 or 1,000 pounds of food.
- ❒ Complete and submit the *Food for Families Reimbursement Program Refund and Plaque Application* (#10057). This form can be found online at kofc.org/forms or in the *Council Report Forms Booklet* (#1436).
- ❒ Keep track of the hours of volunteer service your council provides to the food bank/pantry, as this information is used to determine your council's eligibility to receive a plaque in recognition of the service provided.

For the most up-to-date information pertaining to rebate eligibility and program requirements for Food for Families, please visit kofc.org/food or the Knights of Columbus Fraternal Training Portal.

Columbian Award Requirements for Food for Families

When your council conducts a Food for Families project and meets the minimum requirements listed below, it will be eligible to fulfill all four Family Activity requirements for the Columbian Award.

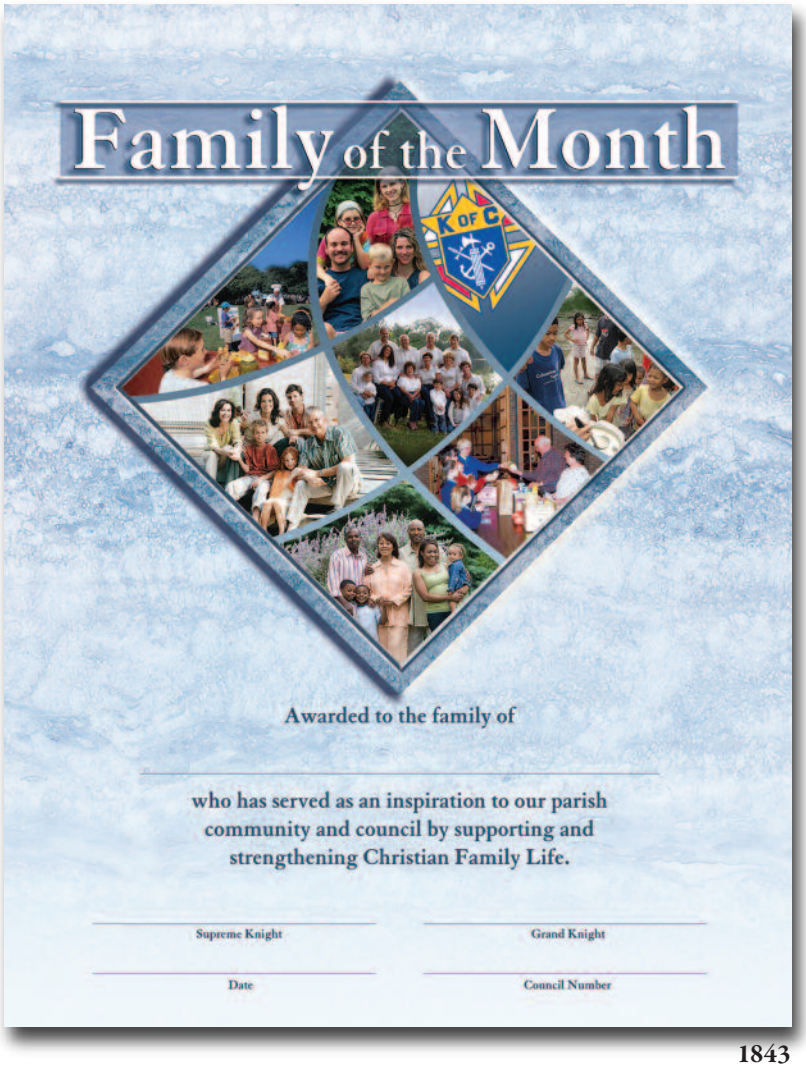
- ❒ Donate a minimum of 1,000 pounds of food and 100 man hours to the project.
- ❒ Complete and submit the *Food for Families Reimbursement Program Refund and Plaque Application* (#10057) no later than June 30.
- ❒ Complete and submit the *Columbian Award Application* (#SP-7) no later than June 30. Under the Family Activities section, indicate participation in Food for Families.
- ❒ Compete and submit your council's *Service Program Personnel Report* (#365).
- ❒ Complete and submit the *Annual Survey of Fraternal Activity* (#1728) no later than Jan. 31.

For the most up-to-date information on how your council can participate in Food for Families and for rebate requirements, please visit the Knights of Columbus website, kofc.org/food or the Knights of Columbus Fraternal Training Portal.

Orderwide Program — Family of the Month and Family of the Year

By participating in the Family of the Month and Family of the Year programs, your council honors families who exemplify the values taught by our Church and Order. Base your council's recognition of a family on the following questions:

- ❒ Does the family pray and attend Mass together?
- ❒ Has the family made significant contributions to the Church, community and/or council?
- ❒ Does the family enjoy one another's company?
- ❒ Does the family communicate openly and honestly?
- ❒ Does the family spend time together?



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To participate in the Family of the Month program, choose a family to honor at the beginning of each month. There are *Family of the Month Certificates* (#1843, 25¢) available for presentation to the family. In addition, complete and submit the *Family of the Month* form (#1993A), found on kofc.org/forms, by the 15th of each month in order for your chosen family to be entered into a drawing to win a gift from the supreme knight.

A *Family of the Year* (#1843A, 25¢) certificate is also available. Choose one of your Family of the Month recipients to enter into your jurisdiction's Family of the Year contest. Complete and submit the *Family of the Year Entry Form*, found at kofc.org/forms, to your state council for consideration. Winning entries from each jurisdiction are eligible to be named International Family of the Year with the award presented at the annual Supreme Convention.

Additional Family Activity Programs

- ❒ "Adopt" a needy family in your parish or community.
- ❒ Plan various family activities — picnics, retreat weekends, etc.
- ❒ Offer a babysitting program for council members' families.
- ❒ Sponsor a family Mass or Communion breakfast.
- ❒ Promote Fathers for Good, a Knights of Columbus initiative for fathers and husbands. For information, visit fathersforgood.com.

Youth Activities

Today's youth are the future leaders of our communities and councils. Effective youth activities teach young people valuable life lessons on leadership, responsibility, morality and compassion.

Featured Program — Coats for Kids

Seeing the joy of a child in need being given a brand new coat invigorates council members and can motivate potential members to join your council.

Here are some steps for your council to follow to organize a Coats for Kids project:

- ❒ Plan for the activity well in advance, setting a distribution date and location.
- ❒ Consult with pastors and principals of the parishes and schools in your community.
- ❒ Decide on a fundraising strategy to help purchase the coats.
- ❒ Publicize the fundraising events and coat distribution dates in your parish bulletin and local news media.
- ❒ Hold a "Thank You" or "Open House" reception for all volunteers and contributors.

Columbian Award Requirement for Coats for Kids

When your council conducts the Coats for Kids project and meets the minimum requirements listed below, it will be eligible to fulfill all four Youth Activity requirements for the Columbian Award.

- ❒ Order and distribute a minimum of eight cases of coats.
- ❒ Complete and submit the *Coats for Kids Order Form* (#5029). This form can be found on kofc.org/forms or in the *Council Report Forms Booklet* (#1436).
- ❒ Complete and submit the *Columbian Award Application* (#SP-7) no later than June 30. Under the Youth Activities section, indicate participation in Coats for Kids.
- ❒ Compete and submit your council's *Service Program Personnel Report* (#365).
- ❒ Complete and submit the *Annual Survey of Fraternal Activity* (#1728) no later than Jan. 31.

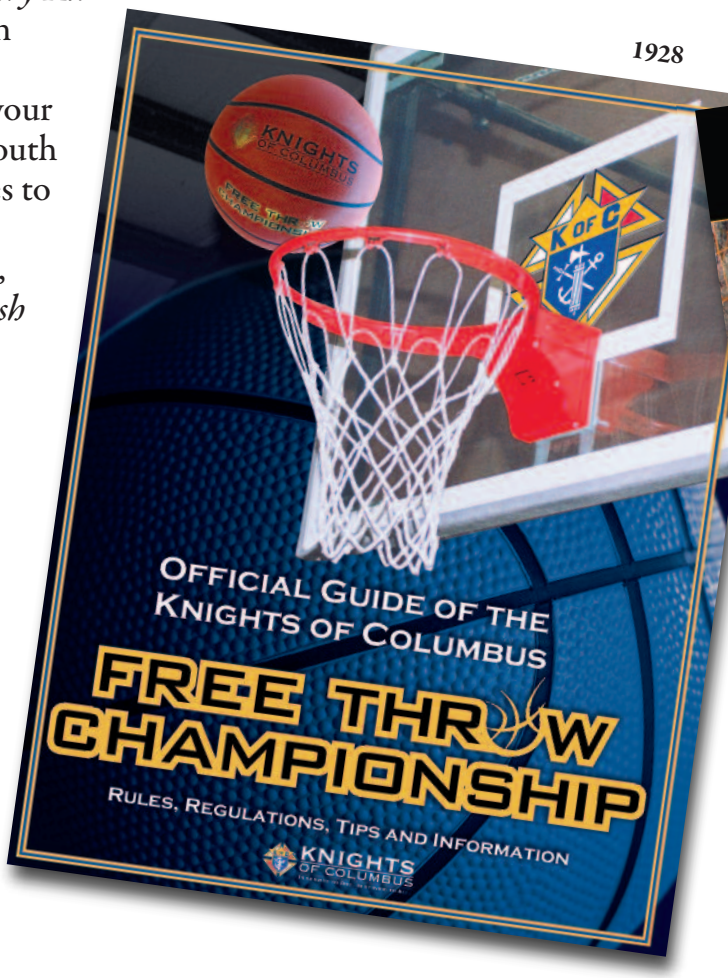
For the most up-to-date requirements and information on how your council can participate in Coats for Kids, visit kofc.org/coats or the Knights of Columbus Fraternal Training Portal.

Orderwide Program — Columbian Squires

Today's youth are tomorrow's leaders. As the official youth organization of the Knights of Columbus, the Columbian Squires should be a part of every council's youth program.

Here are some guidelines to follow if your council wishes to sponsor a Squires circle:

- ❒ Complete and submit the *Columbian Squires Inquiry Kit Order Form* (#2935). The order form is available on kofc.org/forms.
- ❒ Hold a Columbian Squires information night for your council. Invite your state Squires chairman, state youth director, counselors and Squires from nearby circles to explain the benefits of sponsoring a circle.
- ❒ After your council votes to sponsor a Squires circle, complete and submit the *Notice of Intent to Establish a Columbian Squires Circle* (#457), available at kofc.org/forms.
- ❒ Once the circle is established and there are at least 10 Squires, complete and submit the *Notice of Institution of Columbian Squires Circle* (#460). The notice is available at kofc.org/forms.



Orderwide Program — Free Throw Championship

Free Throw Championships are fun and easy to conduct. Your council should conduct its Free Throw Championship in January, as the winners have the option of attending the District Championship and Regional Championship in February, and State or Provincial Championship in March.

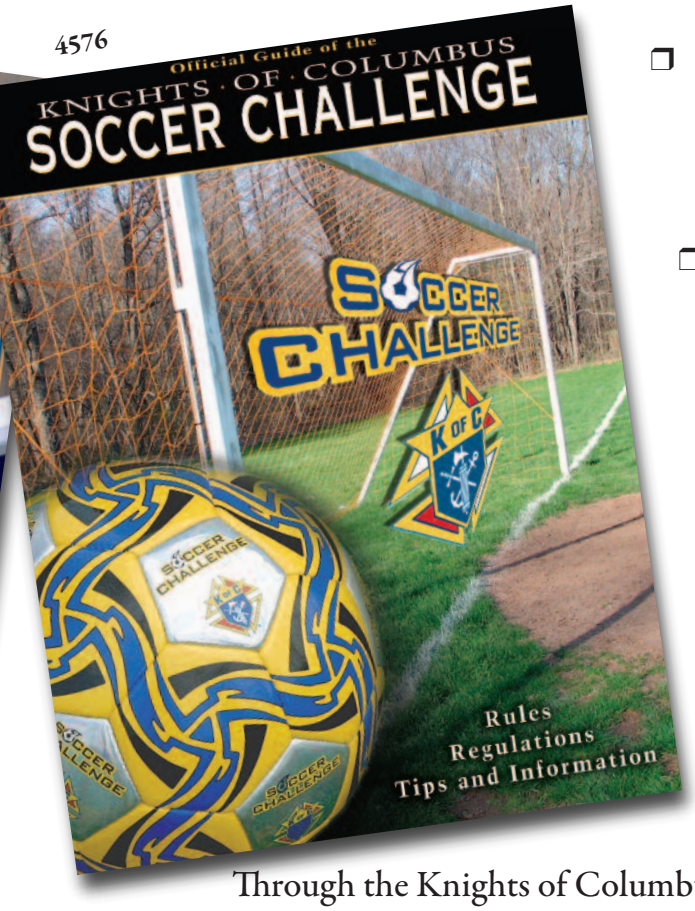
Here are a few guidelines to follow when conducting the program:

- ❒ Order the *Knights of Columbus Free Throw Championship Kit* (#FT-KIT) early in the fraternal year. The order form can be found at kofc.org/forms or in the *Council Report Forms Booklet* (#1436). The kit may also be ordered directly through knightsgear.com.
- ❒ Be sure to contact schools and community or youth centers to secure a basketball court for the dates of your council's program.
- ❒ Contact the schools in your area to promote the program. Keep in mind that the program is open to all boys and girls aged 9-14 years whether educated at home or in public or private schools.
- ❒ Consult the *Official Guide of the Knights of Columbus Free Throw Championship* (#1928) or kofc.org/freethrow for rules and instructions on the program.

Orderwide Program — Soccer Challenge

The Knights of Columbus Soccer Challenge is a fun and easy to conduct Youth Activity. Your council should conduct its Soccer Challenge in September, as winners advance to the District Championship in October, the Regional Championship during October and November, and the State or Provincial Championship in November.

Here are some guidelines to follow when conducting the program:



- ❒ Order the *Knights of Columbus Soccer Challenge Kit* (#SC-KIT) by Aug. 15. The order form can be found at kofc.org and in the *Council Report Forms Booklet* (#1436). The kit may also be ordered directly through knightsgear.com.
- ❒ Contact schools and community or youth centers to secure a soccer field for the dates of your council's program.
- ❒ Ask schools in your area to promote the program. Keep in mind that the program is open to all boys and girls aged 9-14 years, whether educated at home or in private or public schools.
- ❒ Complete program rules and instructions on conducting the program can be found in the *Official Guide of the Knights of Columbus Soccer Challenge* (#4576) or at kofc.org/soccer.

Orderwide Program — Knights of Columbus Substance Abuse Awareness Poster Contest

Through the Knights of Columbus Substance Abuse Awareness Poster Contest, your council can encourage young people in your community to address a serious issue that affects them directly.

Conduct this program during the first half of the school year, and finish judging entries in January. Your council's winners should advance to the district level in March and the regional level in late March, and the state/provincial judging should take place in April.

Here are some guidelines to follow when conducting the program:

- ❒ Order the *Substance Abuse Awareness Poster Contest Kit Order Form* (#SA-KIT) by Sept. 1. The order form can be found at kofc.org/forms or in the *Council Report Forms Booklet* (#1436), or you may order the kit directly by visiting knightsgear.com.
- ❒ Contact both public and private schools in your community to promote the program. Keep in mind that the contest is open to all boys and girls aged 8-14 years.
- ❒ For complete rules and contest guidelines, refer to the *Knights of Columbus Substance Abuse Awareness Poster Contest Guide* (#4112) or kofc.org/substanceabuse.

Orderwide Program — Catholic Citizenship Essay Contest

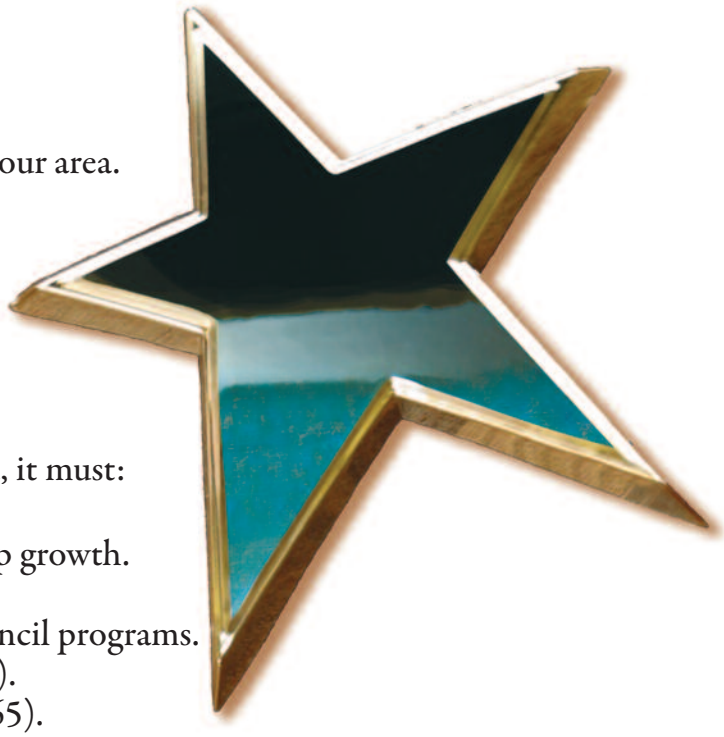
The Catholic Citizenship Essay Contest is a way to get young people in your community to explore the role they play as Catholic citizens. Essay themes change periodically and are announced at kofc.org/essay at the beginning of the school year.

Here are some guidelines to follow when conducting the program:

- ❒ Advertise the program among the area's schools, promoting the contest to all Catholic students — whether they are educated at home or in public, private or parochial schools — in grades 8-12.
- ❒ After confirming the number of participating students, complete and submit the *Catholic Citizenship Essay Contest Participation Form* (#4216) by Jan. 31.
- ❒ Refer to the *Official Guide to the Knights of Columbus Catholic Citizenship Essay Contest* (#4202) or kofc.org/essay for procedures on holding the contest.

Additional Youth Activity Programs:

- ❒ Provide volunteers at your local CYO or YMCA.
- ❒ Promote and support Big Brothers/Big Sisters.
- ❒ Sponsor a Boy Scout troop.
- ❒ Host various athletic events for boys and girls in your area.
- ❒ Conduct a spelling bee.
- ❒ Arrange a retreat for young people.



Appendix A

Star Council Award

In order for your council to earn the Star Council Award, it must:

- ❒ Earn the Father McGivney Award for membership growth.
- ❒ Earn the Founders' Award for insurance growth.
- ❒ Earn the Columbian Award for well-rounded council programs.
- ❒ Submit the *Columbian Award Application* (#SP-7).
- ❒ Submit the *Service Program Personnel Report* (#365).
- ❒ Submit the *Annual Survey of Fraternal Activity* (#1728).
- ❒ Remain current with assessments from the Supreme Council headquarters.

The **Father McGivney Award** recognizes excellence in membership growth. Each year, your council is assigned a membership quota from the Supreme Council. For the award, growth is considered to be net increase over losses through suspension or withdrawal. Deaths do not count against your quota, and transfers in or out of your council do not count for or against your quota. Your council quota can be found under the Membership tab in Officers Online, which is updated daily. There is no application for the Father McGivney Award as eligibility is automatically determined by the Supreme Council.

The **Founders' Award** recognizes excellence in your council's promotion of our insurance products. Each year, your council is assigned an insurance quota from the Supreme Council. For the award, growth is considered to be net gain above losses through suspensions, withdrawals and transfers from insurance to associated membership. Deaths do not count against your quota, and transfers in or out of your council do not count for or against your quota. Your council quota can be found under the Membership tab in Officers Online, which is updated daily. There is no application for the Founders' Award, as eligibility is automatically determined by the Supreme Council.

The **Columbian Award** recognizes your council's charitable service activities and programs in each of the six "Surge . . . with Service" program categories. In order to earn the Columbian Award, your council must complete at least four major programs or activities in each of the six "Surge . . . with Service" program categories. Your council should focus its activities on Church, Community, Council, Culture of Life, Family and Youth. To be eligible for this award, the following forms must also be submitted and accepted:

- ❒ The *Service Program Personnel Report* (#365), due Aug. 1.
- ❒ The *Columbian Award Application* (#SP-7), due June 30.

The Supreme Council has designated select programs as "Featured Programs" in each of the program categories. When your council conducts a featured program and fulfills the requirements for that program, it will fulfill all four activity requirements for that particular program category.

- ❒ To earn multiple stars on the Star Council Award, earn the Star Council Award and 200 percent, 300 percent, 400 percent, etc. of your council's membership quota.

Appendix B

Council Budget

To begin the budget process, review the actual revenues and expenses for each program and activity and compare those figures with the budgeted figures from the past year. Questions to consider:

- ❒ Were the revenues skewed by one large donation?
- ❒ Were items that were donated in the past now being charged for, thus increasing expenses?
- ❒ Was participation in a particular activity up or down? Did it depend on the weather or a scheduling conflict? This could impact both revenues and expenses.
- ❒ Did the council charge too little or too much for the event?

Keep the budgeted figures realistic and attainable. The figures should reflect an approximation of the actual results from the prior year, adjusted as needed for either an extraordinary event or something that will be considered normal going forward. A good rule of thumb would be to increase revenue and expenses for the cost of inflation (approximately 1- 2 percent).

Setting a budget is also an opportunity to evaluate each program and determine which ones the council will continue. The budget for a new activity will either take the revenue and expenses from a discontinued activity or new dollars will need to be allocated.

Once the budget is finalized, present it at a regular council meeting for an approval vote of the membership. Schedule this during one of the first few meetings of the fraternal year. This process ensures that future meetings are not taken up with voting on each project's expense. At the close of the fraternal year, transfer excess funds from the council's general account to a savings account, as appropriate.

Appendix C

International Service Program Awards

Each year during a jurisdiction's convention, the state councils recognize the best program conducted by councils in each of the service program categories of Church, Community, Council, Culture of Life, Family and Youth. The winning entries are endorsed by the state deputy and submitted to the Supreme Council headquarters for consideration in the International Service Program Awards. The judging at the Supreme Council headquarters is done by a panel of judges appointed by the supreme knight.

To have your council's best programs considered for the International Service Program Awards, complete and submit the *State Council Service Program Awards Entry Form* (#STSP). The form can also be found at kofc.org/forms and in the *Council Report Forms Booklet* (#1436). Use one form per entry. The entry form along with supporting documentation must be sent directly to your state council for consideration. DO NOT SEND THE ENTRY TO THE SUPREME COUNCIL HEADQUARTERS. Check with your state deputy or state program director for your jurisdiction's deadline for Service Program Awards entries.

Winning programs at the international level are recognized at the annual Supreme Convention in August. The grand knights of the winning councils, along with their wives, are invited to the convention as guests of the Supreme Council. Any council that is in good standing is eligible and encouraged to compete for this distinguished honor.

To assist your council in preparing its entry for the State Council Service Program Awards, please refer to the *Service Program Awards* booklet (#10173). The booklet contains helpful suggestions and examples of how your council should submit its entry.

Notes

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