

# Knights of Columbus



# 2011-2012

## Council Recognition Manual

### *North Carolina*

#### *Preface*

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

To increase communication and understanding of these requirements:

- **Save and use the manual**
- **Be Active – an active council is a successful council**
- **Make copies of this manual and share it with your:**
  - **Council General Program Director**
  - **Directors**
  - **Chairmen**

**We Are Called!**

God Bless you and your Council

Greg Kent

State Deputy

Colin Jorsch

State General Program Director

## *Introduction*

### **Awards**

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

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

The program recognizes your council's tremendous efforts to communicate with your membership, great service programs as well as the preservation of the history of your councils through:

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

The North Carolina Recognition Program also acknowledges one council for their programs and service in the Church category through:

**The State Chaplain's Award**

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

## State Deputy's Award

Additionally, a highly regarded award are the

### Supreme Council's Service Program Awards

Awarded by Supreme its details are included in the Attachment section of this manual. It should be noted that the State Deputy's Awarded has a reporting requirement.

The Council Recognition Program begins on **April 1, 2011** and concludes on **March 31, 2012**. There are two reporting periods: April 1 through September 30 and October 1 through March 31.

### *Recognizing Individuals*

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

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

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

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

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

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

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

The family's resume must be sent to the State Secretary **no later than April 1<sup>st</sup>** in order to be considered. ***No exceptions will be considered.*** Any questions regarding this award will be addressed to the State Deputy.

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

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

A candidate for this award must be a member in good standing and must have been a member of the Order for a minimum of one (1) year by April 1<sup>st</sup> of this Fraternal Year. The Knight of the Year should be a complete Knight, one who is actively involved in the works of the Order, his Church and his Community. All of these areas should be described, in detail, in his submission letter. The following percentages will be considered for each of the areas during judging:

80% - Work for the Knights of Columbus

10% - Work for the Church

10% - Work for the Community

**The accomplishments of the candidate must have taken place during this Fraternal Year.**

The Council's nominee for the State Knight of the Year award need not be the Council's Knight of the Year, although this would be unusual. Nor is it a requirement that the Council's nominee has received the Knight of the Month Award, however, that program should provide an excellent pool of candidates.

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

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

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

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

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

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

A candidate for this award must be a member in good standing **with no more than eighteen (18) months** in the Order by April 1<sup>st</sup> of this Fraternal Year. The Rookie of the Year should be a

complete Knight, one who is actively involved in the works of the Order, his Church and his Community. All of these areas should be described, in detail, in his submission letter. The following percentages will be considered for each of the areas during judging:

80% - Work for the Knights of Columbus

10% - Work for the Church

10% - Work for the Community

**The accomplishments of the candidate must have taken place during this Fraternal Year.**

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

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

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

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

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

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

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

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

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

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

## *Recognizing Communication, Membership, LAMB and Scrapbooks*

### **Guidelines for Council Newsletters – The Duane Russell Award**

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

#### Requirements:

##### A. Overall

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

##### B. Content Guidelines / Suggestions

- Your Council Chaplain should be given an opportunity to provide remarks in each issue.
- Write your article in a timely, organized, easily read, and POSITIVE tone.
- Your newsletter should be used to comment on your Council's progress and encourage participation in upcoming events, as well as, public recognition for all awards and recent work well done.
- Family of the Month and Knight of the Month profiles should be a regular feature.
- Operation LAMB and membership progress should be reported.

- Dates of upcoming Second and Third Degrees should be included.
- Remember what seems like satire to one, may be offensive to others. Choose your words like a true journalist and Knight.

#### C. Printing and Composition

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

#### D. Distribution and Circulation

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

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

### **Guidelines for Council Website Award**

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

#### Requirements:

##### A. Overall

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

##### B. Content Guidelines / Suggestions

- Information should be timely, organized, easily read, and POSITIVE tone.

- Your website should be used to comment on your Council's progress and encourage participation in upcoming events, as well as, public recognition for all awards and recent work well done.
- Family of the Month and Knight of the Month profiles should be a regular feature.
- Operation LAMB and membership progress should be reported.
- Dates of upcoming Second and Third Degrees should be included.
- Remember what seems like satire to one, may be offensive to others. Choose your words like a true journalist and Knight.

All websites that have links on the North Carolina State Council Website on April 1<sup>st</sup>, 2012 will be judged. To have your site lined, e-mail the necessary information to the State Webmaster.

### **Guidelines for Council's Fraternal Year Scrapbook**

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

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

**\*\*Scrapbook submissions must be in the hands of a state officer on or before April 1<sup>st</sup>\*\***

The scrapbook must contain:

- Cover must include Council name, number and the current year.
- A list of Council officers, program directors and chairmen.
- Be divided into sections. The scrapbook must have a section for each of the seven program areas (Church, Community, Council, Family, Pro-Life, Youth, and Membership), and each section must be clearly marked in the beginning.
- Details of each activity, including publicity and picture properly captioned.
- A miscellaneous section (may be included).

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

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

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

If the task is delayed until the end of the fraternal year, it will be almost impossible to compile all the details needed. Try to make the scrapbook tell the story of all of your activities and how you support your local Knights of Columbus Council.

**\*\*Scrapbook submissions must be in the hands of a state officer on or before April 1<sup>st</sup>\*\***

The scrapbook must contain:

- Cover must include name and the current year.
- A list of Auxiliary officers.
- Details of each activity, including publicity and picture properly captioned.
- A miscellaneous section (may be included)

## **LAMB Awards**

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

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

## **Membership Awards**

Membership is the key to continued success and survival of our Order. New members provide new opportunities for the financial viability of our Order as well as new and innovative programs that better serve our Church, Community and Family. Therefore, we would like to recognize those

councils that attain the below stated goals based on membership increase from 4/1 through 3/31 and as directed by Supreme on 7/1:

- 100% of Goal
- 125% of Goal
- 150% and above of Goal
- Highest % of goal

## *Recognizing Councils' Overall Service Programs*

### **North Carolina's Recognition of Service Programs**

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

**Charity** is the highest level of performance

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

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

The standard is developed considering a council to obtain recognition should have the right blend of programs. Our Order focuses on the following program areas: Church, Council, Community, Family, Pro-Life, Youth, and Membership. All of these program areas should be represented in the service performed by a council during the fraternal year. Additionally, the mix of service programs should consider the level of ownership for the program, whether it be Supreme, State or the Local Council.

### **Divisions**

The councils in North Carolina are broken into four divisions for the purposes of recognition under the Council Recognition Program. A breakdown of all councils by division in North Carolina for the 2011-2012 Program year is provided at the end of this manual. The divisions are based on your council's membership numbers of the council on April 1, 2011. The breakdown for the divisions is as follows:

DIVISION

FROM

TO

I	0 members	50 members
II	51 members	89 members
III	90 members	159 members
IV	160 members	Unlimited

## Reporting Requirements

Reporting is done via the provided spreadsheet format (found in the final pages of this manual). There is a different spreadsheet for each division. **This report is to be filled out by the District Deputy.** At the end of each reporting period, the District Deputy will sit down with each council's Grand Knight and fill out the spreadsheet for submission. Remember, this is a different reporting requirement than the very best service program submission, discussed in the subsequent section.

The first reporting period ends **September 30, 2011**. The spreadsheet for this reporting period is due to the General Program Director by **October 1, 2011**. That means that some prior coordination must be conducted between the District Deputy and Grand Knight. Activities planned, but not yet conducted during the reporting period may be counted (That means that if the DD and GK sit down on the 1<sup>st</sup> of September to fill out the spreadsheet and the council has three family activities planned for later in that month, those activities may be counted).

The second reporting period ends **March 31, 2012**. The spreadsheet for this reporting period is due to the General Program Director by **April 1, 2012**.

## *Recognizing the BEST Service Programs*

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

At the end of each reporting period (September 30<sup>th</sup> and March 31<sup>st</sup>) the Grand Knight should reflect and determine the BEST program for his council in each of the seven program areas that his council conducted. He should fill out the State Council Service Program Awards Entry Form (found at [www.kofcnc.org/FORMS/NewForms/kofcncserviceawardform.asp](http://www.kofcnc.org/FORMS/NewForms/kofcncserviceawardform.asp)) and submit a copy to his District Deputy and the State's General Program Director.

The General Program Director will forward the entries to each of the Program Directors who will select the top five programs for each program area in each council division. Emphasis will be given to those programs that are innovative, original and spread the orders principles.

- The five winners by division for each of the program areas for the first half of the fraternal year will be recognized at the Mid-year Meeting.

- The five winners by division for each of the program areas for the second half of the fraternal year will be recognized at the following year's Organizational Meeting.

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

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

### **State Chaplain Award Requirements**

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

- Activities involving the Council and Church must be emphasized.
- May be one specific event, an ongoing event or multiple events for the church. This must be described in detail.
- Must be factual information describing the event(s). Photographs are appreciated.
- Must have taken place during this Fraternal Year (4/1 through 3/31).

Every council is encouraged to submit one (1) entry for this award.

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

## *Recognizing Councils Excelling in Overall Performance*

### **State Deputy Award Requirements**

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

- **Submit the following Supreme Reports**
  - Report of Council Officers (Form 185) Due July 1<sup>st</sup>
  - Service Program Personnel (Form 365) Due August 31<sup>st</sup>

- Annual Survey of Fraternal Activity (Form 1728) Due January 31<sup>st</sup>
- Semi-Annual Audit (Form 1295) Due Aug 15<sup>th</sup> and Feb 15<sup>th</sup>
  
- **Pay Council per capita assessment as follows**
  - Supreme per Capita Due January and July
  - Supreme Catholic Advertising Due January and July
  - State per Capita Due Oct 15<sup>th</sup> and Feb 15<sup>th</sup>
  
- **Perform and have properly reported the minimum required Council Service Programs required for “Charity” recognition**
  
- **Have Council representation at each of the three (3) State Meetings:**
  - State Organizational Meeting
  - State Mid-Year Meeting
  - State Convention
  
- **Exceed Supreme membership quota**
  - This will be determined by comparison of the Supreme Membership Reports from April 1, 2011 through March 31, 2012.
  
- **Complete and submit a Council’s Fraternal Year Scrapbook**
  
- **Participate in the State Council Recognition Program by submitting at least two top program awards during each of the reporting periods**
  
- **Submit a Knight of the Year nomination**
  
- **Submit a Family of the Year nomination**

## *Council Service Program Details*

### ***CHURCH***

#### **Parish Roundtable**

The goal of the Parish Roundtable program is to have a Knights presence in every parish or mission in our state. Each council should sponsor a roundtable meeting on a regular basis with each Parish Pastor. If a council only has one parish that it supports, a roundtable meeting with your Pastor

should still occur. Remember, the idea behind this program is to support our Priests. Please take the time to submit the paperwork once you have established the needs of your parish.

### **Rosary Devotion**

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

### **Keep Christ in Christmas**

This should be a program that reminds the general public that Christmas has a very religious significance. Programs may include but are not limited to: billboards, bumper stickers (magnets), radio, TV spots and assisting the Squires by selling Christmas Cards.

### **Memorial Mass**

This should be a mass that members and families attend special mention of deceased Brothers and family members of the council should be made during this event.

### **Conduct Special Vocations Programs**

Work with your Parish Priest to find out what he feels should be done in your particular community. If you have a Priest from a Religious Order – invite one of his brothers to speak at a meeting; introduce your high school aged young people to their order, or set up a vocations presentation by your pastor.

### **Sponsor a Conference or Retreat**

Offer to host a statewide, diocese wide, or district wide conference or retreat. Coordinate for the speakers, work with the liturgist from your local parish and conduct the retreat. This event can be for a morning, all day or a weekend.

The state is looking for councils that are willing to sponsor more retreats for our brothers and their families across the state.

### **RSVP Program**

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

### Eligibility for RSVP

The following persons are eligible to receive RSVP funds:

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

### **Additional Church Program Ideas**

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

## ***COMMUNITY***

### **Supreme Council Initiatives**

The following are programs sponsored by the Supreme Council and can be found at [www.kofc.org](http://www.kofc.org):

- Food for Families
- Coats for Kids – This project began in 2006 during the supreme council’s Help a Child in Need campaign.
- Global Wheelchair Mission – The Knights of Columbus have teamed up with the Global Wheelchair Mission to help bring wheelchairs to those who lack freedom of mobility.

### **Operation LAMB**

Operation LAMB is the greatest charitable project that the Knights of Columbus in North Carolina undertake. This project is to raise funds to support those individuals in North Carolina with intellectual disabilities. More information on this project can be found at [www.lambnc.org](http://www.lambnc.org).

## **Special Olympics**

Participate as a council in your local, regional or state Special Olympics programs. Many councils sponsor a Special Olympics event themselves. More opportunities to support Special Olympics may be found at [www.sonc.net](http://www.sonc.net).

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

This program will involve council members in acts of kindness and charity. It is preferred that council members become active in these areas in order to assist those in need and not solely provide funds for this area.

Program examples:

- Transportation for A/C/H/H activities
- Visitation to one or more of the groups
- Party for one of the groups at a special time of the year
- Assist at a homeless shelter
- Participate in a “Meals on Wheels” program
- Provide fuel assistance
- Participate in “Habitat for Humanity”

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

Such projects provide physical help to disadvantaged groups

Program examples:

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

## **Patriotic Programs**

Program examples:

- A patriotic program could be held in conjunction with a Fourth Degree Assembly in the area.
- Conduct a picnic, dance, or participate in conjunction with a national patriotic holiday (Independence Day, Memorial Day, Flag Day, Veterans’ Day)
- Conduct a blood drive
- Support the military, police, or fire department with an event with a patriotic theme in their honor
- Distribute flags at a patriotic event

- Support a Honor Flight Program in your area

#### **Other Community Program Ideas:**

- Conduct an Adopt a Grandparent program
- Conduct an Anti-Pornography program
- Conduct a Public Safety, Law enforcement, or Fire protection program
- Participate in Adopt a Highway program
- Participate in a public Earth Day event that encourages recycling and conservation
- Attend a city or county commissioners meeting with the intention of reporting back to the Council the results of the meeting
- Report any assistance provided by the Council to state or local health care programs
- Conduct a health services program
- Get involved in Prison Ministry

## ***COUNCIL***

### **Traveling Gavel**

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

### **Fraternal Benefits Nights**

Invite the Knights of Columbus Insurance Representative to address the Council. Ask him to speak about the benefits that are offered by the K of C Insurance program, as well as any new products that are available. It is preferred that this program is conducted outside of a regular business meeting in order to include the spouses. No other featured speaker should be scheduled for the same meeting.

### **Activity Schedule**

Each council should prepare a calendar for the upcoming year showing the schedule of council events. The calendar can be completed for the whole year or for half of year. An activity schedule is a plan that facilitates your council's strategic plan, detailing fund raising activities, existing programs and new programs.

### **Knight of the Month**

The purpose of this activity is to recognize those Knights who are, and have been, active in the success of the Council. Ideally, nominations for this award would come from the council members and officers, or may be designated by the Grand Knight. This recognition should include presentation of a Knight of the Month Award, preferable in a frame. Some councils also provide a small token, some sort of K of C merchandise.

### **Council Awards Presentation**

A special event where council members and their families are recognized for special honors such as, Knight of the Year, Golden Knight of the Year, Family of the Year, and Rookie of the Year. In many councils this is accomplished at the annual installation of officers banquet. It should be noted that the Supreme council's supply catalog offers many different types of plaques for these awards.

### **Participate in the State Raffle**

This event is a way of helping councils raise money for their activities. Tickets are delivered during the Mid-Year meetings in January. The raffle concludes with a drawing at the Convention in May.

### **Council Newsletter**

Communication is the key to an active council. Keeping council members informed of all planned activities using a council newsletter helps to promote more active Knights.

### **Council Budget**

A budget is a crucial tool to the success of a council. The council should prepare a budget and provide the District Deputy with a copy.

### **Other Council Program Ideas:**

- Conduct a Columbus Day or Founders Day event
- Conduct a speaker program at council meetings where various community, government or church groups are invited to speak.
- Conduct an athletic program within your own council
- Sponsor a team in a state athletic event
- Host any state or district activity
- Form or install new officers at the Ladies' Auxiliary or Columbiettes
- Participate in the Golden Knight of the Year competition. Submit nomination to the State Secretary
- Conduct a council fundraiser
- Provide material support to a new council

## ***FAMILY***

### **Family Outings**

Conduct a family outing where there are activities for the whole family

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

This program recognizes those knights and their families who have contributed significantly to the council, church, and/or community. Recognize your family in the council and then submit the Family of the Month report to the supreme council. The form may be found on the state or supreme website. You simply need the brother's membership number.

### **Other Family Program Ideas:**

- Sponsor a council family activity between your council and another council
- Participate in a family trip
- Conduct a family night, where births, graduations, significant wedding anniversaries, etc. are recognized
- Implement a program to give flowers to mothers of newborns
- Conduct a family social party
- Conduct a Mother's Day program, breakfast, cookout, or special event
- Participate in the "*Family of the Year*" program
- Sponsor a host family in the Supreme Youth Exchange program
- Conduct an ice-cream social, potluck dinner, ethnic dinner, etc.
- Participate in a district family outing during the year

## ***PRO-LIFE***

### **Ultra Sound Program**

The Supreme Council has established an ultra sound program where they will match any funds raised in order to purchase an ultra sound machine for use in a licensed facility. Establish a program to raise funds either as a single council or in concert with other councils to purchase a machine.

### **Mass for Life**

This program is designed to celebrate life. Coordinate with your Chaplain and establish a local Mass for Life to be offered on the Feast of the Annunciation, or another appropriate feast day.

## **March for Life**

Become involved with the March / Rally for Life in either Diocese. These are usually conducted on the Friday and Saturday before the National Right to Life march in the Charlotte and Raleigh Diocese respectively.

## **National March for Life**

Sponsor a bus to the National RTL march in Washington, D.C. Participate in the National RTL march and the mass at the Basilica prior to the march.

## **Room at the Inn (RATI)**

Support the Room at the Inn effort at Belmont Abbey College. The Room at the Inn has asked the Knights of Columbus to raise \$1 million in order to build a new center for unwed young mothers on the campus of the College.

### **Other Pro-Life Program Ideas:**

- Establish a day of prayer, fasting and abstinence on the first Friday of “Respect Life Month” (October)
- Establish and/or participate in a Parish “Vigil for Life” held on the Feast of the Immaculate Conception or another appropriate feast day
- Man a booth at a community event and distribute Pro-Life materials
- Assist at a local Pregnancy Center
- Support a local Pro-Life agency
- Provide support to a mother that has made the decision to not terminate her pregnancy

## ***YOUTH***

### **Squires**

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

### **Soccer Challenge**

- This contest is for boys and girls ages 10 through 14 from the COMMUNITY. They do not have to be Catholic.
- Order Soccer Challenge materials from supreme using the SC-KIT form from the Council Report Form Booklet or by visiting either the state or supreme website ([www.kofcnc.org](http://www.kofcnc.org) or [www.kofc.org](http://www.kofc.org) respectively). **Should be submitted in early August**

### **Free Throw Contest**

- This is a contest for boys and girls ages 10-14 from the COMMUNITY. They do not have to be Catholic.

- Order Free Throw Contest materials from supreme using the FT-KIT form from the Council Report Form Booklet or by visiting either the state or supreme website ([www.kofcnc.org](http://www.kofcnc.org) or [www.kofc.org](http://www.kofc.org) respectively). **Should be submitted in early November**

### **Hold a Poster Contest**

- See the details for running this program on the state's website at [www.kofcnc.org](http://www.kofcnc.org).
- This contest is for children in grades preschool through 5<sup>th</sup> grade and are divided into the following categories:
  - Preschool (3 and 4 year olds)
  - Grades K and 1
  - Grades 2 and 3
  - Grades 4 and 5

### **Hold an Essay Contest**

- See the details for running this program on the state's website at [www.kofcnc.org](http://www.kofcnc.org).
- This contest is for children in grades 6, 7, and 8

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

A Knight who participates in this program will attempt to improve the life of a child in need. Acquire a list of names of children in need from a local center, children's home, or Big Brother / Sister Program. Sponsor children, invite them to events, tutor them in their studies, etc.

### **Sponsor or Run a Youth Activity**

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

Program Examples:

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

### **Youth Appreciation Program**

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

### **Other Youth Program Ideas:**

- Host a District / State free-throw or soccer challenge
- Participate as a council in any organized youth program in your Church or community

- Sponsor a career night where representatives of local colleges or a business talk to young people about career opportunities
- Sponsor high school members of your Church's youth group to Diocesan or National Youth Convention
- Support a Catholic School

## ***MEMBERSHIP***

### **Have a Positive Net Membership Growth for the Year**

This will be determined by comparison of the Supreme Membership Reports dated April 1<sup>st</sup> through March 31<sup>st</sup> of the Fraternal Year.

### **Buddy Program**

Establish a buddy team consisting of at least 3 members, that will accompany new members to the council to each of their degrees and mentor them until they become comfortable with the council's workings.

### **Conduct Multiple Recruitment Programs**

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

### **First Degree**

Conduct frequent 1<sup>st</sup> Degrees. Having been given permission to read the 1<sup>st</sup> Degree, there are few excuses for councils not conducting the degrees frequently

### **Other Membership Program Ideas:**

- Host a second or third degree
- Conduct recruitment drives
- Invite prospective members along with their family to council social activities
- Participate in the VIP Program

## COUNCILS BY DIVISION

<b>Division 1</b>		<b>Division 2</b>	
Eden / Reidsville	6970	Kinston	4464
Dunn	9001	Statesville	7152
Belmont	9148	Lumberton	7225
Hillsborough	9549	Roanoke Rapids	7232
Sylva	9722	Newton Grove	7259
Hamlet	10783	Franklin	8363
Edenton	11180	Lincolnton	8664
Mt Airy	11406	Laurinburg	9030
Cary	11467	Davidson County	9249
Whiteville	11494	Washington	9364
North Wilkesboro	11605	Henderson	9365
Castle Hayne	11817	Tryon	9492
Boone	11966	Lenoir	9570
Burnsville	12233	Morganton	9579
Fayetteville	12640	Newton	9746
Wallace	12921	Albemarle	10495
Swannanoa	13016	Roxboro	11235
Williamston	13038	Clinton	11848
Greensboro	13236	Shelby	11946
Louisburg	13511	Kannapolis	12167
Siler City	13532	Forest City	12266
Booneville	13796	King	12267
Andrews	14087	Hampstead	12281
Butner	14276	Maggie Valley	12478
Raleigh (NC State)	14422	Lexington	12481
Raeford	14632	Mocksville	12610

High Point	14767	Wrightsville Beach	12885
Waynesville	15085	MCAS New River	13488
Burgaw	15091	Durham	13812
Fort Bragg	15250		
Candler	15265		

### COUNCILS BY DIVISION

<b>Division 3</b>		<b>Division 4</b>	
Asheville	1695	Charlotte	770
Durham	3390	Greensboro	939
Rocky Mount	4600	Wilmington	1074
Hickory	6451	Raleigh	2546
Sanford	6717	Winston-Salem	2829
Swansboro	7024	Fayetteville	2838
Hendersonville	7184	New Bern	3303
Elizabeth City	7547	Burlington	3498
Morehead City	8143	Jacksonville	3574
Salisbury	8680	High Point	4507
Greensboro	8684	Wilson	4660
Kill Devil Hills	8759	Goldsboro	5487
Brevard	8886	Southern Pines	6528
Arden	8923	Greenville	6600
Denver	10389	Havelock	6648
Monroe	10615	Cary	6650
Asheboro	10891	Gastonia	6700
Wendell	10892	Apex	7186
Belmont	11076	Charlotte	7343
Greensboro	11101	Mooresville	7406
Charlotte	11102	Concord	7450
Smithfield	11265	Kernersville	8509
Garner	11266	Hope Mills	8857
Fayetteville	11683	Shalotte	9039
Asheville	11911	Clemmons	9499
Raleigh	12025	Charlotte	9560

Raleigh

12455

Raleigh	9709
Fayetteville	9847
Raleigh	9880
Winston-Salem	10504
Charlotte	10505
Charlotte	10852
Chapel Hill	10910
Pinehurst	11103
Wake Forest	11234
Wilmington	12017
Fuquay-Varina	12119
Southport	12537
Huntersville	12654
Charlotte	12832
Camp Lejeune	13220