



How to Write State Awards

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UTAH KNIGHTS OF COLUMBUS





Agenda

- What Forms are Needed for Councils
- What Forms are Needed for Assemblies
- How to Write a Winning Award Package
- Who are the Judges and how selected
- Recap
- Questions and Answers





Council Forms

- State Council Service Program Awards
 - https://www.kofc.org/en/forms/council/state_serviceaward_p.pdf
- Family of the Year
 - <https://www.kofc.org/en/resources/faith-in-action-programs/family/family-of-the-month-year/10680-family-of-year-form.pdf>
- Chaplain of the Year & Knight of the Year
 - No form, Council Letterhead
 - <https://utahknights.org/wp-content/uploads/2021/01/20210125-KofC-UT-Training-Sample-Council-Letterhead.docx>





Council Forms

Submission Deadline

- All awards are due by **March 15**, 2021 at 11:59 PM to Utah State Deputy.
 - Email in PDF format to Utah.State.Deputy.Forms@gmail.com
 - **or** 13 copies
 - Delivered by postal mail
 - Hand delivered





Fourth Degree Assembly Awards & Forms

• To Be A Patriot

- https://www.kofc.org/en/forms/council/to_be_a_patriot_p.pdf
- Due to District Master by **March 15**, 2021
 - DistrictMaster@UtahKnights.org
 - Note: The form says April 30, but we announce at the Utah State Convention, so the deadline in Utah is earlier.

• Civic Award

- https://www.kofc.org/en/forms/assembly/civic_award2321_p.pdf
- Due to Supreme by **June 30**, 2021
 - FraternalMission@KofC.org, copies to Vice Supreme Master, DistrictMaster@UtahKnights.org and assembly file.





What should your SCSP award contain to WIN?

1. What was the purpose and goals of this program?
2. Whom does this program benefit?
3. What problem or need did project solve?
4. Why did you select this program?
5. What was the success of the project?
6. Pictures worth a thousand words!





What should your award entry contain to WIN?

Chaplain / Knight / Family of the Year!

1. Why did you nominate these people?
2. What have they done in the Knights?
3. What have they done in your parish?
4. What have they done in your council?
5. What has been their history?
6. Pictures worth a thousand words!





Who are the Judges and how are they selected

1. State Deputy asks DD's for one or two people from district in February to be a judge
2. State Deputy then chooses 12 people to judge packages
3. Each judges scores each package after submission deadline
4. Winners will be announced and presented at State Convention
5. Competition? How many put in?





Recap

- Types of Forms
 - Always check to see if there is a newer form
- Substance of the packages
 - Ask a trusted person to review
- Due dates to State and Supreme
 - **March 15th**, April 30, June 30
- Judges and when winners announced?
 - Feb; State Convention (May 1, 2021)





QUESTIONS?

Visit www.UtahKnights.org/training
for links to related resources.





Next Webinar

Social Media Usage and PDF forms

February 22, 2021

7:00 PM MST

www.UtahKnights.org/training
(has the [registration link](#))





**FATHER MCGIVNEY,
PRAY FOR US.**

VIVAT JESUS!

WWW.KOFC.ORG/BEATIFICATION

