



Knights of Columbus

VERMONT STATE COUNCIL

PROCEDURE FOR FILING STATE SERVICE AWARDS ENTRY

Worthy Grand Knights and Council Directors:

Attached is your copy of the State Service Awards form which your council should use to be eligible for the state awards at the next State Convention. Activities for this award must take place between April 1st of this year and March 31st of next year. Use this form to enter your council's activities for programs in Church, Community, Council, Family, Youth, Christ in Christmas, Vocations, Pro-Life and Public Relations. Make as many copies of this form as you need as this will be the only copy you receive. You are not limited to the space that this form provides. Feel free to attach any additional information to the form. This may include photographs, newspaper articles, testimonials, etc. If you submit photos, please do not expect these to be returned.

After your council has completed an activity, set aside time to fill out the entry form. First determine which category the activity falls under. The Surge With Service booklet you received from Supreme should be used as your guide.

REMEMBER TO SUBMIT ONLY ONE ENTRY PER ACTIVITY!

Placing a single event in multiple categories or submitting multiple entries for the same event only adds confusion during the judging.

Sometimes it is best to combine activities. For instance, if you provide an elderly person with transportation to Mass each week and also occasionally drive this person to the doctor, this should be reported as a single activity. Likewise, if you hold a council dinner before your monthly meetings, do not submit 12 activity forms for this event. This is one activity. You should however, report all of the hours expended and total number of members participating.

Finally, Grand Knights and Council Directors should sign the form before submittal.

The deadline for submitting your forms is March 31st.

All forms, regardless of which category they fall into should be mailed to the address below.

Ray Michaud, SPD
10 Deborah Drive
So. Burlington, VT 05403

Knights of Columbus
VERMONT STATE COUNCIL
SERVICE PROGRAM AWARDS ENTRY FORM
THIS FORM MUST BE RECEIVED BY MARCH 31ST

This form must be completed by each council and forwarded to the State Program Director
(a separate form must be completed for each program category and activity)

CATEGORY (MARK ONE)

<input type="checkbox"/> CHURCH	<input type="checkbox"/> FAMILY	<input type="checkbox"/> CHRIST IN CHRISTMAS
<input type="checkbox"/> COMMUNITY	<input type="checkbox"/> YOUTH	<input type="checkbox"/> PUBLIC RELATIONS
<input type="checkbox"/> COUNCIL	<input type="checkbox"/> PRO-LIFE	<input type="checkbox"/> VOCATIONS

GRAND KNIGHT: _____

TELEPHONE NO.: _____

COUNCIL NAME: _____ **NUMBER:** _____

LOCATION: _____ **VT** _____

PROJECT TITLE: _____

DATE PROJECT CONDUCTED: _____

PURPOSE OF ACTIVITY: _____

NUMBER OF COUNCIL MEMEBRS PARTICIPATING: _____

PERCENTAGE OF COUNCIL MEMBERS PARTICIPATING: _____

NUMBER OF MANHOURS EXPENDED IN PROJECT: _____

CHAIRMAN'S NAME: _____

TELEPHONE NO.: _____

MAILING ADDRESS: _____

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