

WHEN A KNIGHT ACTS *selflessly*,
he acts on behalf of the world.



SURGE . . . WITH SERVICE



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Knights of Columbus

A Catholic, Family, Fraternal, Service Organization

THE SERVICE PROGRAM:

- Provides opportunity for direct involvement;
- Stimulates personal commitment;
- Creates more family participation;
- Strengthens and spreads fraternalism;
- Provides service to Church, community, council, family, culture of life and youth;
- Establishes the council as an influential and important force;
- Elevates the status of programming personnel;
- Develops more meaningful and relevant programs of action;
- Establishes direct areas of responsibility;
- Builds leadership;
- Ensures success of council's programs; and
- Provides recruitment opportunities.

Check out our Web site at: www.kofc.org

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IMPLEMENTING THE SERVICE PROGRAM

Any Knights of Columbus council — large or small — can work wonders. A council can help change a community, town, city, parish or neighborhood. Doing that requires action.

To be successful, councils need to:

- Take an initial idea;
- Adapt it to suit specific situation and local needs; and
- Implement the program in a way that works.

Surge . . . with Service

Together as Knights we are a “Catholic, family, fraternal, service organization.” This theme permeates the entire Service Program; all activities in the areas of Church, community, council, family, culture of life and youth.

- CATHOLIC — the common denominator for all of our members; the foundation for our continued growth and performance.
- FAMILY — the very basis of society around which all our programs and activities revolve.
- FRATERNAL — banding together as brothers for the spiritual and material welfare of our membership.
- SERVICE — our involvement with and commitment to six core areas of the “Surge . . . with Service” program: Church, community, council, family, culture of life and youth.

Through “Surge . . . with Service” each council’s programs can:

- Establish the council as an influential and important force within the community;
- Elevate the status of programming personnel;
- Provide more meaningful and relevant programs of action; and
- Build leadership, and ensure the success of council programs.

This guide highlights the three key areas that are vital for the success of any council: structure, programs and membership. It is offered to help you, as grand knight, lead your council to “Surge . . . with Service.” You cannot do it alone. The suggestions offered here will help you and your council achieve success. No two councils are exactly alike. The following suggestions are not mandatory, rather, they offer ideas. Adapt them to fit the needs and make-up of your council, the parishes you serve and the community.

Structure

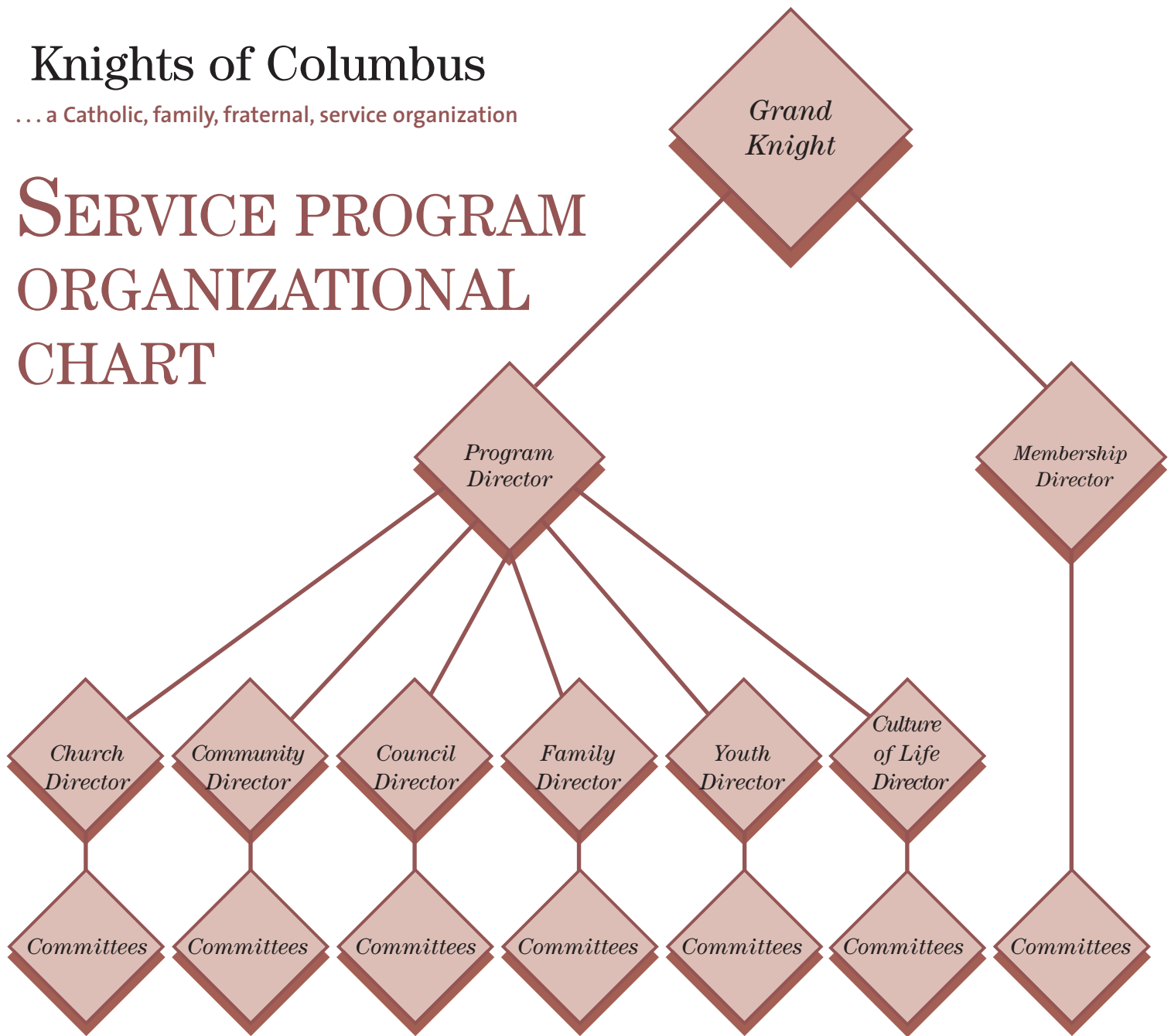
Structure and people are vital to success. To help get the job done, the “Service Program Organizational Chart” (shown page 3) provides guidelines for structuring council activity. Adapt it to work smoothly in your council. The Service Program begins with you as grand knight. As the fraternal year begins, your first priority should be to name a program director and a membership director. The program director provides the leadership, guidance and direction needed in council programming. The membership director oversees recruitment, retention and insurance promotion for the council. Also important is the appointment of a director for each “Surge . . . with Service” category — Church, Community, Council, Family, Culture of Life and Youth. Each man chosen should be competent, interested in his position, prepared to do the best job possible and convinced of the value of the Knights of Columbus. Do not choose a man for a position as an ‘honor’ simply because he is a long-time member or is well-liked. To name a man to a post for which he is not suited is unfair to the man and to the council. Appointees should:

- Be respected by council members,
- Have the ability to organize and supervise the work of the various directors and committeemen, and
- Communicate, guide, and instill enthusiasm in others.

Knights of Columbus

... a Catholic, family, fraternal, service organization

SERVICE PROGRAM ORGANIZATIONAL CHART



Vocations	Volunteerism	Public Relations	Survivors' Assistance	Columbian Squires	Baby Bottle Campaign	Recruitment
Parish Round Table	Coats for Kids	Fraternalism	Memorials	Youth Groups	Ultrasound Initiative	Retention
Lay Apostolate	Civic Involvement	Cultural	Education	Athletics	March for Life	Insurance Promotion
Parochial Services	Environment	Social	Communications	Educational Programs	Memorials to Unborn Children	
Religious Devotions	Food for Families	Blood Donors	Family of the Month/Year	Youth Welfare	Culture of Life Fund	
Christ in Christmas	Health Services	Athletics	Family Projects	Religious Activities		
	Decency		Recreation	Social Activities		
			Family Week			

For more information on the Service Program go to www.kofc.org/service

Programs and Membership

The Service Program is not optional. It is vital for the council's existence. The council will flounder if the focus on service is lacking. No one wants to be part of an organization that has no clear focus. Properly planned and executed, the council's Service Program should:

- Furnish the opportunity for members to fulfill their Catholic duties to benefit themselves and others,
- Enable council families to participate in worthwhile community projects and profit from the experience themselves,
- Encourage members to protect their families by taking advantage of our Order's insurance features, and
- Attract new members so that the Order grows in strength, effectiveness and quality.

The following pages list many ideas in each program area. No council need undertake all of these program ideas nor be limited by these suggestions. Evaluate the needs of your community. Determine programs and activities which are needed most. Use the Service Program to help you meet those needs. For more information on the Service Program visit kofc.org/service.

(Note: Certain suggestions in the following pages provide the names and addresses of national organizations or government agencies offering supplemental materials or information. If those sources are not available in your country, consider developing similar programs or contacting local or national organizations with a comparable focus.)

Name Committee Chairmen

Service Program directors should create committees in their respective areas and appoint chairmen for them. Each Service Program director must consider local needs and program goals when establishing and staffing committees. Don't duplicate efforts. Does the council need to form a committee to implement a project, or can it simply volunteer members or resources to assist established programs or organizations?

Membership Committees

Immediately after assuming office, the grand knight should put his membership committees in place. Committed, outgoing and enthusiastic men should be chosen for the roles of membership director, committee chairmen and committee members. Their immediate task is to plan specific recruitment, retention and insurance promotion efforts for the coming year. Their job is to set specific goals, get the entire membership involved in the effort, strive to achieve the goals and try to win state and Supreme Council awards. The structure of the council's membership committees is suggested in the chart on page 3. It shows the organization that can ensure a smooth running operation.

The grand knight should name a membership director who is a leader and has the respect and support of his fellow Knights. He has two primary responsibilities:

1. Direct all aspects of the overall membership program, and
2. Personally oversee all recruitment activities.

After consulting with the membership director the grand knight will appoint a recruitment committee of at least three members to assist in establishing recruitment teams to make personal contact with prospects. (In larger councils, additional recruitment teams will be needed.) The grand knight should also appoint a retention chairman whose committee works to conserve membership by:

- Anticipating problems and causes for membership suspensions as early as possible;
- Identifying solutions to those problems; and

- Working to resolve individual situations as soon as they arise. (It often works well to appoint the deputy grand knight as retention chairman and the council trustees as the retention committee.)

Another key appointment is the insurance promotion chairman. His responsibility is to promote the Order's fraternal insurance benefits to the council membership. The Order offers one of the most financially sound insurance programs in the North America and provides outstanding benefits and security for K of C families. Any Knight who does not receive a full explanation of the program is denied the opportunity to take full advantage of the benefits of membership in the Knights of Columbus. (It is suggested that the council's field agent, with the support of his general agent, be asked to serve as insurance promotion chairman.)

Reporting

Immediately after the selection of the various directors and committee chairmen, complete the Service Program Personnel Report Form (#365) — found in the Council Report Forms Booklet (#1436) and on the Order's Web site — and submit to the Supreme Council office by August 1st.

Each director will receive Knightline which provides news of the Supreme Council office and of Orderwide interest as well as program information.

Notify the Supreme Council office immediately if there are any changes made in the various Service Program directors or chairmen. This is important if your new appointees are to receive the benefits of official Service Program materials. All changes of address should also be sent immediately to the Supreme Council Department of Membership Records to ensure continued services. Be sure to include both membership and council numbers whenever notifying the Supreme Council office of personnel or address changes.

DIRECT INVOLVEMENT AND PERSONAL COMMITMENT

The First Program Meeting

Nothing will serve the council better than an early program planning meeting. The grand knight should schedule this meeting as soon as possible after the appointment of the individual directors. Participants should include:

- Program director,
- Directors of Church, community, council, family, culture of life and youth activities;
- Membership director;
- Retention and insurance promotion chairmen;
- Chaplain, lecturer and other council officers who desire to attend; and, for consultation purposes;
- Program personnel from the previous year.

An agenda should be sent to each participant ahead of time. Listed below is a proposed agenda for this meeting (change or adapt the details to meet particular council needs). You should:

- Review all successful activities during the last fraternal year and analyze the reasons for success. Discuss those activities that did not succeed and the reasons for failure. Could these activities be improved and made worthwhile?

- Decide which activities should be repeated in the new fraternal year. Discuss new projects for the council to undertake. Stress programs needed in your immediate area, and keep Star Council Award requirements in mind (See page 39).
- Discuss committee chair appointments. Individual directors of Church, community, council, family, culture of life and youth activities will appoint a chairman for each committee established within the framework of his activity group. These directors should consult and advise the program director before making appointments.
- Set tentative dates for projects and mark your calendar accordingly. Consider possible conflicts with annual affairs of other parish and local organizations.
- Review the council's public relations and publicity tie-ins. Consider possible new contacts and discuss more extensive use of media.
- Arrange for each director to report his monthly plans well in advance to the public relations chairman who will seek appropriate publicity in newspapers, radio and television. The public relations chairman is appointed by the council activities director and should handle all public relations for the council. An overall public relations program is outlined in *Getting Your Message Across, A Guide to Publicity for Knights of Columbus Councils* (#2235).
- Discuss tentative plans for membership recruitment, membership retention and insurance promotion. Those in attendance may be able to offer suggestions for consideration.
- Discuss and arrange close cooperation between the council lecturer and the various directors. Stress the importance of contacting the lecturer to acquire available dates for speakers, video programs, etc.
- Set a schedule of monthly meetings of the Service Program group.
- Prepare an initial list of agreed-upon activities for council approval.
- Plan joint programs with your Columbian Squires circle. If you do not sponsor one, consider establishing one. This encourages a family focus, can improve participation, and may attract additional members to your council.
- Arrange for all present to receive a complete agenda of the decisions reached at the first meeting. This may serve as a basic reference for each participant at future meetings.

Implement Your Program

Once in their positions, your directors, chairmen and committee members are ready to "Surge . . . with Service"! The success of your council depends greatly on the Service Program. Utilize the many assets available to establish your council as an influential and important force within the community.

Motivating Program Personnel

People want to do a good job. The challenge for Service Program directors is to know, understand and appreciate committee chairmen as individuals. Remember, everyone wants to be an accepted member of a group and considered important to it. The status, recognition and prestige that stem from a job well-done answer that desire. Here are some suggestions for assisting members to fulfill their needs:

- Be sure each man gets full credit and recognition for a job well done. Occasionally, put a compliment in writing. It means a lot more to the member and adds impact by indicating that you took the time to write a note.
- Acknowledge good advice. It's a deeply satisfying form of recognition. Take member suggestions seriously. They may not have any apparent immediate application, but with modification or as leads to additional suggestions, they may prove valuable. Tell the member that you appreciate his interest and will consider his idea. Don't throw cold water on his efforts.

- Listen when a member has a question or problem. Encourage him to come up with some answers and ideas on his own. Guide him, but get him to do most of the thinking. By showing respect for his judgment, you'll give him confidence and a feeling of importance.
- Acknowledge your mistakes. Accepting responsibility for errors shows your team that you know that you are human and fallible. You'll break down barriers and build mutual respect.

Ordering Supplies

Hundreds of different items are available from the Supreme Council to help local councils implement the Service Program. The Supreme Council office distributes to councils its Supply Catalog (#1264). It is updated annually and lists items available from the Supply Department including all Service Program materials, promotional items and membership recruitment supplies. Knowing the proper procedure for ordering supplies from the Supreme Council office will help you obtain the items you need, when you need them, with no surprises. The following tips will help ensure delivery of materials in a timely manner:

- Materials must be ordered through the council's grand knight or financial secretary.
- Orders should be submitted on the official Supreme Council Requisition Form (#1). Your financial secretary should have these forms.
- The supply requisition must include the name, title, phone number and address of the person placing the order and the number and location of the council.
- Orders to be charged to the council's account at the Supreme Council office must be signed by the grand knight or financial secretary. Unsigned forms will be returned for signature.
- When the Supreme Council office suggests books, pamphlets and other items that are published, manufactured or sold by various companies, the address of the source is furnished. Order such items directly from the manufacturer, publisher or organization. Do not order them from the Supreme Council.
- The Supply Department will accept fax orders at (800) 266-6340 for the United States and Canada. Only orders chargeable to a council, assembly, circle or agency will be acceptable by fax. All supply requests must be faxed on a Requisition Form (#1). Do not mail in fax orders.
- Phone orders will not be accepted.
- Order materials at least four weeks before the date the material is actually needed. If material is urgently needed, call the Supply Department at (203) 752-4214. Membership recruitment supplies which are provided in quantity are sent via the U.S. Postal Service or a ground carrier. If quicker service is required, please request alternate shipping methods when ordering. Shipping fees will be charged for all supply orders shipped.
- A valid street address should be provided when ordering supplies — avoid PO Boxes.
- Every effort will be made to ship requested items to the ordering council, but changing postal regulations sometimes delay orders or make shipment impossible.
- Be specific as to the amount or number of items needed. For example: "Please send me 25 copies of the folder (title and item #)" Limits per order do apply to some no-charge supply items.

CHURCH ACTIVITIES



Addressing the Needs of the Church

In response to a changing world, the Church is searching for ways to expand its reach. If these efforts are going to bear fruit, if the Church is going to exist and thrive in today's society, lay Catholics must come forward to take an active part in the effort in support of our pope, bishops, priests and Religious.

Knights are perfectly positioned to take the lead to encourage and promote that action. Our councils have the numbers, the organization, and the communication ability to get involved in spreading the Word throughout the Christian community and appeal for greater unity, understanding and ecumenism among all religions. Knights of Columbus programs should help members practice their faith in the fields of charity, devotion and education. Each member should become a constant and worthy example of an ideal Catholic for his family, his community and his brother Knights.

PARISH ROUND TABLE

An excellent way to help bring this about is through the Parish Round Table program. It helps parishes and aids Knights in developing their lives of faith and worship. The Round Table offers the services of the council to every parish in its area. It will not interfere with any existing parish organization, since the pastor himself designates in which programs the council should become involved. Further information is provided in the Parish Round Table flyer (#2632).

EVANGELIZATION

The lay apostolate is another vital area of Church support especially suited to the Knights of Columbus. There are many ways for Knights to become effectively involved in evangelization. Councils can:

- Participate in the Our Lady of Guadalupe Prayer Program, which began August 3, 2011 at the 129th Supreme convention in Denver and will continue through 2013. For more information on the program visit kofc.org.
- Use resources from the Order's Catholic Information Service (CIS). It provides correspondence courses for non-Catholics interested in learning about Catholic beliefs and produces pamphlets outlining Catholic doctrine on many topics. Consider setting up a rack of CIS pamphlets — like the Luke E. Hart Series — What Catholics Believe — in local Catholic churches so that parishioners (or visiting non-Catholics) will have them available as a resource. A complete listing of available pamphlets and other materials — like Veritas Series, that covers a wide variety of topics on matters pertaining to Catholic faith and life — can be obtained by visiting kofc.org/cis or writing the Catholic Information Service, 1 Columbus Plaza, New Haven, CT 06510-3326 (Note: both the Luke E. Hart Series and the Veritas Series are available by podcast on the website), or;
- Invite non-Catholics to tour a church in your area. Ask your council chaplain or the pastor of the parish to lead the tour and explain points of interest such as the baptismal font, the tabernacle, Stations of the Cross, the sacristy, a display of the vestments and sacred vessels. Ask guests to stay for Mass and dinner or a social event. Encourage an exchange of information between guests and your council chaplain or members;
- Organize a study group to read and discuss Pope Benedict XVI's first Encyclical Deus Caritas Est (God is Love). Copies can be purchased from the Daughters of St. Paul, 50 St. Paul's Avenue, Boston, MA 02130 or telephone: 1-866-522-8465;

- Maintain a Catholic video lending library for use by parish and council families. Check out local religious goods stores, the Web sites of various video/DVD, book and religious suppliers, and parish and religious schools for catalogs of available videos/DVDs. Once the council begins to accumulate a library of DVDs, offer to lend them to members and their families. Consider making the price for renting a video/DVD a nonperishable food item that can then be donated to a local soup kitchen;
- Recognize people receiving their First Communion, council and parish families baptizing children, and individuals receiving the sacrament of confirmation, with congratulations cards, certificates or special appreciation gifts. Use the generic certificate (#2898), available through the Supreme Council Supply Department, to design a certificate of congratulations;
- Support the parish religious education program by recruiting volunteers to enroll in CCD training courses and donate time as CCD teachers or substitutes. Raise funds to help the CCD program purchase visual aids. Help recruit discussion leaders. Offer volunteers to provide transportation and general assistance;
- The council chaplain can provide information concerning Catholic doctrine and liturgy to Knights and their families through a chaplain's column in the council bulletin;
- Encourage council families to set aside time each week for Bible reading and discussions which foster quality family time.

FATHER MCGIVNEY

When The Venerable Michael J. McGivney founded the Knights of Columbus he envisioned an organization that would offer financial aid to members and their families in times of sickness or death. He also saw that the Knights of Columbus could become the strong right arm of the Church. Today the cause for the sainthood of Father McGivney is moving forward. (Find additional information at fathermcgivney.org.) To advance his cause, councils can:

- Promote membership in the Father Michael J. McGivney Guild, a source for information about the life, works and spirituality of the founder of the Knights of Columbus. The guild distributes informational materials about him, receives reports of favors granted through his intercession and oversees the distribution of relics. Guild members are invited to participate in promoting devotion to this Venerable Servant of God. Remember, anyone can join the guild, but members of the Knights of Columbus are not automatically guild members and must elect to join the guild. The Guild Newsletter is published bimonthly except July-August, and is sent free to guild members. To join the guild, call 203-752-4087 or register directly at fathermcgivney.org;
- Promote devotion to Father McGivney by distributing the pamphlet *The Spirituality of Father Michael J. McGivney* (#4196) and the flyer *Apostle for the 21st Century* (#4064). Both items are available in English, Spanish and French;
- Distribute prayer cards for the canonization of Father McGivney, and encourage council members and their families to pray it often. Item #2617 is a simple prayer card and Item #4040 features the prayer along with a second class relic of Father McGivney. Both items are available in English, Spanish and French, and may be ordered through the supply department; and
- Show the production *The Life & Legacy of Father McGivney* to your council family or ask that it be shown on your local public access cable station. The DVD is available by contacting the guild at 203-752-4087 or guild@kofc.org. It is also available by contacting the Department of Fraternal Services at 203-752-4270. Specify English, Spanish or French. It is not available through the Supreme Council Supply Department.

VOCATIONS

Vocations to the priesthood and Religious life are needed greatly in the Church today. Knights of Columbus councils are especially well-positioned to fill this need. One Knights of Columbus

effort in support of vocations is the Refund Support Vocations Program (RSVP). Through RSVP, councils provide an individual seminarian or novice with meaningful financial and/or moral support. At the end of the fraternal year, councils in the United States and Canada receive a refund of \$100 for every \$500 given to the seminarian or postulant the council is supporting. In the Philippines and Mexico for every \$250 given to a seminarian or postulant, the Supreme Council will refund the council or assembly \$50. The maximum refund a council or assembly can receive is \$400 per individual supported. Those councils that also provide significant moral support (letters, visits, parish activities in support of vocations, etc.) can apply to receive a special plaque award. More information about RSVP is available in the Vocations Handbook (#1942) and at kofc.org. There are many other ways councils can support and promote vocations. Among them are:

- Organizing the celebration of the World Day of Prayer for Vocations in April or May; special observance of Vocations Awareness Week in January; regular prayers for vocations at every council meeting, family meal and other suitable times; attendance at regular Masses for vocations; cooperation with the family life committee in getting the vocations message into homes;
- Obtaining and distributing vocations materials. Vocations booklets, posters, prayer cards and other supplies are available from the Supply Department;
- Inviting a seminarian or novice to council meetings and events or making him the guest of honor at a council dinner. Include seminarians and novices in religious appreciation dinners. Remember seminarians and novices in council prayers;
- Holding a vocations fair, asking religious orders in your area and your diocesan vocations director to participate, and inviting the young people of your parish or community to attend and learn more about the religious vocations opportunities available to them;
- Arranging for local boys, particularly altar servers and Squires, to visit a nearby seminary, meet some of the seminarians and get a feel for what it means to prepare for the priesthood; or
- Recognizing newly ordained priests by presenting them with a personalized congratulatory note or certificate (consider using the multi-purpose certificate [#2898]) available from the Supply Department.

PARISH SUPPORT

In addition to promoting vocations, councils are also well-positioned to foster and support parish life in many other ways, including:

- Initiating an "Adopt a Catholic School" program, organizing fund-raising or volunteer support activities deemed feasible and appropriate by a committee of council and school officials;
- Offering to purchase uniforms for athletic teams of a local Catholic school or CYO;
- Providing lectors or commentators when needed in your council's parishes;
- Conducting a "Clean Up, Fix Up, Paint Up" Day in your parish with council members donating their services;
- Distributing Bibles and catechisms to parochial schools, religious education classes and missions;
- Recognizing altar servers in your parish with an "Altar Server Certificate" (#1859 E,F,S, 25¢ each), available from the Supreme Council Supply Department;
- Presenting CCD and Catholic school students with a certificate, Rosary or a small gift on the occasion of First Communion, graduation, Confirmation or other significant milestones; and
- Helping new parishioners feel welcome by sponsoring a "Parish Family Welcome" program once or twice during the year with an Open House to introduce new parishioners to the parish. Include refreshments, an introduction from your pastor and priests, introductions of the parish council members and descriptions of the various organizations (Knights of Columbus, PTA, CYO, etc.) and groups active in the parish. Be sure to include speakers, especially your grand knight or other council officer, to promote the parish's various programs and activities including the Knights of Columbus.

DEVOTIONS

Encouraging religious devotions is another area in which Knights can lead the way in aiding the parishes they serve. Councils can:

- Provide assistance to your pastor by promoting attendance at all parish devotions;
- Arrange for the celebration of Mass to mark special events;
- Sponsor living rosaries on or near Marian feast days;
- Establish a perpetual family rosary program under which council families pledge to pray the rosary at home each day during a week of their choice in honor of our Blessed Mother;
- Offer to purchase a supply of rosaries for hospital chaplains for distribution to patients;
- Organize a family adoration of the Blessed Sacrament program with the cooperation of the local pastor;
- Inaugurate an annual or semiannual council retreat to allow members a chance to step back from their daily routines to examine through prayer, meditation and the sacraments what God intends for them;
- Distribute rosary prayer cards (#1877 E,F,S), to promote more frequent recitation of the rosary. Cards are \$3 per hundred and may be ordered from the Supply Department on a Requisition Form (#1);
- Give out the wallet-sized Eucharistic Devotion Prayer Card (#4194 E,F,S) to promote devotion to the Blessed Sacrament. The prayers can be used before the Blessed Sacrament and during Communion;
- Pray the rosary in English, French or Spanish — a cassette tape (#4436 E,F,S) or a CD (#4439 E,F,S) is available from the Supreme Council Supply Department for \$3.50;
- Promote the Sacrament of Penance by distributing “A Guide to Confession” cards (#2075 E,F,S) available from the Supply Department for \$3 per hundred;
- Distribute the Prayer for Pope Benedict XVI Card (#9530 E,F,S,PL), which encourages Knights, their families and parishes to pray for His Holiness. The Prayer to the Mexican Martyrs (Saints) Card (#4229, English; #4229S, Spanish) and the Prayer to the Mexican Martyrs (Blessed) Card (#4535, English; #4535S, Spanish) encourage Knights, their families and parishes to pray to these martyrs who were Knights.

KEEP CHRIST IN CHRISTMAS

Without Christ there would be no Christmas. It is easy to forget this in the rush and commercialism that seemingly dominates the season. Many stores ban employees from saying “Merry Christmas” for fear of offending someone. This atmosphere is the perfect place for Knights to step forward. Councils can:

- Order and display or distribute “Keep Christ in Christmas” printed materials available from the Supreme Council Supply Department. Posters (#2760 E,F,S; #4555 E, #4554 E,F,S) are available for only the shipping cost;
- Sponsor “Keep Christ in Christmas” spot announcements on radio and TV. Public service announcements for radio and television are available from the Supreme Council Department of Fraternal Services (for more information call 203-752-4270 or e-mail mariola.piecuch@kofc.org);
- Sponsor a “Keep Christ in Christmas” billboard. Billboard posters are available from Christ Is Christmas/P.O. Box 20717/Roanoke, VA 24018/telephone: 800-722-5032/christischristmas.com;
- Distribute “Keep Christ in Christmas” materials, available through Christ Is Christmas (see above) or the Supreme Council Supply Department;
- Create an Advent calendar of actions you can take daily to bring you closer to Christ. Post your calendar prominently. Activities can be for your own personal enrichment or to help those

around you. Your council can create a similar Advent project calendar full of small community service projects for members to undertake daily;

- Promote Advent wreaths in your council bulletin as a means for families to mark the time of preparation for the coming celebration of Christ's birth. Urge members to participate with a wreath in their homes;
- Organize a parish Nativity play, with children from your parish or local parochial school playing the parts;
- Ask members to volunteer to work in a soup kitchen in your community during the Christmas season;
- Visit hospitals and nursing homes during the Christmas season. Present each patient with a religious Christmas card. Bring enough cards so that the patients can send them to family and friends. Offer to help write and mail cards if necessary; and
- Participate in the Orderwide "Light Up For Christ" program to help share the light of the Advent season with your community and the world. Plan a Christmas tree or nativity scene lighting ceremony for the first Tuesday in December. Then, at precisely 8 p.m., local time, throw the switch to "Light Up For Christ."

COMMUNITY ACTIVITIES

Shaping the World Around You

Wherever we live, the concrete reality of the world around us shapes our sense of “community.” It is the place we call home — with all its strengths and weaknesses. Each of us has a voice in shaping our world. We can make our voices heard and our impact felt.

Our communities offer limitless opportunities for positive action. Councils should look for something that’s needed and workable in the community and design a program to address that need. Perhaps it is fighting poverty, aiding individuals with intellectual disabilities, planting trees, sponsoring a blood pressure screening or a blood drive, supporting law enforcement, helping the aged. By studying the needs of the community, determining what your members are interested in and what your council’s resources allow, your council can make a difference. All it takes is to get involved!

Two major Orderwide programs in which local councils can participate are Habitat for Humanity and the Global Wheelchair Mission:

Support Habitat for Humanity (for information visit habitat.org or e-mail volunteer@habitat.org). In the last three years Knights of Columbus members and their families have contributed nearly 4 million hours of service and more than \$1.75 million to Habitat projects.

Since 2003, Knights of Columbus have sponsored the delivery of more than 30,000 brand new wheelchairs around the world to children, teens and adults in dire need of mobility. A wheelchair allows children to go to school, adults to go to work to provide for their families, and the elderly to get out of a bed they may have been confined to for years, to go back to church or just outside to sit in the sun. This gift delivers hope, freedom, independence, dignity and answers prayers of entire families.

In association with the Global Wheelchair Mission, Knights and their families have traveled to deliver wheelchairs in 17 countries around the world, as well as across the United States to veterans and people in local communities in need of mobility assistance.

The wheelchairs delivered in 5 sizes (12, 14, 16, 18 & 20 inch seat widths) would sell for over \$500 in a medical supply store, but because they are shipped by 110 to 280 wheelchair containers from the factories directly to the country of delivery, the resulting cost is only \$150.

With more than 100 million people around the world in need of mobility assistance, this is an immediate and tangible way of making charitable dollars have the most direct impact possible. It is estimated that each wheelchair impacts and positively changes an average of 10 lives.

Since 2007, Knights across the U.S. and Canada have been having “Wheelchair Sunday” parish drives to raise funds for the delivery of containers of wheelchairs. These drives have sponsored wheelchairs to Guatemala, Haiti, The Holy Land, Honduras, Mexico, Philippines, United States and Vietnam. Knights and clergy participate in the distributions and parishioners are welcome to join in.

These drives have also proven to be very valuable membership tools for Knights councils. As parishioners watch a video during the presentation and see the work Knights are doing around the world, men of all ages are inspired to join the Knights and participate in this hands on charitable mission.

Visit the Global Wheelchair Mission website at www.amwheelchair.org, email clewis@amwheelchair.org or call (208) 457-0745 for more information on how to conduct a Wheelchair Sunday at your parish.

VOLUNTEERISM

There is a growing need for volunteers to find and implement solutions to society’s problems. These volunteers make an important difference in our world. Rally other organizations in your community to work with your council to address community problems. Excellent volunteer efforts include:

- Observing the American Fraternal Alliance’s Join Hands Day, celebrated annually in the United States on the first Saturday in May (for more information visit joinhandsday.org). Urge the mayor or some other public official to issue a Join Hands Day proclamation. Publicize fraternal activities sponsored by your council;

- Recognizing outstanding volunteer efforts within your own council. Present a certificate of appreciation to those members who made the activity a success by donating their valuable time and talents. Certificates of Appreciation (#1579, E,F,S, 25¢ each) are available from the Supreme Council Supply Department;
- Celebrating National Volunteer Week each April in the United States. This is a valuable opportunity to offer volunteers in your council and community some well-deserved praise. Look for more information about National Volunteer Week activities by calling the Points of Light Foundation at 1-800-VOLUNTEER. Their Web site is pointsoflight.org ; and
- Participating in “Make a Difference Day” — a national day of community service by joining thousands of other volunteers across the United States who will plan and carry out projects in their communities on the fourth Saturday in October (Awards for the best volunteer projects on “Make a Difference Day” will be given by USA Weekend, the national magazine that sponsors “Make a Difference Day.” Information is available through the “Make a Difference Day” hotline: (800) 416-3824 and at makeadifferenceday.com);

HUMAN NEEDS

Housing, food and health all have two things in common, they represent human needs and they offer a fertile field for community service projects. Among ways to address those needs are:

- Donating council services to food banks and soup kitchens that rely on volunteers not only to collect food but also to prepare and deliver it.
- Conducting food drives in your council and community or starting a community garden with all the produce grown to be donated to local community groups or agencies helping the needy.
- Supporting groups that deliver meals to homebound people such as Meals on Wheels programs (for more information contact the group providing the service in your local community) — Remember, people are hungry every day of the year; not only at Thanksgiving and Christmas;
- Helping meet the psychological and recreational needs of the aged by visiting and offering encouragement to residents of homes for the elderly. Get commitments from your council members to make regular visits to elderly people in rest and long-term care centers or sponsor recreational, social or religious events for older people at your council home;
- Working with groups that give people with disabilities the ability to live independently;
- Helping groups that assist senior citizens, the frail and homebound, people with Alzheimer’s disease and the people who care for them;
- Providing transportation for the elderly for Mass, shopping, visiting relatives or doctor appointments, helping senior citizens who live alone in performing routine household tasks;
- Lending a hand to people with intellectual disabilities (read and inform yourself about the facts by contacting the local chapter of ARC (thearc.org) and tying your projects and activities with them so that there can be coordinated involvement in working out the problems which face citizens with intellectual disabilities);
- “Adopting” students at a special learning class or school for children with intellectual disabilities, taking the young people on field trips, hosting parties for them, giving them gifts on their birthdays, and sponsoring other activities to brighten their days and boost their self-confidence;
- Supporting community programs that enhance the quality of life for people with disabilities by promoting greater opportunities in education, housing, employment, transportation and recreation; or
- Battling adult illiteracy by providing volunteer tutors, raising money for adult basic reading material, urging local businesses to institute workplace reading programs, and spreading the word that assistance is available to nonreaders. If no literacy programs are available locally, work to develop one.

CIVIC INVOLVEMENT

What recreational and cultural opportunities does your community have and what does it lack? Determine what your council can do to upgrade, strengthen, support and encourage sound programs of recreation and culture for the people of your community. Some ideas are:

- Sponsoring the Knights of Columbus Catholic Citizenship Essay Contest in your area — open to all Catholic students in 8th through 12th grade in which they write 500-750 word essays based on a theme taken from Church writings — judging is done on a 100-point scoring system with winners receiving their awards either at graduation, at an awards ceremony or at a similar function arranged by the school and sponsoring council — certificates for first, second and third place winners, and certificates of participation for all entrants are included in the Essay Contest Kit (#EA-KIT) and it is recommended that councils consider monetary awards in the range of \$100 to \$200 in Savings Bonds or the cash equivalent to the first place winner (for more information call 203-752-4703 or e-mail edward.wezenski@kofc.org);
- Showing pride in your country by displaying the flag properly at council meetings, patriotic events and community programs as well as distributing Supreme Council literature and decals promoting flag use and patriotism, observing Flag Day in the U.S. and distributing Knights of Columbus posters and flyers on the U.S. and Canadian flags (for a complete listing see the Supply Catalog #1264); and
- Celebrating freedom and liberty with events for Constitution Week (held Sept. 17-23 each year in the United States) by sponsoring a display or a speaking program at a local library. Plan a similar event and encourage all Third Degree Knights to reach their fullest potential of Knighthood by joining the Fourth Degree.

ENVIRONMENT

Councils can start programs that make their area of the world a cleaner, neater and healthier place for their members and their neighbors. Some ideas include:

- Planting trees to combat the environmental hazard of deforestation and launching tree planting projects to help ensure that forests survive;
- Cleaning up of parks, beaches, empty lots and neighborhoods and sorting trash you collect into recycling categories and taking it to a recycling center;
- Helping children to become environmentally sensitive with programs to teach them to avoid littering and learn to use things sparingly and thoughtfully;
- Recycling everything that you can and collecting newspapers for reuse in pulp-making; saving deposit bottles and aluminum cans for redemption; contributing used toys, furniture and clothing to charitable organizations instead of throwing them away; and
- Adopting a highway by becoming one of the community groups that accept responsibility for a short stretch of highway (usually half a mile to two miles) and agree to keep the roadside free of litter (for more information contact the highway department in your state).

PUBLIC SAFETY

Look around your community. What are the public safety issues you see? Councils can get involved in a variety of programs to promote public safety and to show gratitude to emergency responders who work every day to keep us safe. To help increase awareness of public safety issues your council might:

- Host a Blue Mass to honor law enforcement officials, firefighters and paramedics. Use this Mass as an opportunity to present your council's "Firefighter of the Year" and "Police Officer of the Year" honor to deserving individuals. Be sure to consult their chaplains and pastors when planning this event;

- Honor local law enforcement officials, firefighters and paramedics. "Certificates of Merit" (#1454, E,F,S, 25¢ each), for presentation to community servants, are available from the Supreme Council Supply Department;
- Invite the local police chief and/or officers to your meetings to tell you their views of the problems they face and of the support they get, or fail to get, from the public. Strive to improve working conditions for police officers;
- Sponsor a public safety poster campaign in schools and award prizes for the best posters (ask that all posters be displayed in the schools — perhaps the prize-winning posters could be printed and be prominently displayed in community businesses).

HEALTH SERVICES

Health-related issues are a major problem in any community. Your Knights of Columbus council could:

- Participate in the Order's Serving Those Who Served program by volunteering at Veterans' hospitals and health care facilities, serving veterans in other ways or running programs for men and women currently in the military services. For more information visit kofc.org/military or call (203) 752-4511.
- Sponsor the Knights of Columbus Substance Abuse Awareness poster contest in schools in your community. For more information call 203-752-4703 or e-mail edward.wezenski@kofc.org;
- Focus public attention on heart disease using bulletin boards, newsletter articles and public forums, highlighting National Cholesterol Education Month in September, encouraging people to learn cardiopulmonary resuscitation (CPR) procedures for use in case of cardiac emergencies. (Your local heart association, Red Cross or other health authorities may be able to help you plan appropriate public information events.);
- Implement programs to highlight National High Blood Pressure Education Month by conducting high blood pressure awareness programs and blood pressure screenings, setting up information programs with local medical and health professionals;
- Promote the "Great American Smokeout" held annually in November, and in Canada, "Weedless Wednesday" held in January. Promote awareness of colorectal, breast and testicular cancer through programs that stress the importance of early detection, medical screening and self-examination (further information can be obtained by contacting the American Cancer Society, at (800) ACS-2345 or cancer.org. In Canada call: Canadian Council for Tobacco Control at (800) 267-5234 or cctc.ca);
- Fight AIDS in your community by raising money for AIDS research, helping to care for AIDS patients, contacting local AIDS support groups to locate patients who are not hospitalized and by helping them to see that people with AIDS have a place to live, decent meals and companionship and sponsoring AIDS education programs;
- Help prevent drug and alcohol abuse by getting the facts and spreading them throughout the area to parents, children, professionals, educators and all members of the community (free informational materials are available from the National Clearinghouse for Alcohol and Drug Information, by calling: (800) 729-6686 or ncadi.samhsa.gov. In Canada contact: Canadian Centre on Substance Abuse, #300, 75 Albert Street, Ottawa, ON K1P 5E7/(613) 235-4048 or ccsa.ca).

DECENCY

Get involved in stemming the flood of pornography engulfing our communities. It is essential that concerned citizens be aware of the magnitude of this problem and become part of the solution. Another problem is the ridicule of religiously-grounded moral values in television programming and movies. Encourage council members to:

- Report violations of community standards to those responsible for enforcing the law. Every citizen complaint must be investigated. Complaints to the authorities are the most effective single action a citizen can take.
- Make direct personal complaints or petition-type complaints to store owners or theater operators who display or sell obscene materials.
- Send letters to newspaper editors, radio and television station managers, objecting to offensive advertising for R-Rated motion pictures.
- Contact Morality in Media, 475 Riverside Drive, Suite 1264, New York, NY 10115, 212-870-3222 or moralityinmedia.org, or Canadians Addressing Sexual Exploitation, Parkway Postal Outlet, Box 62569, 85 Ellesmere Road, Toronto, ON M1R 5G8 (416) 412-6065 or 4case.ca for information, research materials, advice or direct assistance.
- Urge members in United States councils to use Postal Form #2201 to stop pornography from being delivered to their homes or families. The form is available at any U.S. Post Office.

HONOR COLUMBUS

Modern historians demean Christopher Columbus and his role in history. Yet through his efforts our Catholic Faith was planted in the New World. Consider developing programs honoring the patron of our Order. Your council might:

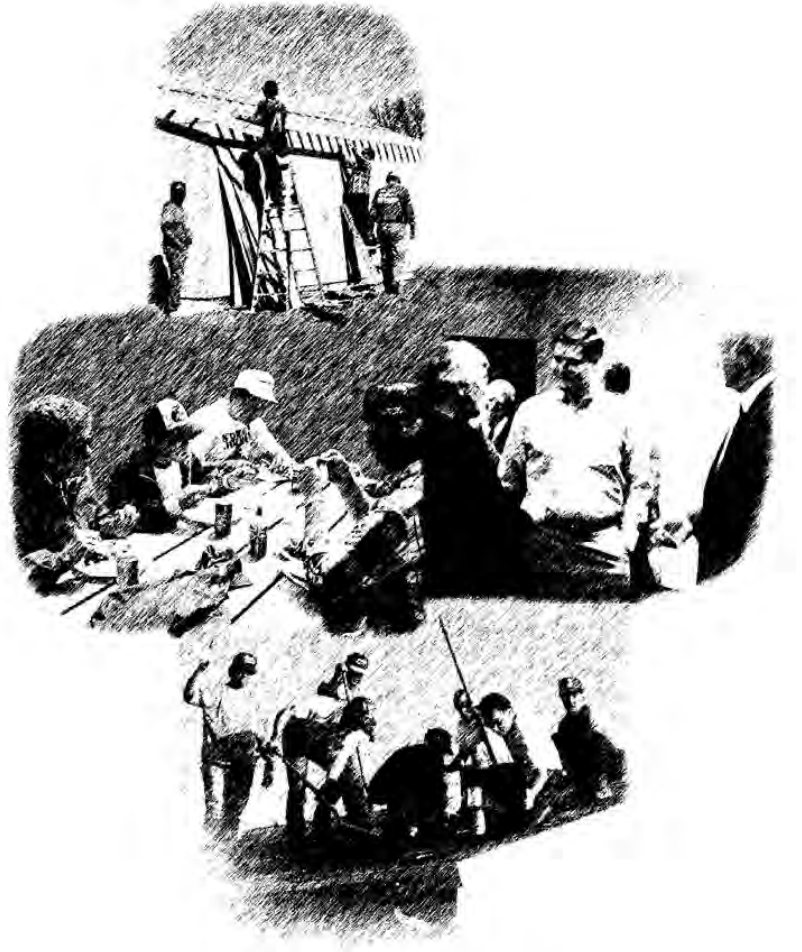
- Schedule a community or cable public-access station showing of Christopher Columbus: Faithful Christ Bearer, a production of the Supreme Council office. This 16-minute DVD chronicles the life of Columbus and accurately portrays him as a bold explorer and a devout man of faith. The production is available free of charge except \$3 for shipping and handling from the Supreme Council office.
- Sponsor a youth essay or poster contest with the theme "The Spirit of Discovery" or a similar topic.
- Contact local civic or service organizations and plan Columbus Day events together. Offer your support or manpower for Columbus Day activities currently conducted in your community.
- Purchase books, recordings or videos on Columbus and donate them to your parish or school library.
- Organize wreath-laying ceremonies at a local Columbus statue or launch a campaign to have a statue erected as part of Columbus Day activities.
- Petition your city council or county board to have a park, a street or a municipal building named in honor of Columbus.
- Invite Hispanic and Italian-American societies in your community, who may be celebrating Columbus' heritage and the origins of his voyage, to participate in your activities.
- Sponsor programs to learn about and highlight the contributions, traditions and histories of Native Americans, the "New World's" original inhabitants. Hold a fund-raiser to benefit Native American Catholic missions.
- Ask your local library to feature a display of books and materials about Christopher Columbus in the month prior to Columbus Day.
- Explore the history of the Order. Use Knights of Columbus books, audiovisuals and brochures to learn how and why the Order was founded, and about the events and people that have charted its course. Present the findings at an open house program, a meeting or other council event.
- Contact your mayor or city council to adopt a special proclamation in honor of Columbus and his discovery of the New World.

COUNCIL ACTIVITIES

Entertaining, Enjoyable and Beneficial

Council programs and activities help foster a sense of fraternity and family in the Knights of Columbus community. Members of your council are your neighbors, friends and acquaintances, who are just as interested in athletic, cultural and social events as you are. Opportunities for these activities are limited only by the imagination — golfing, softball, soccer, hockey, curling, tennis, bowling, art exhibits, movies, lectures or demonstrations, holiday dances, picnics, open houses, council anniversary or birthday parties — all the events that are an important part of fraternal life.

Council involvement in Special Olympics is a most rewarding activity. At the local and state level Knights and their families volunteer their services and raise funds for this sports training and competition program for people with intellectual disabilities that builds their confidence and self esteem. In the last four years Knights of Columbus councils have donated \$7.7 million and have volunteered 670,000 hours of volunteer service to Special Olympics.



PUBLIC RELATIONS

Because public relations activities are key elements to the continuing health and growth of any council, they are included under the council activities section of the Service Program. (To assist with your council's public relations efforts, the Supreme Council office has produced a PR handbook, *Getting Your Message Across — Knights of Columbus Public Relations and Publicity Guide #2235* which is sent to each council annually as part of the "Surge . . . with Service" kit and is also available through the Supreme Council Supply Department.) For councils the focus of public relations is two-fold:

Keeping members accurately and constantly informed of current and future council events — members are much more likely to be interested and involved if they know what is going on; and sharing the K of C story with the wider community through parish bulletins, newspapers, the

Internet, radio and television — people deserve to know the good work your council does, and informing them helps significantly when recruiting new members.

To fulfill these obligations, the public relations chairman and his committee members must work closely with all Service Program directors and council officers to reach various audiences with information pertinent to them. The process begins with the council keeping members up to date on council programs and activities. Another audience is the Catholic community — the parishes the council serves, the diocese in which the council is located, and the broader community in which the council is located. Ways a council can accomplish this include:

- Publishing a monthly bulletin for its members — this may be a letter from the grand knight, a council bulletin, a news sheet and/or internet postings (which have the advantage of being timely and inexpensive since no postage is needed) detailing the council's news, programs and business (copies of all bulletins issued by your council should be forwarded regularly to the Supreme Council Department of Fraternal Services, as well as the council's field agent and general agent and the state public relations chairman);
- Developing a council website — in addition to "e-bulletins," this is another way to spread the good news of your council to your members and a wider audience of anyone who visits the site;
- Spreading the word through traditional media — use Catholic and local newspapers, parish bulletins, Catholic and local radio and television stations;
- The Annual Survey of Fraternal Activity (#1728) — after it is filed in January, the Fraternal Survey is an excellent means of promoting the council's charitable and volunteer efforts in the local community. Use the council newsletter to build awareness and pride in these accomplishments among members, and submit a press release to local media announcing activities done, volunteer hours donated and cash contributions by the council and its members;
- Radio broadcasts, telecasts and webcasts — special council efforts such as Columbus Day programs, Founder's Day (March 29) celebrations, religious and patriotic public demonstrations, forums, open meetings, banquets, charity balls, outings, major sporting events, etc. may lend themselves to such outlets;
- Catholic radio and television programs — Sponsor a weekly broadcast or telecast on Catholic and community subjects (cable television stations sometimes donate public service time to local organizations) — contact the program director at your local cable network and ask for time to show one of the Order's promotional films — (the Order occasionally produces radio or television Public Service Announcements or other addresses dealing with issues or events such as "Keep Christ in Christmas" campaigns, volunteerism, etc. which are available at no charge and are promoted in the Order's publications);
- Speakers' committee — select a few articulate members to give short lectures on the Order to other fraternal organizations, service clubs, etc.;
- Photo displays — set up photo boards telling your story in the council home, parish hall, public libraries, store windows, etc. to promote K of C events and contests;
- Council bulletin boards — regularly post announcements, bulletins, newsletters and clippings relevant to members and their families and keep them current;
- Keep a council scrapbook — feature newspaper clippings, pictures and publications for future reference and historical use;
- Photographs — keep a file of photos, slides and videos of council activities to be used for entertainment, promotion of upcoming events and membership drives;
- Council History — an important form of long-term public relations is a council history which can draw information from the recorder's minutes, listings of council officers and program chairmen, rosters, newsletters, scrapbooks, etc.; and
- Clip art — Use the electronic version of the Order's emblem, a computer and printer to create a variety of personalized council stationery, mailing labels, envelopes, and many other items (the Order's emblem and other clip art can be downloaded from kofc.org at no cost).

FRATERNALISM

The Knights of Columbus is a fraternity, a brotherhood, and it requires effort to strengthen those bonds. To do that, a council might:

- Maintain a strong, friendly and fraternal atmosphere among its members and families by making them feel welcome, actively seeking their views and involvement and offering programs that create interest, maintain enthusiasm and build pride in membership;
- Sponsor joint programs with your Squires circle and with other fraternal groups in your community and invite groups or service organizations to your council affairs — social, athletic, cultural, etc.;
- Help new members by asking everyone to wear ID badges during council meetings and activities;
- Hold an annual “Recognition Night” to honor members for outstanding service. Many attractive certificates for fraternal recognition are available from the Supreme Council Supply Department. There is a generic certificate (#2898) and a Certificate of Merit, (#1454) for presentation to civic leaders, law enforcement officers and military personnel in your community (certificates should be ordered by the grand knight or financial secretary on the official requisition for supplies. A sample copy of the certificate will be sent upon request. The Knights of Columbus Certificates Flyer (#2640) describes the wide variety of certificates that can be ordered);
- Present degree certificates to the members of each degree class immediately following an exemplification (certificates are available through the Supply Department in English, French, Spanish and Polish for \$.25 each);
- Select a “Knight of the Month” and/or “Knight of the Year” (appropriate certificates (#1476 E,F,S and #1545 E,F,S are available through the Supply Department);
- Recognize the important moments in the lives of your members and those individuals who are important to your council by sending Knights of Columbus greeting cards (birthday (#757 E,F,S), anniversary (#1484 E,F,S), get well (#1483 E,F,S), sympathy (#1932 E,F,S), thank you (#2010 E,F,S) and congratulations (#2087 E,F,S) cards are available for 25¢ each from the Supply Department);
- Publish a council directory each year listing contact information for council officers, members, field agent, current Supreme, state, district and council officers, Service Program directors in your council, Fourth Degree officers of your local assembly, and Squires circle counselors and officers. (You may want to include each member’s occupation, his wife’s name and other useful information, as well as a calendar of the fraternal year);
- Spearhead Columbus Day celebrations each October in your community with a communion breakfast, open house, parade or dance and participate in any civic observances scheduled; and
- Celebrate Founder’s Day, March 29, the anniversary of the day the Knights of Columbus was granted a charter by the state of Connecticut, with a special celebration honoring Father McGivney, our founder, and your council’s charter members (Charter Member” certificates — Item #1456, E,F,S, are \$.25 and are available from the Supreme Council Supply Department) holding a community-wide reception or open house, dance, or a Mass of thanksgiving for the Order’s founder, his fellow incorporators and all the K of C leaders who helped shape the Order over the years; seeking proclamations from state and local leaders; scheduling a showing of the Supreme Council production about our founder, The Life and Legacy of Father McGivney (#24358), available from the Department of Fraternal Services.

CULTURAL

Often overlooked in a busy council schedule are programs for members that entertain, educate or inspire. While neither the schedules of the members nor the council can be overloaded with such events, a carefully planned schedule can encourage more interest in the council by current

members and even help attract new members. Scheduling such programs is the duty of the lecturer. His options are limited only by his imagination. Under his guidance council programs might feature:

- Speakers from your community appearing in a series of lectures for members and their families to discuss the arts and entertainment, community issues, parenting, education or any number of topics;
- Programs that highlight craft demonstrations, art exhibits, movies, musical programs, etc.;
- A Knights of Columbus Art Festival featuring exhibits by local artists;
- A "Show and Tell" program where members and their families can exhibit and discuss their own handiwork, crafts, collections, etc.;
- Group attendance at concerts, operas, musicals or plays;
- Movie nights perhaps followed by a discussion session; and
- The "Good of the Order" section of regular meetings might offer a "Q and A" session on the structure of the Order — council, district, state council, supreme council, the Fourth Degree, a "verbal suggestion box" in which members offer ideas concerning the programs or direction of the council or one of the many short videos on subjects of interest to Knights (these are listed the Audiovisuals flyer #1539).

SOCIAL

Knights of Columbus programs should also include activities that offer members and their families a chance to get together and have fun. There are many ways to do this, including:

- Council dances or events with various holiday themes — New Year's Eve, Valentine's Day, St. Patrick's Day, Canada Day, Columbus Day, Thanksgiving, Christmas, etc.;
- An annual "Open House" for members and their families, possibly held in conjunction with a holiday or at any time of the year, with refreshments and special entertainment — games, dancers or singers, films, etc. Be sure to invite prospective members and their families too;
- Celebrate your council's anniversary by sponsoring a First Degree exemplification; recognizing any members who share the council's birthday and display trophies and awards, council scrapbooks, etc.; and
- "Family Nights" with a meal such as pizza, spaghetti, burgers and hot dogs, etc., and activities for the whole family, such as speakers on the topics of drugs, culture of life activities, crime, etc.; indoor and outdoor athletic events; board game competitions and whatever else you can think of.

BLOOD DONORS

- Health care facilities and hospitals have a never-ending need for blood for transfusions for their patients. Almost any council can participate in this activity. Simply contact the local Red Cross about sponsoring a council or community blood drive:
- Give blood, the gift of life — donors must be at least 17 and any healthy person can safely give blood every 56 days;
- Establish a blood donor committee to work with the local Red Cross or local hospitals on a cooperative basis. The committee can keep members informed of the dates and locations of local blood drives;
- Keep a list of the blood types of members and their families willing to volunteer in case of an emergency need for a particular blood type for council family members or in the community;
- Volunteer to aid the Red Cross in promoting the blood donor program throughout the area. Even those who can't give blood can assist as drivers, aides, clerks, or in helping to prepare and serve lunches for the donors; and

- Recognize donors by presenting them with the Knights of Columbus Blood Donor Certificate (#1444, 25¢ each) and identicard (#1444A), available from the Supreme Council Supply Department.

ATHLETICS

Athletic events usually make for outstanding council activities and there are many ways to participate. For instance:

- Sponsor council or community athletic clubs, teams, leagues, tournaments and contests in sports popular in your area including table tennis, baseball, fishing, basketball, curling, bowling, softball, golf, volleyball, hockey, hunting, soccer, football, tennis, billiards or swimming;
- Conduct sports clinics — perhaps in conjunction with your Free Throw Championship or Soccer Skills Challenge — for youngsters in the neighborhood or community, perhaps with the help of current or former sports stars who are members of your council or reside in your area;
- Plan an annual group outing to a professional sporting event;
- Sponsor a team in a youth sports league such as soccer, baseball, hockey or basketball;
- Promote competition with your Squires circle, other Knights of Columbus councils or other fraternals; and
- Invite local sports stars to participate in an annual “Sports Night” for your council.

FAMILY ACTIVITIES

Strengthening Family Life

Parents all want the same thing — a strong, happy and healthy family. They are aware they need time to be together as a family and in today's world that's hard to find. Work demands more and more of their time and that must be balanced with meals, household chores, committee work, driving kids to ball practice, gymnastics, dance lessons and so on. Kids face similar time problems with school activities, homework, sports and other activities. As Knights we can't solve these problems, but we offer programs and activities that might help or that offer good opportunities for families to spend time together.

FAMILY LIFE

To help families be together and have fun, councils can offer ready-made activities that require families only to participate. Councils can:

- Conduct food drives to help stock local food pantries or purchase, prepare and serve a meal at a soup kitchen. Don't forget to check with the pastors or Social Action Committees of the parishes your council serves. They may be looking for ways to help parish families hit hard by these challenging economic times. For ideas on conducting a food drive order flyer (# 4832) from the Supreme Council Supply Department. Also available is a full-color food drive poster (#4833). Remember, food drives are needed throughout the year; not just at Thanksgiving and Christmas.
- Celebrate Knights of Columbus Family Week in August with a family Mass, picnic, dinner, prayer service or other activities that will promote and highlight both family interaction and the family focus of the Order (remember to invite prospective members and their families);
- Participate in the Order's "Family of the Month" and "Family of the Year" programs, honoring council families who exemplify the values taught by our Church and our Order. Full details on the program are provided in the Family of the Month booklet (#1993) provided to each council in its annual "Surge . . . with Service" kit. Certificates for presentation to your monthly winners (#1843, E,F,S-25¢) and your "Family of the Year" (#1843A, E,F,S-25¢) are available through the Supply Department.



FAMILY ACTIVITIES

- Provide additional recognition to your "Family of the Month/Year" recipients in several ways. Contact broadcast stations in the area, particularly diocesan radio and television stations, and ask them to make announcements recognizing "Family of the Month/Year."
- Plan a special social night honoring Family of the Month and Family of the Year recipients from the past year.
- Submit the Family of the Year selection to the state council for consideration as the jurisdiction's Family of the Year and possible consideration as the Supreme Council Family of the Year;
- Promote Fathers for Good. (The centerpiece of the initiative is an interactive web site, fathersforgood.org which offers the St. Joseph Series Booklets for Men, which can be ordered on-line, and include the titles A Life of Prayer, A Life of Virtue and A Man of God. Send questions and input regarding the site to fatherhood@kofc.org.);
- Support your local chapter of the Worldwide Marriage Encounter, an interfaith group approved by the Church, whose goal is helping, mending and spiritually uplifting the lives of married couples;
- Organize family corporate Communion breakfasts that bring together council or parish families to celebrate the Eucharist and share time and a meal together;
- Plan an annual marriage vow renewal program for couples in your council or the entire parish, working with your chaplain to plan a Mass or prayer service during which married couples will renew their vows (A certificate to present to each couple (#2745 E,F,S) is available through the Supply Department);
- Sponsor a sharing program in which parents can get together to discuss ways and means of easing the pressures they feel in this fast-paced society, with speakers as appropriate. Provide a program for the kids at the same time so the parents don't have to worry about baby sitters;
- Adopt a needy family with help from your parish, social service agencies or similar community groups. Select a family, determine their long-term and short-term needs and, as appropriate, offer the family employment and job training, clothing (both winter and summer), food, education for children and adults where necessary, and housing;
- Hold a "Family Contest" for council families that can take the best picture, catch the largest fish, bake the prize-winning cake, raise the most charity funds, bowl the best score in a family tournament, raise the most money for a selected charity, collect the most food for a food drive, etc;
- Plan outings or trips designed especially for families such as visits to museums, cathedrals, college campuses, parks, zoos, company headquarters, etc.;
- Volunteer as a family. Working together on projects gives parents and their children an opportunity to spend time together and shows the community at large that the Knights of Columbus is a family organization (for more information, contact: Family Matters, Points of Light Foundation, 1400 I Street, NW, Suite 800, Washington, DC 20005, or visit pointsoflight.org); and
- Compile, print and distribute a "Council Family Book of Memories" with written statements from council families regarding their histories and what makes them unique, relating personal experiences and ideas for family programs, to be put into booklet form and distributed to all council families.

EDUCATION

Education is a key component of life, not only for children, but for adults as well. And it is not necessarily confined to classrooms. To promote education councils can:

- Award scholarships to Catholic high schools and colleges for qualified Squires and sons and daughters of council members. Hold an annual scholarship competition;
- Help continue the tradition of Catholic education for children by raising money to help defray the cost of tuition at a local Catholic grade school or high school, present scholarships to qual-

ified students, volunteer council manpower to help schools with maintenance and upkeep, and support tax assistance for parents who choose to educate their children in Catholic schools;

- Help parents prepare their children for the world. There are several resources available including the Focus on the Family newsletter which speaks to issues facing families today — for more information call (800) 232-6459, or visit family.org;
- Encourage potential dropouts to stay in school. Persuade those who have dropped out to return. Help students overcome the barriers to proper education they may face — learning problems, home life, etc. Stress to these students and their families what the future holds for dropouts. Perhaps a council can recruit a group of retired teachers to serve as a tutoring corps to help struggling students;
- Take an active interest in the sex education programs in local schools by consulting experts in religious education and adolescent psychology. Spearhead the development of materials and programs that could assist what local schools may be doing in the area of sex education;
- Urge members to reserve Sundays for their families; to participate and share in the joy of life together;
- Reach out to families and children of divorced or single parents;
- Offer support and discussion groups for married couples; and support services that provide pre-marital counseling programs.

SOCIAL

To paraphrase the poet, no man, no woman, no family is an island. Society plays a major role in shaping and strengthening families. In this area council programs might include:

- Planning a picnic, a summer kick-off weekend or day for council families. Put individuals in charge of food, entertainment, activities, outings, etc.;
- Offering a babysitting program for council members' families to give parents some time off;
- Maintaining contact with widows and children of deceased members. Offer help in making funeral arrangements, assisting in the completion of insurance forms, social security and other necessary paperwork;
- Keeping a deceased Knight's family informed about council activities and conducting social events for the widows and children of members.
- Surveying the needs of surviving family members and determining in what ways your council can help meet those needs;
- Being sure the financial secretary sends timely notice of a member's death to the Supreme Council office (the Supreme Knight, on behalf of the board of directors, sends a letter of condolence to the widow or next of kin, informing them that their loved one is being enrolled in a daily Mass offered at St. Mary's Church, the birthplace of the Order in New Haven, Conn. Upon request, the widow will be added to the mailing list for *Columbia* magazine);
- Informing widows and their families of any scholarships awarded by state and local councils — widows and children of deceased members are eligible for Supreme Council educational benefits, such as scholarships and fellowships (for more information regarding Supreme Council programs, refer to the Financial Aid to Education booklet (#951) or write directly to the Supervisor of the Scholarship Department, 1 Columbus Plaza, New Haven, CT 06510);
- Remembering the children of your deceased brothers by including them in the youth activities of your council;
- Inviting eligible sons of deceased members to join your Squires circle, which will assist them in building their leadership skills and carrying on the family tradition of Columbianism;
- Establishing a memorials committee within your council to attend wakes and funerals of brother Knights or their family members (the Knights of Columbus Memorial Service booklet

FAMILY ACTIVITIES

#2942, available from the Supply Department, includes a wake service for deceased Knights). Offering other services of the council may be welcome by the bereaved;

- Offering Masses for departed members and their families and sponsoring an annual memorial Mass;
- Establishing scholarships in memory of deceased members;
- Urging enrollment of members in purgatorial Masses and offering inspiritual bouquets for them and their relatives;
- Sending “Resolution of Condolence” certificates to the families of deceased members on behalf of the council (these certificates (#1450 E,F,S) are available in English, French and Spanish, 25¢ each, from the Supply Department); and
- Donating Knights of Columbus rosaries to families grieving the loss of a loved one (approach your chaplain or pastor and offer to provide a rosary for each funeral/wake service he conducts).

CULTURE OF LIFE ACTIVITIES

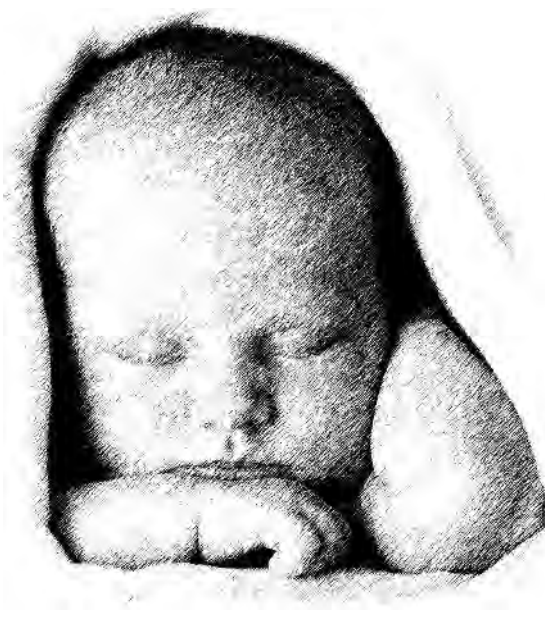
Every life is sacred from the moment of conception until natural death. As Knights of Columbus, we are called to defend the dignity of each human being at every stage of life and to work together to build a culture of life and a civilization of love.

From abortion to euthanasia and hospice care the battle for the rights of unborn children and the elderly continues. Knights and their families — and all culture of life supporters — strive to change the hearts of those who support abortion and euthanasia as they work to change the laws that allow these evils.

At every opportunity each of us must decry the injustice of abortion, embryonic stem cell research, euthanasia and assisted-suicide. At the same time we must be ready to help any pregnant woman in need, care for the elderly and aid the handicapped.

The Knights of Columbus Ultrasound Initiative is a major step toward re-establishing a culture of life. When a state council/local council raises one-half of the cost of purchasing an ultrasound machine for a medically certified pregnancy care center, the Supreme Council will match the other half of the machine's cost. For full details of the program visit kofc.org/ultrasound, call the Office of Culture of Life, Marriage and Family Values at 203-752-4403 or e-mail william.obrien@kofc.org. To promote life from conception until natural death in other ways, councils can:

- Support the March for Life held each year in conjunction with the January anniversary of the Roe v. Wade decision of the U.S. Supreme Court legalizing abortion. Thousands of culture of life supporters March for Life in Washington, D.C. demanding legislative protection for the unborn. Send a delegation from your council to the March for Life in Washington — if you live too far away, organize or participate in a culture of life demonstration at your state capital or your own community on that day — for more information visit marchforlife.org. The Walk for Life — West Coast has been held annually since 2005 in San Francisco. More information is available at walkforlifewc.com. The National March for Life — Canada is also held annually. For information visit campaignlifecoalition.com. There is also a Walk for Life in each of the three Philippine jurisdictions, Luzon, Mindanao and Visayas. For details contact your district deputy or your territorial deputy.
- Join the Knights of Columbus Day of Prayer for the Unborn Child observation held annually on the Feast of the Annunciation (March 25) in which Knights, Squires and their families pray, fast and work to restore respect and protection to children before birth. Also consider sponsoring events to support culture of life organizations;
- Organize a council culture of life program under the direction of the culture of life chair-couple;
- Send letters or personally contact your chaplain, pastor and members of the clergy offering whatever assistance they request in the fight against abortion;
- Promote and support the Order's culture of life efforts by displaying materials featuring the culture of life themes. "Defend Life" (billboard #1938) and a 13 by 20 inch sign (#4238) are available at no cost from the Supreme Council Supply Department — the billboard consists of 12 sheets and measures 21 ½ x 9 ½ feet — allow 4 weeks for delivery. Other culture of life materials are described in the Supply Catalog (#1264);
- With the permission of the pastors, conduct a Baby Bottle campaign in local parishes by supplying baby bottles to parishioners asking them to take the bottles home and fill them with loose change and return them to the parish. Donate the monies collected to culture of life efforts in the area;



CULTURE of LIFE ACTIVITIES

- Distribute the Church's teachings on the sanctity of life as outlined in the Study Guide to Evangelium Vitae (#2914) prepared by the Knights of Columbus for groups and individuals who wish to become more familiar with the Church's teaching on the respect due human life as presented by Pope John Paul II. Copies can be obtained for 25 cents each from the Supply Department);
- Contact right-to-life committees or other culture of life organizations in your area to coordinate your programs with those already in existence by volunteering support, manpower, finances;
- Create a public display of culture of life support by placing small white crosses on the lawn of your council home or parish, representing the number of lives lost to abortion locally each year;
- Promote letter-writing campaigns to the state and provincial legislatures expressing your views clearly, firmly and courteously — be courteous, ask questions and demand answers;
- Raise funds for BIRTHRIGHT and similar culture of life organizations which help convince pregnant women to carry their babies to birth rather than to abort them. Volunteer manpower and services. For more information contact BIRTHRIGHT Inc. at (800) 550-4900 or birthright.com. Other pro life groups that provide assistance to women facing crisis pregnancies include The Nurturing Network, (800) 866-4666 or nurturingnetwork.org, and National Life Center, Inc., (856) 848-1819 or nationallifecenter.com;
- Carry the culture of life message to youth through the CCD, high schools, colleges, Squires, Scouts, etc. by delivering speeches, distributing literature and sponsoring culture of life essay and poster contests;
- Criticize any and all pro-abortion programs sponsored by radio and television stations and ask for equal time dedicated to culture of life arguments;
- Erect a memorial to children killed through abortion;
- Arrange petition-signing campaigns — set a goal for signatures and keep working until that goal is attained;
- Give gifts of thanks and congratulations to women who have "chosen life" by carrying their babies to term by presenting new mothers with something as simple as the Knights of Columbus Congratulations Card (#2087, E,F,S, available at 25¢ each from the Supply department), or provide other practical gifts like diapers, food, blankets or clothing, particularly for newborns and their single mothers temporarily housed in shelters. Work with local social service agencies or programs that counsel women to keep their babies or place them for adoption;
- Sponsor a "Tree for Life" program to collect baby items and supplies for unwed mothers and crisis pregnancy care centers;
- Demonstrate publicly your culture of life stance by presenting savings bonds or other gifts to the first child born at your local hospital on Columbus Day, New Year's Day or the January anniversary of the Supreme Court decision legalizing abortion;
- Support homes and facilities for unwed mothers in your area by fund-raising activities, drives to collect diapers and other layette items for newborns, and providing volunteers to help with facility maintenance and upkeep;
- Pray the rosary to end abortion — a simple, yet effective act that can have enormous impact (a poster urging the recitation of the rosary as a weapon against abortion (#2073) and a prayer card with a culture of life prayer on the back (#2072) are available at no charge from the Supply Department);
- Ask the pastors of the parishes your council serves if Knights can lead a Rosary for Life before Masses in October — Respect Life Month — and on the weekend closest to January 22, the anniversary of the Roe v. Wade decision of the U.S. Supreme Court legalizing abortion;
- Request copies of "Winning Words of Life" (#2275) for insertion into parish bulletins with the permission of the pastor;
- Offer your rosaries publicly outside abortion clinics. Individuals or groups peacefully praying the rosary outside such facilities are highly visible and effective;
- Stay informed about efforts in your state or province to legalize euthanasia or assisted suicide. Be prepared to oppose such efforts in letters to the editor and contact with elected representatives; and
- Support hospice in your area by locating such a program in your community and offering the services of your council by helping to raise funds, caring for patients, etc. Be sure the hospice follows the Ethical and Religious Objectives for Catholic Health Care, which explains Catholic teaching in opposition to assisted suicide and euthanasia (the directives can be found at the U.S. bishops' web site usccb.org — enter the name of the document in the search bar.

YOUTH ACTIVITIES

Building Leaders for the Future

Columbian Squires

Today's youth, the leaders of tomorrow, are looking for challenges, for responsibility, for faith and trust. The Columbian Squires provides young men with the means and the opportunity to develop in all these areas — to be committed and involved in meeting the challenges of our times. Our adult leaders help mold the youth of today into the influential citizens of tomorrow.

As the official youth organization of the Knights of Columbus, the Columbian Squires deserves primary consideration in any council's youth program. Development of leadership skills in Catholic young men is the main objective of the program. The satisfaction the counselors receive from seeing Squires develop into mature, responsible Catholic leaders and prospective Knights makes every effort on behalf of the Squires worthwhile.

Squires conduct varied activities of community and Church service, social events and membership recruitment efforts. Squires can advance through higher levels of achievement, involvement and training. Squires circles are sponsored by either a Knights of Columbus council or a Fourth Degree assembly. Basic requirements for a circle are at least one enthusiastic, dedicated counselor and 10 Catholic young men of Squires age. Note that any Squires counselor or any Knight involved in supervising youngsters in connection with any Knights of Columbus activity must undergo a background check before serving.

The age range for Squires membership is 10 to 18 years of age. There are nearly 1,500 Squires circles, with more than 25,000 Squires and 2,000 Squires counselors throughout the United States, Canada, Mexico, the Philippines, the Bahamas, the Virgin Islands, Guam and on U.S. military bases abroad.

Since 1925, the Columbian Squires program has had a rich tradition of leadership development of our most vital resource — our young people. Sponsor a Squires circle. Contact your state youth director or state squires chairman, or the Department of Fraternal Services at 203-752-4571 to request a Columbian Squires Inquiry Kit, or use form #2935 at kofc.org/forms.

To encourage your council's participation in the Squires program, plan a Columbian Squires informational night. Invite the state Squires chairman, the state youth director, counselors and Squires from nearby circles to address the council on the benefits and operation of the program. Be sure to reserve a copy of the Supreme Council production, *Something More* (#R88LP), describing the Squires program, for showing at your informational night. *Something More* can be ordered from the Department of Fraternal Services.

Another major Knights of Columbus Initiative is Coats for Kids — Too many children do not have warm coats for winter. Councils can collect gently-used coats and distribute them to families or take advantage of the Orderwide program through which councils can purchase new coats at a very reasonable cost. For more information call the Supreme Office at (203) 752-4616 or e-mail robert.ennis@kofc.org



YOUTH GROUPS

Beyond the Squires there are many other ways councils can reach out to young people, such as aiding the Big Brothers/Big Sisters program, promoting Scouting, or helping to combat drug and alcohol abuse. Councils should:

- Look into the youth activities that are the most needed or have the greatest chance for success where you live;
- Volunteer council manpower for the Catholic Youth Organization (CYO) or Catholic Youth Ministry (CYM) program in your area by contacting your diocesan youth director with suggestions for programs or offers of support;
- Promote council and community support for the Big Brothers/Big Sisters program in your area, which offers unique one-to-one services to single parent youths by matching volunteers with children who can benefit from the friendship and guidance of a Big Brother or Big Sister (for information on the Big Brothers/Big Sisters program, the local agencies and areas of involvement, write: Big Brothers/Big Sisters International, 1315 Walnut St./Suite 704, Philadelphia, PA 19107, (215) 717-5130. The web site is bbbsi.org);
- Sponsor a scout troop or recruit capable scout leaders, adopt a project to enrich the quality of local scout activities, donate capital and operating funds to make scouting activities more attractive and enlist the support of council members who can supply technical advice which scouts need in developing projects (for more information about scouting, contact the Boy Scouts of America, PO Box 152079, Irving, TX 75015, scouting.org or Girl Scouts of the U.S.A., 420 Fifth Avenue, New York, NY 10018, telephone (212) 852-8000, girlscouts.org — in Canada contact: Scouts Canada, 1345 Baseline Road, Ottawa, ON K2C 0A7, telephone: (613) 224-5131, www.scouts.ca or Girl Guides of Canada, 50 Merton Street, Toronto, ON M4S 1A3, telephone: (416) 487-5281, web site girlguides.ca); and
- Support the 4-H Club program by having council members assist as adult leaders and offering support and assistance in the many varied projects and activities conducted in the 4-H program (contact National 4-H Council, 7100 Connecticut Avenue, Chevy Chase, MD 20815, telephone: (301) 961-2800 or fourhcouncil.edu).

ATHLETICS

Sports and athletics are always attractive to young people and offer the Knights of Columbus many program opportunities. For instance, councils can:

- Participate in the Knights of Columbus Free Throw Championship for boys and girls between the ages of 9 and 14. Competitions are conducted at the council, district, regional, and state or provincial levels (results from the state or provincial contests are forwarded to the Supreme Council office where international winners are determined — (a pre-packaged Free Throw Kit (#FT-KIT) containing promotional material, entry forms/score sheets, participant and winner certificates, is available free of charge from the Supreme Council office and may be ordered using the form in the Council Report Forms Booklet (#1436), online at kofc.org/forms, or by calling (203) 752-4270 — kits should be ordered by Nov. 1 to ensure receipt in time for council competitions to be held in January);
- Arrange a council contest in the Knights of Columbus Soccer Challenge program for boys and girls between the ages of 9 and 14, which is conducted at the council, district, regional, and state or provincial levels (results from the state or provincial contests are forwarded to the Supreme Council office where international winners are determined. To help your council run the Soccer Challenge, a prepackaged Soccer Challenge Kit (#SC-KIT) containing promotional material, entry forms/score sheets, participant and winner certificates is available free of charge from the Supreme Council and can be ordered using the form in the Council Report Forms Booklet (#1436), at kofc.org/forms, or by calling (203) 752-4703 — kits should be ordered by July 1 to ensure receipt in time for council competitions to be held in September);

- Ask former baseball, football and basketball “stars” in the council to volunteer their services as coaches and managers of Little League, Pee Wee basketball, midget football, etc.;
- Inaugurate a Knights of Columbus Junior Golf Tournament to be held annually;
- Honor outstanding students, athletic leaders and team captains by presenting scholarships, trophies or certificates;
- Provide tickets and transportation for youth groups to athletic events; and
- Remember to promote some of the less publicized sports such as archery, badminton, table tennis, Soapbox Derby, etc.

SCHOLARSHIPS

Numerous scholarships for members and their dependents are sponsored by the Supreme Council. Among the scholarships are: Francis P. Matthews and John E. Swift Educational Trust Scholarships, Fourth Degree Pro Deo and Pro Patria Scholarships, John W. McDevitt (Fourth Degree) Scholarships, Fourth Degree Pro Deo and Pro Patria (Canada) Scholarships and graduate fellowships.

- Knights of Columbus Fourth Degree Pro Deo and Pro Patria Scholarships — A total of 62 Catholic college scholarships (which are not limited to Fourth Degree members), each in the amount of \$1,500 per year, are available to members, sons and daughters of members or deceased members of a council in the United States entering their freshman year. Twelve scholarships are available at The Catholic University of America in Washington, D.C., and 50 are available to students attending other Catholic colleges in the United States. Four of the scholarships are designated for Columbian Squires. These scholarships are awarded based on academic excellence and are renewable.
- Knights of Columbus Fourth Degree Pro Deo and Pro Patria (Canada) Scholarships — Twelve scholarships (which are not limited to Fourth Degree members) at colleges or universities in Canada are available to Canadian members, sons and daughters of Canadian members or deceased Canadian members entering their freshman year at a Canadian university. Scholarships, each of \$1,500 per year, are awarded based on academic excellence for one year and are renewable.
- John W. McDevitt (Fourth Degree) Scholarships — These academic-based scholarships (not limited to Fourth Degree members) of \$1,500 each are administered in conformance with the rules governing the Fourth Degree Pro Deo and Pro Patria Scholarships and are available to members, wives, widows, and sons and daughters of deceased members who were in good standing at the time of their death.
- Francis P. Matthews and John E. Swift Educational Trust Scholarships — The Matthews and Swift Educational Trust Fund provides tuition-only scholarships to Catholic colleges up to \$25,000 per year for children of members in good standing, who, while serving in the military forces of their country in a combat zone, specifically designated as such by the Board of Directors, are killed by hostile action or wounded in hostile action resulting, within two years thereof in permanent disability; and for children of members in good standing who are full-time law enforcement officers or full-time firefighters who, while in the lawful performance of their duties, are killed in the line of duty as a result of criminal violence directed at them. Applications must be filed within two years of the member’s death or (for servicemen) disability.

- Knights of Columbus Graduate Fellowship at The Catholic University of America — The fellowships are for work in the fields offered in the Graduate School. The fellowships cover tuition and an allowance for living expenses, and may be renewed annually up to three years.
- Bishop Charles P. Greco Graduate Fellowships — Bishop Greco Graduate Fellowships are available for full-time graduate study leading to a master's degree in a program designed for the preparation of classroom teachers of people with intellectual disabilities. The maximum grant is \$500 per semester (\$2,000 total), renewable upon evidence of satisfactory performance and subject to the discretion of the Committee on Fellowships. The applicant must be a member of the Knights of Columbus in good standing, or the wife, son or daughter of such a member or deceased member. Refer to the Financial Aid to Education booklet (#951) for more information about any of these programs, or write directly to the Department of Scholarships, P.O. Box 1670, New Haven, CT 06507- 0901.
- Establish one or more council scholarships to Catholic high schools or universities.

EDUCATIONAL PROGRAMS

In addition to the scholarships just mentioned, Knights of Columbus councils can promote education in many other ways. Councils might:

- Take part in the Catholic Citizenship Essay Contest. The essay contest is open to all Catholic students in 8th through 12th grade in which they write essays based on a theme taken from Church writings — essays should be between 500 and 750 words in length and judging is done on a 100-point scoring system with winners receiving their awards either at graduation, at an awards ceremony or at a similar function arranged by the school and sponsoring council (certificates for first, second and third place winners, and certificates of participation for all entrants are included in the Essay Contest Kit (#EA-KIT). It is recommended that councils consider monetary awards in the range of \$100 to \$350 in Savings Bonds or the cash equivalent to the first place winner);
- Present a Knights of Columbus award for scholarship to be given at commencement ceremonies;
- Plan an "Open House" for high school students and ask recent college graduates who are members of your council to talk about their college experiences, cost of education, recommended courses, etc.;
- Sponsor a "College Fair" for prospective college students. Invite representatives of surrounding colleges to talk with high school students, distribute literature, answer questions, etc.;
- Hold a "Career Fair" for high school and college students. Invite representatives of different career areas to give a presentation about the career paths they've chosen and the opportunities each offers;
- Conduct a Spelling Bee for elementary school-aged boys and girls; and
- Honor Catholic school teachers in February, Catholic schools month, by hosting a dinner or special program featuring them as the guests of honor.

YOUTH WELFARE

It is no secret that the dangers of drug and alcohol abuse constantly stalk children today. Councils can help alert children to these dangers by participating in the Substance Abuse Awareness Poster Contest.

The goal of the contest is to encourage the creation of thought-provoking slogans and visuals by young people for their peers to promote awareness of the dangers of substance abuse. Councils can order Substance Abuse Awareness Poster Contest Kits, which contain all the materials needed for your council to participate, by using the coupon found on page 5 of the Council Report Forms Booklet (#1436), at kojc.org/forms, or by calling (203) 752-4625.

Contact schools (public, private and parochial) in your community to organize and conduct a Substance Abuse Awareness Poster Contest. Besides creating awareness among young people of this problem, it will also give your council the opportunity to look at programs that provide alternatives to drug and alcohol use. Young people should be among the judges picked for the contest and play a vital role throughout your council's participation.

Entries in the contest must fall under one of these topics: Alcohol Awareness and Abuse, or Drug Awareness and Abuse. Each poster must include a slogan reflecting either of the topics and an original visual image. Posters may only be entered under one topic. Categories will be broken down by age: ages 8 to 11 and ages 12 to 14. Entries will be judged at local, district, state and international levels. International winners will serve as the basis for substance abuse awareness materials produced and distributed by the Supreme Council.

Your council should begin promoting the contest at the start of the new year so students can work on posters during January and February. Council judging should take place in January.

District/regional and state competitions should take place and be judged at state level by April 30. The deadline for receipt of state-level winning entries at the Supreme Council office for the international competition is March 31. International winners will be announced in May.

There are many other ways to battle the problems of drug and alcohol abuse among young people. Councils can:

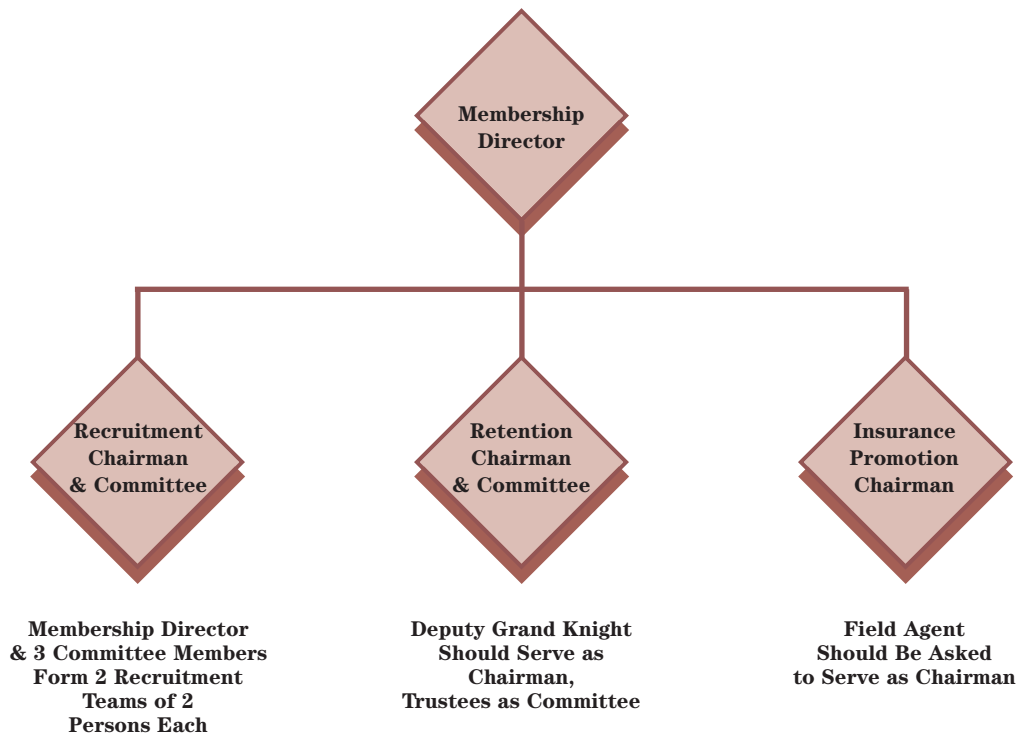
- Sponsor a talk for young people on the importance of chastity and respect for life;
- Coordinate a communitywide education program on teenage alcohol and drug abuse by distributing informational literature;
- Benefit children and youth by participating in America's Promise — The Alliance for Youth which works collaboratively with individuals, organizations and communities, mobilizing people from every sector of American life to build the character and competence of young Americans by fulfilling "Five Promises" to them: 1) ongoing relationships with caring adults — parents, mentors, tutors, coaches, 2) safe places with structured activities during non school hours, 3) a healthy start and future, 4) marketable skills through effective education, and 5) opportunities to serve or give back through community service (to get involved or for more information, visit their Web site at americaspromise.org or call 888-55-YOUTH);
- Work to reduce teenage drunk driving by inviting Mothers Against Drunk Driving (MADD), Students Against Drunk Driving (SADD), Alcoholics Anonymous or the local or state police to participate in a council-sponsored alcohol abuse seminar; and
- Volunteer the support of your membership to develop more medical and psychiatric counseling facilities in your community by spearheading a drive to establish a drug crisis clinic, "Safe House" or teen center where teens can get positive reinforcement about refraining from the use of drugs and alcohol;
- Educate and enable young people to reject illegal drugs by participating in the National Youth Anti- Drug Media Campaign, sponsored by the Office of National Drug Control Policy and the Partnership for a Drug-Free America (the campaign Web site, theantidrug.com, contains numerous tips for parents and other caregivers in helping young people say no to drugs);
- Participate in local civic campaigns that raise funds to help sick and disabled children such as ALSAC, the fund-raising arm of St. Jude Children's Research Hospital, the Muscular Dystrophy Association, the Easter Seals Foundation, the Juvenile Diabetes Foundation, and other childhood disease research organizations which need constant fund-raising support;
- Educate adults in the community, your parish, schools and other forums about the media's influence on children's values, attitudes and behaviors.

RELIGIOUS AND SOCIAL ACTIVITIES

Pray and play is a good thought to keep in mind when reaching out to young people. Help them to grow in the Faith and give them opportunities to have fun safely. To achieve this, councils can:

- Arrange a retreat for Catholic high school students or a weekend “Day of Recollection” for teenage students;
- Provide facilities and a priest for Catholic children at summer camps;
- Plan a “Mission Night” and invite high school boys and girls to attend and arrange for representatives from the mission societies — priests, brothers and sisters — to speak to the group about their missionary work;
- Ask that youth groups sponsored by your council plan an annual fund-raiser for a local Catholic project, the missions, or vocations;
- Observe World Youth Day. This special day was established in 1985 by Pope John Paul II and continued by Pope Benedict XVI, inviting the youth of the world to discover the Church and their role in the mission of the Church. In celebration, plan a prayer service, a youth rally, a discussion group or a special Mass. World Youth Day is celebrated on different dates in different countries. If possible send a group of young people to the international World Youth Day when it occurs;
- Promote a “Youth for Missions” project seeking volunteers from the ranks of high school seniors to spend a vacation week working at a nearby mission;
- Arrange a series of film showings that are both educational and enjoyable;
- Provide youth with a well-rounded program of social activities — dances, field trips, dinners;
- Sponsor a “Family Night” in the council quarters;
- Open the council home for a nonalcoholic reception after proms and graduation ceremonies at local high schools or support such activities that already exist; and
- Sponsor parties for young people centering on themes or activities that will appeal to the age group — pizza parties, skating parties, sleigh rides, etc.

MEMBERSHIP ACTIVITIES



Recruitment, Retention and Insurance Promotion

The many good works of the Order depend entirely on an involved, committed and growing membership. Without a strong membership base and regular efforts to attract new Knights and replace those who've left, none of the other important council efforts on behalf of the Church and community would be possible. Each council must be proactive in its approach to membership growth to ensure success. Membership growth will not happen on its own. An organized and active membership team is an ABSOLUTE MUST for EVERY council. The membership committees should be organized as described on page 3. Membership directors, committee chairmen or committee members are responsible for making their councils grow.

Every Knight can and should play a role in membership activities. Some function best as part of recruitment teams or as individual recruiters. Others contribute by identifying prospects for recruiters to contact from among their family members, friends, coworkers and other acquaintances. Membership committees should have a solid plan of membership programs and activities in place at the beginning of each fraternal year. A well-rounded and continuous program should employ various initiatives and include the participation of many members. A combination of recruitment methods — church drives, open house programs, two-on-one team recruiting, individual recruiting, "VIP" Club promotion, etc. — along with retention and insurance promotion efforts, will produce the award winning results desired. The key is to immediately get organized and get started.

RECRUITMENT

There are many successful methods and ideas for finding and recruiting new Knights. Perhaps there are new ideas to be tried as well. Following are proven methods of membership recruitment. Choose those that best fit your situation and will best serve your council. Make a

commitment to expanding the council and its accomplishments, and work together to meet that commitment. Some ideas include:

- Organize your membership campaign in 10 easy steps: 1. Set goals and quotas. 2. Organize your campaign. 3. Set up recruiting teams. 4. Develop prospect lists. 5. Start team recruiting. 6. Visit prospects personally. 7. Ask prospects to join. 8. Ensure prompt initiation. 9. Complete proposer duties — follow up! Make sure new Knights and their families are welcomed and involved. 10. Recruit another member! If each of these 10 steps is implemented, your council is sure to experience recruitment success.
- Lead by example, which is often the most effective form of leadership. Ask each council officer, director and chairman to bring in, at the very least, one new member. If they just aren't good at recruiting, make sure they offer leads on new members. By personally recruiting new members, council leaders can then speak with conviction when emphasizing recruitment. You can even introduce a little competition into this effort by prominently posting on a bulletin board the names of each officer and the prospects they've brought in.
- Refer to the How to...Succeed at Membership Recruitment handbook (#2769) for ideas on membership campaigns that can be implemented in your council.
- Set a goal in your council to attain Star Council status.
- Personally invite every eligible Catholic man to join and get involved. Seek their open, public and unselfish participation in solving the problems of today.
- Use the membership recruitment DVDs. Several are available for training membership personnel and recruiters, or for educating prospects and their families on what the Order has to offer. All available recruiting DVDs are offered free except for shipping and handling charges from the Department of Fraternal Services. Full descriptions and additional ordering information are provided in the AV flyer (#1539) and in the Supply Catalog (#1264).
- Use Membership Blitz material including — Prospect Cards (Item #921A) to help councils collect information on prospects. They can be placed in pews for collection after Mass. The Did You Know? Flyer (#1267) details many interesting facts about the Order. Membership Documents (#100) are what recruiting is all about. Get prospects to sign these and their presence at a First Degree is the result. The Orderwide Overview flyer (#4547) gives a quick overview of the Order from its creation to the service opportunities it offers to men today.
- Process all prospective members or candidates through the Admission Committee. Make certain that all completed membership documents are immediately forwarded to the Supreme Council office following the First Degree.
- Organize your own First Degree team and conduct frequent exemplifications in your council. Set a council goal of holding a First Degree every month. This will help to keep council recruiters working to find prospects on a regular basis. At the very least, schedule three First Degree exemplifications every six months. It is neither necessary nor desirable to wait for a large class before holding a First Degree. If one or two men have to wait weeks or months to take the First Degree, they may lose interest.
- Take advantage of the availability of pre-recorded portions of the First Degree Ceremonial, which makes it easier for councils to hold their own First Degree exemplifications — full details have been sent to all grand knights and district deputies — for more information contact the Ceremonials Department by calling 203-752-4346 or e-mail alan.zibluk@kofc.org.
- Select honorees as the focus for your council's First Degrees: The Venerable Michael J. McGivney, Pope Benedict XVI, Christopher Columbus, council chaplains, past grand knights, religious figures, your state or district deputy, worthy council members and their families, a local hero or celebrity, etc. Make sure these honorees are people who are well-known throughout your council and community. By selecting honorees as the focal point of the degree, you create an extra sense of importance and excitement and make the event more visible. If you've chosen the right person, many members will have strong positive feelings about the honoree and will work hard to recruit new members as a testament to that person.
- Encourage all First Degree members to achieve their Second and Third degrees as soon as possible. Advise them, in advance, of the Second and Third degrees scheduled. Participating

in the advanced degrees allows new members to become more involved in your council . . . which makes them better Knights . . . which will often make them more effective recruiters.

- Assign a definite quota of new and former member additions for your council. Strive to attain the Father McGivney Award.
- Sponsor incentive programs for recruiters in your council and promote the Supreme Council's VIP Club. For more information about the VIP Club see the VIP Club flyer (#2488).
- Use the Prospect Referral Card (#921A, for distribution to members) and the Prospect Card (#921, for distribution to prospects) available from the Supply Department, for soliciting new member prospects.
- Develop close ties between councils and parishes. The Parish Round Table program helps foster continued close ties, especially in areas where council membership may come from several surrounding parishes. Simply put, the Parish Round Table program is an offer of service from the local council to every parish in its area. Further information is provided in the Parish Round Table flyer (#2632).
- Seek the cooperation of your pastor in your membership recruitment program. He may be able to suggest parishioners who would be good prospects for membership.
- Obtain the endorsement of your bishop. Ask that he send a letter to all churches in the diocese promoting the Order and its recruitment programs. Ask that "Knights of Columbus Sunday" be designated.
- Use direct mail. Make your initial contact with prospects in a simple, effective and inexpensive manner. Start with a mailing of the Membership Invitation card (#2599), signed by the grand knight and sent to parishioners, neighbors, friends, relatives and other potential Knights. The invitation informs the recipient that he has been suggested as having all the qualifications necessary for membership in the Order and will be contacted by a council representative to arrange an appointment to acquaint the prospect with the Order. About a week after the invitations have been mailed, follow up with telephone calls to all recipients and schedule visits by a recruitment team.
- Establish contact with high school and college graduates by sending the "Congratulations" card (#938), and including your name and phone number.
- Invite 18-year-old graduates from your Columbian Squires circle to join your council. Once they do join, listen to their ideas and get them involved! They are already dedicated to the ideals of Columbianism and can bring their energy and ideas to council efforts. The best way to ensure that Squires will be eager to be a part of your council is by regularly making your Squires circle part of council programs and activities. A strong working relationship with these young men will certainly prepare them to graduate into their new role as Knights.
- Promote the Order's program of fraternal benefits to prospects as one of the many advantages of membership. The Family Fraternal Benefits flyer (#2761) and the Member/Spouse Fraternal Benefits flyer (#2773) are available through the Supply Department at no cost and are excellent tools for explaining these valuable incentives.
- Prepare recruiters to answer questions about the Knights of Columbus by urging them to carry the Pocket Flip Chart (#2041) at all times. This guide to the Order is an excellent recruitment tool. Pocket Flip Charts are available in quantity at no charge from the Supply Department.
- Fulfill your duties as a proposer. Once you've recruited a new member, accompany him through his degrees, introduce him to his new brother Knights, encourage him to join one or more committees and actively participate in the council.
- Contact your field agent to help your council recruit new members. His knowledge of professional sales techniques will be very helpful. Ask him to conduct seminars on recruitment strategy for your council members.
- Sponsor a "Church Drive" program for recruiting new members. Contact your pastor and arrange to set up tables in the church hall or vestibule and display literature, pamphlets, posters, etc. throughout one weekend. Distribute the Prospect Card (#921A, E,F,S) to men as they come to Mass. Follow up with anyone who completes the Prospect Card by sending a

recruitment team to pay him a visit. Extend a personal invitation to the prospect and his family to learn more about the Knights of Columbus and to join.

- Preach the good news of the Order. Suggested pulpit announcements (#2678) urging parishioners to join during a church drive are available from the Supply Department. These messages, when customized with local information and accompanied by an endorsement from your pastor, can prove very effective in convincing families to become a part of the Order.
- Advertise in diocesan or local newspapers.
- Sponsor an "Information Program" for juniors and seniors in high school. Obtain approval and seek the assistance of the school principal in the promotion of your membership recruitment program.
- Use the "Welcome Wagon" in your community to disseminate information about the Order — its purposes, programs, accomplishments, awards, history, etc.
- Promote the "Blazer Club." Some councils award blue blazers to those members who recruit 10 members within a specific time period. Recognition should be given to "Blazer Club" members at meetings, council events, etc.

INSURANCE PROMOTION

The Knights of Columbus insurance program is among the strongest and most highly rated in North America. It operates solely for the benefit of its members and their families and offers a variety of life insurance products comparable to those sold anywhere — and at a competitive cost. With more than \$80 billion of insurance already in force, our insurance program gives us the financial muscle and organizational framework to recruit new members and to strengthen the loyalty and dedication of those within our fold. Throughout the Order, our insurance and fraternal aspects must be blended into a smooth-working team. Such is the task of each insurance promotion chairman. Remember, Knights of Columbus insurance is a benefit of membership.

Even though insurance is optional, to deny any member the chance to learn about the full range of protection available is to deny him the opportunity to take full advantage of membership in the Knights of Columbus. To make sure that does not happen, a council can:

- Conduct a "Fraternal Benefits Night." Set aside several nights during the year for insurance promotion presentations at which your field agent can provide information on the Order's top-rated insurance products. Invite Knights, prospects and their families to attend and learn about the variety of benefits offered. Each field agent has available to him at no cost a "Fraternal Benefits Night" packet through the Supply Department that can assist with preparing for and conducting these presentations. The agent can also arrange to show the video production *Peace of Mind*, which explains the many benefits of the Order's insurance program.
- Check your council's insurance quota for Supreme Council awards. Strive to attain the Founder's Award.
- Introduce your agent at all council meetings and First Degree exemplifications.
- Refer all insurance inquiries to your field agent.
- Ask your public relations chairman to establish an "Insurance" column in your council bulletin and include the name, address and telephone number of your field agent.
- Forward a copy of all Membership Documents (#100) to the general agent immediately following each First Degree.
- Encourage a good working relationship between the financial secretary and the field agent — a cooperative and effective relationship between these two important officials will help council members receive the service they deserve.
- Make certain that your field agent is included on all council mailings — an informed agent will be able to service the needs of members more effectively.
- Ask your field agent or general agent to present a program on investing in and protecting your future to illustrate that there is much more to insurance than "paying off when I die."
- Include your field agent in the planning of all major programs and events to ensure that the insurance program of the Order is represented in all pertinent activities.

SUPREME COUNCIL AWARDS

Every fraternal year, thousands of councils throughout the Order qualify for one or more of the awards given out by the Supreme Council for outstanding achievements in programming, membership recruitment and retention, and promotion of the Order's insurance program. The various council awards (Columbian, Father McGivney, Founder's, Star Council, and Double Star Council) and the special Contest of Champions, Century Club and Insurance Promotion awards should be eagerly sought by every council. Winners of Supreme Council awards are named early in August.

Star Council Award

Star Council designation is the highest award any local council can earn from the Supreme Council. To qualify for Star Council status, a local council must earn the Columbian Award for programming, the Father McGivney Award for membership and the Founder's Award for insurance. Additionally, councils must host or participate in at least four First Degree exemplifications in the course of the fraternal year. Councils that attain Star Council status and also attain 200 percent of their membership goal will receive the Double Star Council Award.



To qualify for any awards, councils must not be suspended by the Supreme Council office for nonpayment of per capita, Catholic Advertising or supply charges. For councils in the Philippines, annual council awards can only be won if the council is current in the payment of per capita charges and supply charges to the Philippine National Office.

1. Columbian Award — Programming

- In terms of Supreme Council awards, the Columbian Award is the only one that requires an application form. Requirements for achieving the Columbian Award are:
- Completing and filing the Service Program Personnel Report Form (#365) with the Department of Fraternal Services by Aug. 1. (Report #365 is in the Council Report Forms Booklet (#1436) and at kofc.org/forms);
- Completing and filing the Columbian Award Application (#SP7) with the Department of Fraternal Services by June 30. Councils must annually conduct and report at least four (4) major involvement programs each in one of the six (6) sections of the Service Program: Church, community, council, family, culture of life and youth. Participating in any of the eight "Featured Programs," and meeting the minimum participation requirements, fulfills all four activity requirements in that Service Program category. See the "Charitable Programs Plan," included in the Surge...with Service Kit, for complete details. Also, sponsorship of a Columbian Squires circle in good standing fulfills all four youth activity requirements. (Report #SP7 is in the Council Report Forms Booklet (#1436) and at kofc.org/forms);
- Completing and filing the Annual Survey of Fraternal Activity Report Form (#1728) with the Department of Fraternal Services by Jan. 31. The Fraternal Survey form #1728 is in the Council Report Forms Booklet #1436 and at kofc.org/forms.

2. Father McGivney Award — Membership Gain

There is no form to file to earn the Father McGivney Award. It is determined by Supreme Council records for membership in each council. To qualify a council must achieve its quota for net gain in membership.

- For councils with 30 or more members the membership quota is 7% of membership additions over deductions based on the total active membership of the council as of July 1. (Inactive insurance members are not included when computing the July 1 quota).

- Additions will be credited for new members, juvenile to adult membership, reinstatements, reactivations, readmissions and reapplications received, processed and recorded at the Supreme Council office between July 1 and June 30.
- Deductions to be charged against the quota include all suspensions and withdrawals processed at the Supreme Council office between July 1 and June 30. Transfers in or out of the council and deaths will not be counted toward or against the quota. Monthly reports reflecting membership gains and losses will be supplied to each district deputy, grand knight, financial secretary and membership director. The Annual Survey of Fraternal Activity (#1728) must be completed and returned to the Department of Fraternal Services by Jan. 31.
- (Note: New councils must meet the required membership quota. New council quota is based upon the number of members recorded on the Notice of Institution, minimum 30 members required.)

3. Founders' Award — Insurance member gain

- The net gain quota for councils with 30-100 members will be an increase of 3 insurance members over deductions based on the total active membership of the council as of July 1. Quota for councils with 101 or more members will be a 2.5 percent increase in insurance additions over deductions based on the total active membership of the council as of July 1. Minimum of 30 members required.
- Inactive insurance members are not included when compiling the July 1 quota.
- Additions will be credited for new insurance members, insurance reinstatements, reactivations, readmissions and reapplications, juvenile to adult insurance membership and associate to insurance transfers received, processed and released at the Supreme Council office between July 1 and June 30.
- Deductions to be charged against the quota include all insurance suspensions, withdrawals and transfers from insurance to associate membership processed and recorded at the Supreme Council office between July 1 and June 30. Transfers in or out of the council and deaths will not count toward or against the quota. Monthly reports reflecting insurance gains and losses will be supplied to each district deputy, grand knight, financial secretary and membership director.
- In addition to meeting insurance member gain quotas, to qualify for the Founder's award a council must have a total membership of at least 30 and file the Annual Survey of Fraternal Activity Report Form (#1728) with the Department of Fraternal Services by Jan. 31. Form #1728 is in the Council Report Forms Booklet (#1436) and at kofc.org/forms.
- (Note: New councils must meet the required insurance member quota. New council quota is based on the number of members recorded on the Notice of Institution; minimum 30 members required.)
- There is no application form to be completed for the Founders' Award.

Contest of Champions



Special awards will be presented to two councils in each jurisdiction each fraternal year on the following basis:

- One award to the council in each jurisdiction that shows the highest percentage of membership quota attained based on additions over deductions processed and recorded at the Supreme Council office between July 1 and June 30. To be eligible for this award, a council must attain its membership quota based on the total active membership of the council as of July 1.
- One award to the council in each jurisdiction that shows the highest number of membership additions over deductions processed and recorded at the Supreme Council office between July 1 and June 30. There is no application form to be completed for the Contest of Champions Award.
- Note: New councils instituted after July 1 of a given fraternal year are not eligible to qualify for this award during that fraternal year. Councils winning both highest percentage of membership quota and highest percentage of insurance quota will receive one award.

International Service Program Awards

Each year state councils recognize the best program or activity in each area of the Service Program — Church, community, council, family, culture of life and youth — at their state council convention. In turn, a panel of judges named by the Supreme Knight reviews each jurisdiction's winners and chooses the single best Church, community, council, family, culture of life and youth activity Orderwide for the fraternal year.

Winning councils and their programs are recognized at the Supreme Council meeting 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 not currently under suspension is eligible and encouraged to compete for this distinguished honor.

To participate, the local council must complete the State Council Service Program Awards Entry Form (#STSP) found in the Council Report Forms Booklet (#1436) and at kofc.org/forms. The form, along with any supporting materials, must be sent directly to the state council for their competition. (Check with your state deputy or state program director to determine your jurisdiction's deadline for Service Program Awards entries.) Entries sent to the Supreme Council by local councils will be returned.

A team of judges chosen by the state deputy awards the top prize in each category to the winning council at their state convention. The winning entries are then endorsed by the state deputy and submitted to the Supreme Council office immediately after the state convention for judging to determine the International Service Program Award winners. For more information go to kofc.org/service then use the "Council" link.

Insurance Promotion Award

Special awards will be presented to two councils in each jurisdiction each fraternal year on the following basis:

1. One award is for the highest percentage of insurance membership quota attained based on additions over deductions processed and recorded at the Supreme Council office between July 1 and June 30.
 - Council must attain its insurance member quota based on the council's total membership, less inactive insurance members, as of July 1 and have a minimum net gain of five insurance members.
 - Note: In the event that there are multiple winners in the percentage gain category, the council(s) with the highest net gain of insurance members will receive the award.
 - Additions will be credited for new insurance members, insurance reinstatements, reactivations, readmissions and reapplications, juvenile to adult insurance memberships, and associate to insurance transfers processed and recorded at the Supreme Council office between July 1 and June 30.
 - Deductions are: insurance member suspensions or withdrawals or transfers from insurance membership to associate membership. Transfers in or out of the council and deaths will not count for or against the council quota.)
2. One award to the council in each jurisdiction that shows the highest number of insurance member additions processed at the Supreme Council office between July 1 and June 30.
 - To be eligible, a council must have a minimum net gain of five insurance members.
 - Note: There is no application form to be completed for the Insurance Promotion Award. Achievement of the award will be automatically determined at the Supreme Council office through the receipt and recording of insurance member transactions as of June 30.
 - New councils instituted after July 1 of a given fraternal year are not eligible to qualify for this award for that fraternal year.

Supreme Council Departments

Use the directory below to help decide where to direct your inquiries when contacting the Supreme Council office. This directory includes a brief description of the responsibilities of each department at the Supreme Council office. Prior to contacting the Supreme Council office with a question, consult this directory to determine which department can best answer your question. The main number for the Supreme Council office is (203) 752-4000.

AGENCY DEPARTMENT

Provides an agent locator service and agent complaint resolution assistance. Contact the Agency Department for the name, address and telephone number of the Knights of Columbus agent servicing your council, or with any concerns regarding service received from a Knights of Columbus agent.

ANNUITY SERVICES

Provides information regarding annuity policies and life insurance taxation to policy owners and agents. Contact Annuity Services with questions regarding the provisions of an annuity policy, interest rates and taxation of the proceeds of Knights of Columbus policies, and for assistance with rollovers and transfers to Knights of Columbus policies.

CATHOLIC INFORMATION SERVICE

Provides low-cost publications that give a basic and general overview of the Catholic faith, as well as detailed examinations of particular aspects of Catholic belief and practice. Administers a five-part self-study course on the basic beliefs of the Catholic faith. Contact Catholic Information Service (CIS) for information regarding CIS publications or the Order's Catholic Correspondence Course. Telephone: 203-752-4574. E-mail: michele.martindale@kofc.org.

CEREMONIALS

Contact with questions regarding the ceremonials of the Order, including requests for ceremonial books, robes or paraphernalia, and replacement of worn books; degree team certifications; degree scheduling; and 25- and 50-Year Degree Team Member certificates. Telephone: 203-752-4346. E-mail: alan.zibluk@kofc.org.

CERTIFICATE SERVICE

Responsible for conservation, cancellation of insurance policies, loans against cash values, partial withdrawal of annuities, surrender of policies, dividend requests, complex policy changes, policy document changes, and all correspondence as it relates to in-force policies. Direct questions to Customer Service 1-800-380-9995.

CLAIMS/MEMBER BENEFITS

Contact with questions regarding the status of a claim in process; disability waiver of premium; policy valuations, specifically when filing estate taxes on a deceased insured; eligibility for the Family Fraternal Benefits program; and settlement option payments. Direct questions to Customer Service 1-800-380-9995.

COLUMBIA MAGAZINE

The Order's monthly magazine, produced in English, French and Spanish. Certain articles are posted monthly at kofc.org. Contact with suggested features for the Knights in Action section via mail, fax (203) 752-4109 or e-mail (columbia@kofc.org), or to request additional copies of a specific issue of the magazine.

COMMUNICATIONS

The Communications Department oversees Orderwide public relations matters, promotion of the charitable mission of the Knights and their work to media outlets, legislative bodies and other state and federal policymakers, newsletters such as Knightline, special events, graphic design, photography, video products, and news releases on Orderwide initiatives. It also assists in the design of Knights of Columbus Insurance materials, including the monthly ad in *Columbia* magazine. The department works closely with E-Business (which manages the Order's web site), Fraternal Services, and other departments in developing and promoting a wide variety of initiatives. Call 203-752-4264 or E-mail charles.lindberg@kofc.org.

COUNCIL ACCOUNTS/GENERAL OFFICE

Oversees council, assembly and circle assessments and payments, district deputy appointments and expenses, scholarships and Supreme Convention. Telephone: 203-752-4392. E-mail: council.accounts@kofc.org.

CUSTOMER SERVICE

Contact with basic, general inquiries regarding life insurance, annuities, Knights of Columbus membership or Member Management and Member Billing online. Telephone: 1-800-380-9995.

eBUSINESS

Is responsible for maintenance and development of web site applications. Contact Customer Service (1-800-380-9995) for general web site questions, as well as assistance with usernames and passwords on www.kofc.org. Customer Service can also assist with general questions relating to Officers Online applications.

FRATERNAL SERVICES

Develops and administers Service Program activities. Contact with questions about any and all programming activities, including Columbian Squires and Fourth Degree programs. Also contact with requests for personalized certificates. Telephone: 203-752-4270. E-mail: fraternalservices@kofc.org.

INVESTMENTS

Handles inquiries regarding the Church Loan program. Telephone: 203-752-4620. E-mail: david.nowak@kofc.org.

LEGAL DEPARTMENT

Contact with questions regarding Council or Assembly by-laws; the Charter, Constitution & Laws; council and home corporation tax matters; state or Supreme council resolutions. E-mail: advocate@kofc.org.

MEMBERSHIP GROWTH

Develops and administers membership recruitment and retention programs. Contact with questions regarding membership campaigns — especially goals and quotas, monthly promotions and incentive programs, new council growth and development, the Parish Round Table program, Spanish-speaking councils, College Councils and Council reactivations. Telephone: 203-752-4473.

MEMBERSHIP RECORDS

Responsible for processing all membership transactions reported by councils, assemblies and circles, maintaining membership and organizational historical data, and processing address changes for members and insureds. Contact with questions regarding membership transactions appearing on monthly Council/Assembly/Circle statements, roster requests, membership inquiries, or to report address changes. Telephone: 203-752-4210. E-mail: diana.nieves@kofc.org.

MUSEUM

Established in 1982, the Knights of Columbus Museum, Inc. is a nonprofit institution serving the educational interests of the general public through periodic exhibitions of artwork and related content. Located in New Haven, Conn., where the Knights of Columbus was founded in 1882, it also serves as an archive, repository, and gallery for documents and artifacts pertaining to the Catholic fraternal organization's foundation, history and activities. For more information visit kofcmuseum.org or call (203) 865-0400. For tour group information call (203) 752-4630.

NEW INSURANCE BUSINESS

Processes new insurance applications. Produces and assembles the legal insurance contract. Contact with questions regarding the status of a pending application for a life insurance policy. Direct questions to Customer Service 1-800-380-9995.

PAYMENT RECEIPTS

Administers/directs the collections and processing of all life insurance and annuity policy premiums. Directs and implements the operating functions for the cash processing, cash control, billing, dividend, reinstatement and audit divisions. Direct questions to Customer Service 1-800-380-9995.

SUPPLY DEPARTMENT

Responsible for fulfilling all requests for fraternal and insurance-related printed and promotional items. Supply orders cannot be placed by telephone. Contact to check on the status of an order, by mail 78 Meadow Street, New Haven, CT 06519, by telephone (203) 752-4000 or by fax (800) 266-6340.

COUNCIL OFFICERS' CHECKLIST

DUE DATE	FORM/REPORT/ACTION
July 1	Council Per Capita Tax (\$1.75 per member), Catholic Advertising Fund charges (50¢ per member) and Culture of Life Fund assessment (\$1.00 per member).
July 1	Report of Council Officers (#185).
August 1	Service Program Personnel Report (#365).
August 15	Semiannual Audit Report (#1295).
September 1	Columbian Squires Officers and Counsellors Report (#468).
October 10	Suspension of council if July assessments are not paid.
January 1	Council Per Capita Tax (\$1.75 per member), Catholic Advertising Fund charges (50¢ per member) and Culture of Life Fund assessment (\$1.00 per member).
January 31	Annual Survey of Fraternal Activity Report (#1728).
January 31	Partnership Profile Report With Special Olympics (#4584).
February 1	Check with your state deputy or state program director on due dates for entries in the State/International Service Program Awards Contest — Church, Community, Council, Family, Culture of Life and Youth.
February 1	Check with your state deputy or state program director on due dates for entries in the State/International “Family of the Year” Contest .
February 15	Semiannual Audit Report (#1295).
April 10	Suspension of council if January assessments are not paid.
June 30	Application for Refund Support Vocations Program (#2863).
June 30	Columbian Award application (#SP-7).
June 30	Columbian Squires Corps d’Elite Award application (#278).
June 30	Columbian Squires Brother Barnabas Award application (#279).
Immediately	Membership Document (#100). Submit after initiation.
As Required	“Notice of Intent to Suspend” (#1845).
Monthly	“Family of the Month” selection (#1993).

