



Edward R. Polich, State Deputy – 2018-2019

General Programs Handbook

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State Action Program Overview

The purpose of the State Action Program is to assist councils in designing and implementing programs that:

- Are relevant and tailored to the council and its community.
- Meet the objectives of the Order.
- Inspire members to be enthusiastic and visible examples of living our Catholic faith publicly.

By demonstrating an untiring and visible commitment to our Church, bishops and priests, families, brother Knights, youth, communities, and Nation in an ethical and moral manner, the council’s program of activities will invigorate membership participation and recruitment efforts.

Like Supreme’s [Faith in Action](#) Program, the State Action Program focuses on the following four service program areas:

- Family
- Faith
- Community
- Life

The General Programs Director and his staff support councils as they develop their set of program activities. This staff is ready to assist councils in their activities. Take advantage of the experience and guidance offered by its members.

This General Programs Handbook is another resource councils can use. It includes:

- Program activity ideas for each of the four service program areas

- Requirements for earning the State Deputy Award, Supreme’s Columbian Award, and other Supreme and state honors
- Information on Supreme and state reports

Many Grand Knights question the necessity of completing reports. Here’s why. These reports:

- Facilitate recognition of councils, dsitricks, and members for the work they do in support of our Order’s guiding principles.
- Allow the State Council to track success, improve year-to-year program management, and keep programs vibrant and relevant.
- Compile information for the Supreme Council to preserve the Order’s tax exempt status and remain a powerful force living out our Christian principles.

State Awards

As part of its State Action Program, the State Council recognizes the achievements of our councils and members as they perform charitable work performed in the name of the Knights of Columbus throughout the state. This section provides information on the awards given to councils and individuals during the Annual State Meeting (Convention).

State Deputy Award Requirements

The State Deputy Award is the highest award a council can earn at the state level. Each fraternal year, the State Deputy sets the requirements that must be completed to earn the award.

The activities and reports listed in the following table comprise the requirements for earning the State Deputy Award for the 2018-2019 fraternal year. Links are provided to report forms, which can be found on the Supreme website (kofc.org) or Virginia state website (vakofc.org).

Requirement	Due Date	Details
Submit Report of Officers Chosen for Term (Form 185)	July 1	<ul style="list-style-type: none"> • Complete via Member Management • Copy State Secretary and District Deputy if completing the online form
Submit Service Program Personnel Report (Form 365)	August 1	<ul style="list-style-type: none"> • Complete via Member Management • Copy State Secretary and District Deputy if completing the online form
Submit Semiannual Council Audit (Form 1295)	August 15	<ul style="list-style-type: none"> • Submit to Supreme • Copy State Secretary and District Deputy
Pay 1 st Half State Per Capita Assessment	October 1	<ul style="list-style-type: none"> • Submit payment to State Secretary • Per Capita Assessments are distributed at July Organizational meeting
Submit Columbian Award Application (Form SP-7)	December 1	<ul style="list-style-type: none"> • Submit to Supreme • Copy General Programs Director and District Deputy
Recruit new members during the first half of the fraternal year	December 31	<ul style="list-style-type: none"> • Base population determined by what is shown on 1H State Per Capita Assessment. • 20-99 Members = +1 member • 100-199 Members = +2 members • 200-299 Members = +3 members • 300+ members = +4 members
Submit Annual Survey of Fraternal Activity (Form 1728)	January 31	<ul style="list-style-type: none"> • Submit to State Council at the January Mid-Year meeting • State Council will submit forms to Supreme Council to meet January 31 deadline
Submit Partnership Profile Report with Special Olympics (Form 4584)	January 31	<ul style="list-style-type: none"> • Submit to State Council at the January Mid-Year meeting • State Council will submit forms to Supreme Council to meet January 31 deadline
Submit Semiannual Council Audit (Form	February 15	<ul style="list-style-type: none"> • Submit to Supreme

Requirement	Due Date	Details
1295)		<ul style="list-style-type: none"> Copy State Secretary and District Deputy
Pay 2nd Half State Per Capita Assessment	April 1	<ul style="list-style-type: none"> Submit payment to State Secretary Per Capita Assessments are distributed at January Mid-Year meeting
Recruit new members during the second half of the fraternal year	April 1	<ul style="list-style-type: none"> Base population determined by what is shown on 1H State Per Capita Assessment. 20-99 Members = +1 member 100-199 Members = +2 members 200-299 Members = +3 members 300+ members = +4 members
Submit one State Council Service Program Awards Entry (Form STSP) for each of the four service program areas (Church, Community, Council, Culture of Life, Family, and Youth)	April 1	<ul style="list-style-type: none"> Submit reports throughout the year but no later than April 1. Submit reports to General Programs Director
<p>Note: College Councils are only required to submit one College Service Activity but are encouraged to hold and submit programs in all six service program areas.</p>		
Submit Knight of the Year nomination	April 1	<ul style="list-style-type: none"> Submit nomination report to General Programs Director Nomination form found on the state website (vakofc.org) under Resources > Forms - Virginia
Submit Family of the Year nomination	April 1	<ul style="list-style-type: none"> Submit nomination report to General Programs Director Nomination form found on the state website (vakofc.org) under Resources > Forms - Virginia
Submit Young Man of the Year nomination	April 1	<ul style="list-style-type: none"> Submit nomination report to General Programs Director Nomination form found on the state website (vakofc.org) under Resources > Forms - Virginia
Submit Young Woman of the Year nomination	April 1	<ul style="list-style-type: none"> Submit nomination report to General Programs Director Nomination form found on the state website (vakofc.org) under Resources > Forms - Virginia
Submit SIX Family of the Month (Form 1993A) reports	April 1	<ul style="list-style-type: none"> Submit reports to Supreme by 15th of the month for the previous month's winner; i.e., November Family of the Month is due to Supreme by December 15 Copy General Programs Director and District Deputy Timeframe for submission of the four reports is April 1 – March 31
<p>Note: College Councils will submit four College Knight of the Month reports instead of Family of the Month reports</p>		
Host and provide a detailed report of a Fraternal Benefits Night	April 1	<ul style="list-style-type: none"> Submit email notification to General Programs Director and include date, location, number of attendees, and number of Knights participating Timeframe for completion is April 1 – March 31
Insurance – Recruit	April 1	<ul style="list-style-type: none"> Add at least one new insurance member to the council (no size qualifier)

To recognize councils that complete some but not all of the State Deputy Award requirements, the State Council presents the following awards at the Annual State Meeting.

Award	Requirement
General Programs Director	Complete 50 – 69 percent of the State Deputy Award requirements
Discoverer	Complete 70 – 84 percent of the State Deputy Award requirements
Mariner	Complete 85 – 99 percent of the State Deputy Award requirements

Outstanding Service Program Awards

Each year, the state officers select an outstanding service program (activity) in each of the four service program areas: Faith, Family, Community and Life. Winners are chosen from the [State Council Service Program Awards Entry](#) (Form STSP) forms submitted by the councils throughout the State Action Program year, which runs April 1 – March 31. State winners are submitted to the Supreme Council for its International Awards program. The state General Programs Director will work with the Grand Knights of the winning councils to prepare their submissions for the International competition.

Rules/Guidelines

Council officers and general programs directors must keep the following rules in mind.

- Pick the **best** activity the council has held in each of the four program areas and submit it for judging.

Note: A council can replace its submission within a service program area anytime during the year before judging takes place.

- Submit a separate Form STSP for each program category (4 total).
- Attach photos, newspaper articles, flyers, brochures, and other documentation and items to explain and describe this activity.
- Submitted programs must be one project or activity. Programs **cannot** be a series of activities in a service program area.
- First place finishers **cannot** enter the same program for judging in any service program area in subsequent years.
- Sponsorship of a Squires Circle or Church Roundtable are ineligible programs. However, a project that involves members of the Squires Circle or Church Roundtable may be submitted.

Judging

The state officers use the following criteria when judging the Outstanding Service Program Awards.

Criteria	Description
Nature of the activity	The program or activity demonstrates the objective of the Service Program – Catholic, Family, Fraternal and Service
Participation of the membership	The number of members that participated and what percentage of the council membership did they represent
Results	Results of the project and how the Church, community, council, family, or youth benefit
Program originality	Uniqueness of the program/activity
Delegation of responsibility	Organization established to implement the project, including details around the number of workers and planners
Publicity	Program publicity, including radio and television ads, local and diocesan newspapers, flyers, church bulletins, and council newsletters

Other State Awards/Fr. Bader Scholarship

Also at the Annual Meeting, the Virginia State Council presents the following awards:

- Outstanding Newsletter (small and large councils)
- Outstanding Website
- Outstanding Scrapbook (small and large councils)
- Young Woman of the Year
- Young Man of the Year
- Family of the Year
- Knight of the Year

Rules and judging criteria are included on the nomination forms and on the state website for these awards.

The Father Bader Scholarship program is another important element of the Virginia State Council. The program annually awards one-time scholarships targeted primarily for rising high school seniors. Refer to the [Youth Scholastic Programs](#) page on the state website for additional details, or contact the General Programs Director, Youth Chairman, or Father Bader Chairman.

Suggested Council Program Activities

Most councils develop a set of programs that includes favorite, “tried and true” activities mixed with other activities that reflect the interest of the council membership and its parish communities. Not every program will work in every council. Similarly not every successful activity or event will continue to be successful in the future.

Therefore, this section of the General Programs handbook will include suggestions for programs councils can hold in each of the four service program areas. These suggestions come from the following resources to which council members can refer.

- The [Surge With Service Program Guide](#) provided by Supreme is an excellent source of information.
- The [Columbia](#) magazine regularly carries activities from councils throughout the Order. A limited number of programs are featured, so the [Knights in Action](#) section of the Supreme website includes more stories.
- The [Knightline](#) monthly newsletter provides program and activity articles.
- Other council newsletters are a good resource for ideas. Visit the [Council Newsletter](#) page on the state website to access other councils’ newsletters.

This section of the handbook also includes summaries of past outstanding service program winners to provide examples of strong programs.

Faith Activities

The objective of an effective Faith2 activity is to provide council involvement in service to, or increased council commitment to our Church, clergy and religious; to enrich the spiritual involvement of individual members in their Church and its activities; and to promote vocations to the religious life.

Suggested Faith Activities

- *Spiritual Reflection Program* (New) **(Required for Columbian Award)**
- **RSVP** (Featured Program)
- Into the Breach
- Marian Icon Prayer Program
- Building the Domestic Church Kiosk
- Rosary Program
- Holy Hour (New)
- Sacramental Gifts (New)
- Conduct programs for Vocations to encourage Religious life.
- Communicate with our Seminarians and Novices.
- Rose & Rosary Program- providing a Rose and Rosary to each mother at a child’s Baptism.
- Monthly corporate communion for members and their families.
- Conduct a clergy/religious appreciation event.
- Conduct a major fund-raising activity on behalf of one or more parishes.
- Council members participate in Nocturnal Adoration in the name of Christopher Columbus.
- Monthly celebration of Mass, or recitation of the Rosary prior to council meetings.
- Develop and maintain a Catholic Pamphlet Rack in the council home, church or in school.
- Using the *Building the Domestic Church Series* set to discuss and learn more about the Faith.
- Decorate a church during a special liturgical season.

- Conduct a religious retreat for members and their families.
- Repair, paint, and maintain a church, school and/or grounds.
- Council assumes full responsibility for a parish function; i.e., ushers, choir, lector program.
- Establish and maintain a Knights of Columbus Round Table at each parish your council supports.
- Provide transportation on a regular basis for elderly members to attend Mass.
- Conduct a Vocations Night to promote and encourage religious vocations.
- Participate in the "Landings" Program to assist bringing non-active Catholics back to the Church.

Family Activities

The objective of an effective Family activity is to involve the entire family in the work of the Knights of Columbus, to strengthen family life, and to care for the widows and children of deceased members.

Suggested Family Activities

- *Consecration of the Holy Family* (**Required for the Columbian Award**)
- **Food for Families**
- Family of the Year
- Family of the Month
- Keep Christ in Christmas (Posada, Poster Contest, etc)
- Family Fully Alive
- Family Week
- Family Prayer Night (New)
- Good Friday Family Promotion (New)
- As a Council family, organize and conduct a marriage vows renewal Mass, followed by a reception.
- Conduct trips to area museums, shrines, professional sports events and/or parks.
- Conduct a family sports or field day of related activities, i.e., bowling, miniature golf, softball, horseshoes, or fishing.
- Conduct a senior citizen program.
- Sponsor a family rosary or retreat.
- Provide positive and continuing assistance to families of deceased members, particularly widows.
- Drug and alcohol abuse seminar.
- Child identification programs conducted in conjunction with local authorities.
- Estate planning night.
- Lenten Suppers and services.

Note: The Family of the Month is a small but significant recognition of how the Order values the Family. In this period of challenge to the Sanctity of Marriage in our Society, it is important that we make the effort to present this award. Each month Supreme selects 100 Family of the Month (FOM) submissions from **those received on time** throughout the Order and sends the Families selected a letter and statue from the Supreme Knight.

Community Activities

The objective of an effective Community activity is to increase the council's awareness of its life within the community and to promote the council as well as individual member involvement in the community.

Suggested Community Activities

- *Helping Hands* (New) (**Required for the Columbian Award**)
- **Coats for Kids**
- **Global Wheelchair Mission**
- **Habitat for Humanity**
- Disaster Preparedness
- Free Throw Championship
- Catholic Citizenship Essey Contest
- Soccer Challenge
- Support of homes for battered and abused families.
- Sponsor a community blood donor drive.

- Participate in activities to provide transportation/support for the handicapped, the elderly or any individuals that may need assistance. Participate in Meal on Wheels or Volunteer at Hospitals.
- Assisting the homeless and/or battered women or children through clothes drives, food kitchens, restocking the food pantries at the food banks.
- Taking care of the homeless veterans.
- As a council, work with your Church or local civic association to provide food, shelter and /or clothing for poor or displaced persons.
- Conduct a fundraiser for a community project.
- Council participation in visiting a Children's Hospital, Veteran's Hospital or home for the elderly to entertain or keep the patients company.
- Participate as a council in civic sponsored events such as parades and festivals.
- Hold on a non-partisan basis, a political candidate's night and invite the general public to attend. Invite the local news media to cover the event.
- Participate as a council in a community beautification program, i.e., Keep Virginia Roads Clean/Adopt a highway.

Life Activities

The objective of an effective Life activity is to promote the sanctity and value of all life from conception to natural death in our parishes and communities.

Suggested Life Activities

- *Novena for Life* (New) **(Required for the Columbian Award)**
- **March For Life in Washington, D.C.**
- **Special Olympics**
- **Ultrasound Program**
- Christian Refugee Relief
- Silver Rose
- Mass for People with Special Needs (New)
- Pregnancy Center Support (New)
- Construct a Memorial to the Unborn
- Participate in a Life Chain
- Sponsor a car wash to support a local Pro-Life center
- Participate in 40 Days of Life
- 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 theme, "Defend Life" or "A People for Life."
- Distribute the Church's teachings on the sanctity of life as outlined in the Study Guide to *Evangelium Vitae* (#2914). The guide has been 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 in his 11th encyclical, *Evangelium Vitae* (The Gospel of Life). Copies can be obtained from the Supply Department.
- Contact right-to-life committees or other pro-life organizations in your area. Work to coordinate your programs with those already in existence. Volunteer support, manpower, and finances.
- Create a public display of pro-life support. Place small white crosses in 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. Bring stationery to council meetings and have members write letters on the spot. Letters should express your views clearly, firmly and courteously, ask questions and demand answers.
- Raise funds for pro-life organizations which help convince pregnant women to carry their babies to birth rather than to abort them. Volunteer manpower and services.
- Carry the culture of life message to youth through the religious education programs, high schools, colleges, Squires, Scouts, etc. Deliver speeches, distribute literature and sponsor pro-life essay and poster contests. Arrange for a showing of pro-life films at council meetings, family events, community meetings.

- Criticize any and all pro-abortion programs sponsored by radio and television stations and ask for equal time dedicated to pro-life arguments

Domestic Church

As Knights, we have the ability to create and develop activities which help to promote the New Evangelization which will help to strengthen the churches that we worship in and help grow the Order. To show emphasis on this precept of the Catholic Church, the Supreme Council has included a requirement of at least four Domestic Church designated activities as part of the Columbian Award application. Most of the programs are already being done by several councils. Domestic Church designated activities include, but not limited to:

- 5th Sunday Rosary Program
- Consecration to the Holy Family
- Family Fully Alive Devotional Program
- Family Week Celebrations
- Father's Day Affirmation fo Wedding Vows
- Food for Families
- Holy Family Prayer Pogram
- Journey to the Inn
- Keep Christ in Christmas Campaign
- Spiritual Formation Groups
- CIS – Building the Domestic Church Series
- Simple Supper & Stations