**Knights of Columbus Fourth Degree**

**Virginia District Assembly of the Year**

**Virginia Form 3**

The Virginia District "Assembly of the Year Program" is a comprehensive series of requirements which, if completed, will enhance your Assembly's ability to recruit new members, communicate better with your current members, and increase the visibility of the Knights of Columbus in the Church and the community. It will also increase the efficiency of the administrative process of your Assembly by requiring all Assembly reports to be submitted to the District Master and the Supreme Council on time. The time period for consideration is the fraternal year from July 1 to June 30, and the Assembly's achievements during this time period.

**Criteria for Assembly of the Year**

The first requirement for consideration to receive the Assembly of the Year award is that all reports required during the fraternal year were submitted on a timely basis. This includes the following:

1. Report of Officers Chosen
2. Civic Award Application
3. Annual Assembly Audit Report
4. Annual Survey of Fraternal Activities
5. Assembly of the Year form \*\*\*
6. Sir Knight of the Year Nomination \*\*\*
7. State Directory Information Report \*\*\*

\*\*\* denotes a Virginia District Form. All other forms are Supreme Council forms

Submission of the optional “To Be a Patriot Entry Form” (Form TBP‑1) by April 30 will earn additional credit.

Additional consideration will be given based on the activities of the Assembly during the fraternal year. Areas of specific interest are as follows:

* Patriotic activities
* Color Corps activities
* Church activities
* Social activities
* Membership and Recruitment activities
* Memorial activities
* Assembly communication (i.e., newsletters, web site)

There is no need to attach copies of the required reports provided that a copy has previously been provided to the District Master.

The following application is submitted for consideration in the selection of "Assembly of the Year" for the Virginia District, Calvert Province, Fourth Degree Knights of Columbus.

Assembly Name and Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faithful Navigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part One: Assembly Reports**

Please indicate if each of the following mandatory reports were submitted on time:

|  |  |  |  |
| --- | --- | --- | --- |
| **Form Name** | **Form #** | **Due Date** | **Yes/No?** |
| Annual Assembly Audit Report | Form 1315 | July 20 |  |
| Annual Survey of Fraternal Activities | Form 1728 | January 10 |  |
| Report of Officers Chosen | Form 186 | June 1 |  |
| State Directory Information Report | VA Form 1 | June 1 |  |
| Civic Award Application | Form 2321 | June 10 |  |
| Sir Knight of the Year Nomination | VA Form 2 | July 31 |  |
| Assembly of the Year | VA Form 3 | July 31 |  |

Did the Assembly submit an optional “To Be a Patriot Entry Form” (Form TBP‑1) by the due date of April 30th for a specific significant activity conducted by the Assembly?

Yes/No: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Part Two: Assembly Activities:**

In this section, please provide information for each category. **Activity descriptions should include a brief description of the activity, the date it was conducted, how many people participated and any other information you want to include**. You should provide information for every activity you conducted in each category. You should include all the activities you conducted in each category and use as much room as you want. If you did not have any activities in a specific category, just leave that section blank.

**Patriotic activities**

**Color Corps activities** (in this section, you should advise how many Color Corps members have been certified)

**Church activities**

**Social activities**

**New member recruitment** (include number of new Sir Knights this fraternal year)

**Membership and Recruitment activities** (Renewal of Obligations ceremony, membership

drives including Council visits, etc.).

**Memorial Activities** (include memorial services, Chalice ceremony, etc.

**Assembly communication** (i.e., newsletters, web site)

**Other categories not already considered**

This completes all the information required for consideration as the Assembly of the Year.

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit this form and any attachments no later than July 31st to:

Stephen Paul Raschke Sr., PSD, District Master

5210 Aberdeen Creek Road

Gloucester, VA. 23061

Or via e-mail to [Master@vakofc.org](mailto:Master@vakofc.org)

Effective 1 September 22 a new Master will be selected by Supreme, any correspondence should be send to the new Master, his address will be published after announcement of selection