



# Knights of Columbus

## VERMONT STATE COUNCIL

### **PROCEDURE FOR FILING STATE SERVICE AWARDS ENTRY**

Worthy Grand Knights and Council Directors:

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

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

### **REMEMBER TO SUBMIT ONLY ONE ENTRY PER ACTIVITY!**

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

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

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

***The deadline for submitting your forms is March 31<sup>st</sup>.***

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

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

**Knights of Columbus**  
VERMONT STATE COUNCIL  
SERVICE PROGRAM AWARDS ENTRY FORM  
THIS FORM MUST BE RECEIVED BY MARCH 31<sup>ST</sup>

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

CATEGORY (MARK ONE)

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

**GRAND KNIGHT:** \_\_\_\_\_

**TELEPHONE NO.:** \_\_\_\_\_

**COUNCIL NAME:** \_\_\_\_\_ **NUMBER:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **VT** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

**DATE PROJECT CONDUCTED:** \_\_\_\_\_

**PURPOSE OF ACTIVITY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NUMBER OF COUNCIL MEMEBRS PARTICIPATING:** \_\_\_\_\_

**PERCENTAGE OF COUNCIL MEMBERS PARTICIPATING:** \_\_\_\_\_

**NUMBER OF MANHOURS EXPENDED IN PROJECT:** \_\_\_\_\_

**CHAIRMAN'S NAME:** \_\_\_\_\_

**TELEPHONE NO.:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

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