

**2011 - 2013 "Take Up His Cross"
For Charity.... In Unity ...With Fraternity
Ohio State General Program**

I. STATE DEPUTY OVERVIEW

2011-2013

Dave Helmstetter

State Deputy

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Fr. Ronald Williams

State Chaplain

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**2011 - 2013 “Take Up His Cross”
For Charity.... In Unity ...With Fraternity
Ohio State General Program**

FROM THE STATE DEPUTY...

Take Up His Cross...For Charity...In Unity...With Fraternity.

Brother Knights,

Our theme, ***Take Up His Cross***, emphasizes that we as Knights of Columbus must be leaders in our Catholic parish communities with programs that reflect the principle virtues of our Order: Charity, Unity and Fraternity. We must ***“Take Up His Cross...For Charity...In Unity...With Fraternity.”***

The 2011-2013 general programs focuses on these main principles. These tenets address ***charity*** – our good works for our parishes, communities and families; ***unity*** – the manner in which we approach our good works, together as Knights and as a single body representing what our Order stands for; and with ***fraternity*** - the friendships and camaraderie we experience by belonging to the greatest Catholic organization in the world.

The ***Take Up His Cross*** program draws upon our call as Knights of Columbus to be strong leaders in the Catholic community. Our formation as Knights continues throughout our membership. We are expected to lead a good Catholic life, accept responsibilities and train ourselves for Catholic lay leadership. These familiar words are our call to ***Take Up His Cross*** and become outstanding leaders in our parishes and communities.

Our ceremonials ask the question so beautifully, but what is our response: Will we ***Take Up His Cross?*** In today’s world, we, as Knights, are called to do just that -- ***Take Up His Cross*** and lead by our examples of charitable works, in a unified effort, and as a brotherhood dedicated to our Catholic beliefs.

Take Up His Cross stresses the great tradition we as Knights of Columbus need to uphold – and most importantly must continue to do so in order that every Catholic man and his family can experience the benefits of membership. When leadership is needed, we must rely on our love of life, dedication to vocations and family that allow us to ***Take Up His Cross*** in His name and promote the values we proudly represent.

The challenge now is for us to bring this program to life. Are we as Knights ready to accept this challenge and ***Take Up His Cross...In Charity...In Unity...With Fraternity?***

Fraternally,

Dave Helmstetter
State Deputy

**2011 - 2013 "Take Up His Cross"
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Ohio State General Program**

A LETTER FROM OUR STATE CHAPLAIN...

Brother Knights,

I would like to thank State Deputy Dave Helmstetter for choosing me as the new State Chaplain. The theme – **Take Up His Cross** – is especially significant for me.

I am a convert to the Catholic faith. My journey across the Tiber River happened during my studies at Miami University 20 years ago. I majored in International Studies and Russian. In my senior year, the first Gulf War took place. One thing that left an indelible impression on me was that as the nations of the world were uniting for this conflict, Pope John Paul II boldly called for peace. I wanted to find out more about this courageous man and the faith he was preaching to the whole world. My pursuit for the truth took on a whole new direction. I "took up my cross" and became a Catholic at the Easter Vigil in 1993. I entered Mt. St. Mary's Seminary of the West in 1996 and was ordained a priest for the Archdiocese of Cincinnati in 2002. And since 2006, I have been the pastor of Our Lady of the Sacred Heart parish in Reading.

Many young priests ordained in the last 25 years or so would be happy to mention how the late Pope John Paul II inspired us to "Take Up His Cross" and become priests.

In his book *Gift and Mystery*, the late Holy Father borrowed a phrase from St. Paul from *1st Corinthians* and described the priest as a "steward of the mysteries of God." He wrote, "The word *steward* cannot be replaced by any other. It is deeply rooted in the Gospel...The steward is not the owner, but the one whom the owner entrusts His goods so that he will manage them justly and responsibly."

The Biblical image of stewardship applies to every Christian, regardless of our state of life. Priests are stewards of the Sacraments and the Word of God. Married couples are stewards of their marriage bonds. Parents are stewards of raising their children in the Catholic faith. For us Brother Knights, we are stewards of the fundamental principles of our Order. We are stewards of love of God above all things and of our neighbor as our very selves; of unity as members of one Church and one Order; and of fraternal devotion to our Brother Knights and families. Whenever leadership is needed, we must rely on our love of life, vocations, and family to allow us to "Take up His Cross" in Jesus' Name and promote the values we proudly represent. I therefore look forward to working with you, my Brother Knights throughout Ohio, the next two years.

Fraternally yours in Christ,

Rev. S.K. Ronald Williams
State Chaplain

WHO TO WRITE CHECKS TO AND WHERE TO MAIL THEM

Throughout the fraternal year all council leaders may need to write checks to the Ohio State Council leadership for the programs and activities that they participate in.

The following list will hopefully assist your council leaders to write and to send checks to the Ohio State Council leadership correctly and efficiently.

Find all addresses and phone numbers in the current State Directory (www.kofcoho.org) [see*on bottom of page 31].**

CHECKS WRITTEN BY COUNCILS

PURPOSE	PAYEE	MAIL TO:
<u>State Per Capita Tax</u>	<u>OSC/K OF C</u>	<u>State Secretary</u>
Kenneth J. Girt	girtken@sssnet.com	6433 Lutz Ave NW Massillon, OH 44646-9341
<u>Charity Ticket Returns</u>	<u>OSC/K OF C</u>	<u>State Treasurer</u>
Robert F. Collins Jr.	rfcollinsjr@gmail.com	10181 Tracy Trail Parma, OH 44130-5210
<u>Matching Funds</u>	<u>OSC/K OF C</u>	<u>State Advocate</u>
Kevin P. J. Miller	km8007@columbus.rr.com	1101 Arbor Oaks Lane Galloway, OH 43119-8507
<u>Measure-Up Funds</u>	<u>OSC/K OF C</u>	<u>State Warden</u>
Robert E. Byers	robert_byers@hotmail.com	565 Indian Run Road Marietta, OH 45750-6693
<u>Football Frenzy Sweepstakes</u>	<u>OSC/Fund Raising Account</u>	<u>PSD</u>
Gary Eckstein	gary.eckman@sbcglobal.net	1498 River Trail Drive Grove City, OH 43123
<u>Pennies For Heaven</u>	<u>OSC/K OF C</u>	<u>State Secretary</u>
Kenneth J. Girt	girtken@sssnet.com	6433 Lutz Ave NW Massillon, OH 44646-9341
<u>State Convention</u>	<u>2012 State Convention</u>	<u>Dave Helmstetter</u>
	<u>2013 State Convention</u>	<u>Robert Collins</u>
<u>Resolutions</u>	<u>State Conventions</u>	<u>State Secretary</u>
Kenneth J. Girt	girtken@sssnet.com	6433 Lutz Ave NW Massillon, OH 44646-9341
<u>Promotional Items</u>	<u>OSC/K OF C</u>	<u>State Deputy</u>
David A. Helmstetter	dhelmstetter@woh.rr.com	5421 County Rd 33A St. Marys, OH 45885-9658

OSC/K OF C = Ohio State Council / Knights of Columbus

**** MAKE COPIES OF THIS PAGE and distribute to GK, FS, Treasurer, Trustees**

**2011 - 2013 "Take Up His Cross"
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CONTACT PAGES

During the fraternal year, there are numerous occasions when a Grand Knight or his officers may need to contact individuals in the Ohio State Council or the Supreme Council when they have local questions or problems pertaining to their local council or membership. The Ohio State Council website (www.kofcohio.org) [see *** on bottom of page 31] may also link you to the appropriate contact person as well.

The following list is intended to assist in these situations.

Find all addresses and phone numbers in the current State Directory (www.kofcohio.org) [see*on bottom of page 31].**

SUBJECT

CONTACT

Supreme Service Award Application	Supreme Council (www.kofc.org)
Columbian Award Application – Form # SP-7(due Jun30)	Supreme Council (www.kofc.org)
Refund Support Vocation Program (RSVP)	Supreme Council (www.kofc.org)
Supreme Per Capita Tax	Supreme Council (www.kofc.org)
Supreme Catholic Advertising Fund	Supreme Council (www.kofc.org)
Report of Officers Chosen – Form # 185 **	Supreme Council (www.kofc.org)
Service Program Personnel Report – Form # 365 ** <i>** with copies to the State Deputy</i>	Supreme Council (www.kofc.org)
Recorded Columbus Day Program	Supreme Council (www.kofc.org)
Council “Top Proposer” Award – Form TP-1	Supreme Council (www.kofc.org)
Annual Survey of Fraternal Services	Supreme Council (www.kofc.org)
Membership Materials (Most Are Free)	Supreme Council (www.kofc.org)
Bingo Authorization Letter	State Deputy
Supreme Convention	State Deputy
2012 State Convention Information (Cincinnati)	State Deputy
Ohio State Council Per Capita Tax	State Secretary
State Convention Per Diem & Mileage Reimbursement	State Secretary
Pennies for Heaven	State Secretary
Resolutions	State Secretary
2012 & 2013 Super Cash Bonanza Forms	State Treasurer
2013 State Convention Information (Cleveland)	State Treasurer
Matching Funds	State Advocate
Information regarding Local, State or Supreme By-Laws	State Advocate

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Find all addresses and phone numbers in the current State Directory (www.kofcoho.org) [see*on bottom of page 31].**

SUBJECT

CONTACT

Measure-Up Information	State Warden
Football Frenzy Sweepstakes Information	PSD Gary Eckstein
Semi-Annual Council Audit Report New Council Development	District Deputy District Deputy
"Take Up His Cross" General Program	State General Program Director
Promotional Items	Chief of Staff
Youth Free Throw Contest	State Youth Director
Soccer Shoot-Out Contest	State Youth Director
Special Population Free Throw Shirts & Plaques	PSD Gary Eckstein
Squires Corps' d Elite Award Application	State Squires Director
Squires Officers & Counselors Card – Form # 468	State Squires Director
New Squires Circle Effort	State Squires Director
Individual State Activity Programs	Respective State Program Director
State Campout	State Campout Chairman
State Horseshoe Tournament	State Horseshoe Chairman
State Mixed Doubles/Bowling Tournament	State Bowling Chairman
State Basketball Tournament	State Basketball Chairman
State Golf Tournament	State Golf Tournament
Disability Requests	Local Council Financial Secretary
Individual Membership Status	Local Council Financial Secretary
Insurance Questions	General or Field Insurance Agents
Home Corporations	State Advocate

While the list above may not cover all situations, another best first contact is always your local District Deputy. He will either have the answer or may be able to direct you to the individual in charge of that program or activity.

**2011 - 2013 "Take Up His Cross"
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Ohio State General Program**

SUPREME COUNCIL OFFICERS

SUPREME KNIGHT	Carl A. Anderson
SUPREME CHAPLAIN	Most Reverend William E. Lori, S.T.D.
DEPUTY SUPREME KNIGHT	Dennis A. Savoie
SUPREME SECRETARY	Emilio B. Moure
SUPREME TREASURER	Charles E. Maurer Jr.
SUPREME ADVOCATE	John A. Marrella
SUPREME WARDEN	Francisco R. Gomez
SUPREME MASTER	Dennis Stoddard

SUPREME COUNCIL DEPARTMENTS

Fraternal Services	Fred Abraham, Executive Vice President George Hanna, Vice President Gary Morrissey, Director
Membership Growth	J. Michael Durbin, Senior Vice President
Membership Records	Larry Mitchell, Director
Catholic Information Service	kofc.org/cis
Ceremonials	Gary Nolan, Director
New Council Development	Louis W. Barbour, Director
Columbia Magazine	Alton J. Pelowski, Managing Editor
Insurance	Thomas P. Smith, Jr., Executive Vice President

**KNIGHTS OF COLUMBUS
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New Haven, CT 06510-3326
203-772-2130 Fax 203-752-4103**

II. STATE GENERAL PROGRAM

Each council that uses this program will take up His cross and involve every man, woman and child for charity....in unity...with fraternity to make their council just one step better than last year.

Dave Helmstetter
State Deputy

Larry J. "Dynamo" Droesch
State General Program Director

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(also found on State Website www.kofcoho.org)

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**A LETTER FROM THE
STATE GENERAL PROGRAM DIRECTOR...**

Dear Brother Knights in Ohio:

The "**Take Up His Cross**" State General Program is designed so that every member in every council in the state can, with just a little effort, be involved and "Max" the program.

Every Ohio council dynamic, for the most part, is the same. We have a more experienced generation, a middle generation, and a younger generation. It is true that some councils lean closer to one of these three generations than the others, but has experienced or will experience a mix of the three at some time. Therefore, the "**Take Up His Cross**" State General Program caters to an 'all-inclusive dynamic', in that there is something for every member to do at some point during the programming year!

I challenge our leaders and members to think like a **DYNAMO** and be different in your approach! Take this program book or online program version and study it. Become familiar with how the contest works, which Steps (activities) are mandatory and which are not, assign completion dates to the Steps on your council calendar, and get your dynamically creative ideas flowing. Then, with a committee or even by yourself, take out your Council roster, match up the names of ALL members to the Step (activity) that best fits their specific background and personality and write their name down by it. Then **take up His cross** for your council by taking the steps to contact that member and explain the activity and why they would be good at participating in it, and ask them to take their turn in **taking up His cross** for the council by doing something they enjoy!

Many hours of thought and prayer went into creating the program of activities to make them as easy and fair as could be. The directors of each program area are friendly and available to assist your council in any way possible. They are dynamically charged and ready for your challenge if you need them! Their contact information can be found on pages 12-14.

Simon of Cyrenian helped Jesus take up His cross. So in that spirit help us reach our General Program goal: each council that uses this program will take up His cross and involve every man, woman and child for charity....in unity...with fraternity to make their council just one step better than last year.

Fraternally yours,

Larry J. "Dynamo" Droesch
State General Program Director

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**2011 - 2013 "Take Up His Cross"
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**2011 - 2013 "Take Up His Cross"
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Ohio State General Program**

STATE DISTRICT DEPUTY COORDINATOR

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General State Program Goals

325 Councils...

Report at least one Program Step.

250 Councils...

Max the Administrative Requirements.

200 Councils...

Make the Council Membership Quota.

125 Councils...

Earn at least 2200 Program Points AND
achieve a net membership gain of at least one new member.

8 Steps to Max the Program

- Step # 1 Complete the Administrative Requirements
- Step # 2 Max the Church Activities Program
- Step # 3 Max the Community Activities Program
- Step # 4 Max the Council Activities Program
- Step # 5 Max the Family Activities Program
- Step # 6 Max the Pro-Life Activities Program
- Step # 7 Max the Youth Activities Program
- Step # 8 Max the Membership Activities Program

**2011 - 2013 "Take Up His Cross"
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Ohio State General Program**

General Program Requirements

The General Program consists of completing **five (5) activities in the seven (7) program areas**: Church, Community, Council, Family, Pro-Life, Youth, and Membership for a total of 35 activities from July 1 through April 15. The first step in each program area is a **MANDATORY** requirement, except for Membership which has **TWO MANDATORY** steps. To max the general program you need **2200 points**.

<u>CHURCH</u> - Complete 5 of the 10 steps	300 points
❖ Complete MANDATORY step # 1	100 points
❖ Complete 4 out of the 9 church steps	50 points each
<u>COMMUNITY</u> - Complete 5 of the 10 steps	300 points
❖ Complete MANDATORY step # 11	100 points
❖ Complete 4 out of the 9 community steps	50 points each
<u>COUNCIL</u> - Complete 5 of the 10 steps	300 points
❖ Complete MANDATORY step # 21	100 points
❖ Complete 4 out of the 9 council steps	50 points each
<u>FAMILY</u> - Complete 5 of the 10 steps	300 points
❖ Complete MANDATORY step # 31	100 points
❖ Complete 4 out of the 9 family steps	50 points each
<u>PRO-LIFE</u> - Complete 5 of the 10 steps	300 points
❖ Complete MANDATORY step # 41	100 points
❖ Complete 4 out of the 9 pro-life steps	50 points each
<u>YOUTH</u> - Complete 5 of the 10 steps	300 points
❖ Complete MANDATORY step # 51	100 points
❖ Complete 4 out of the 9 youth steps	50 points each
<u>MEMBERSHIP</u> - Complete 5 of the 10 steps	400 points
❖ Complete MANDATORY steps # 61 and # 62	125 points each
❖ Complete 3 out the 8 membership steps	50 points each

TOTAL POINTS **2,200**

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Administrative Requirements

Your council has seven (7) administrative requirements that must be completed in order to qualify for the **TOP STATE** awards. The administrative items listed below do not have any program steps associated with them. However, successful completion of the required forms will be used as one of the program tiebreakers to determine the top councils in the State General Program.

- **A. Supreme Per Capita Tax Due October 10 & April 10**
Payment made to Supreme Council

- **B. State Per Capita Tax Due August 31**
Payment made to State Secretary Ken Girt.

- **C. Form # 185 - Report of Council Officers Due July 1**
Can be done on Supreme website (www.kofc.org). Email copies to St. Dep. & Dist. Dep.

- **D. Form # 365 – Service Program Personnel Report Due August 1**
Can be done on Supreme website (www.kofc.org). Email copies to St. Dep. & Dist. Dep.

- **E. Form # 1295 – Semi-Annual Council Audit Report (June Report) Due August 15**

- **F. Form # 1728 – Annual Survey of Fraternal Activity Due January 31**

- **G. Form # 1295 – Semi-Annual Council Audit Report (December Report) Due February 15**

Please note that copies of all forms listed above must be submitted to the Supreme Council, State Deputy, and to your District Deputy. In addition, **PAPER** copies of the council audits must be sent in with the signatures of the Grand Knight and Trustees. Paper copies of all other forms need to be sent to the State Deputy and District Deputy. **Copies sent to the State Deputy may be sent, emailed or faxed to the address indicated below:**

**Dave Helmstetter
State Deputy
5421 County Road 33A St. Marys, OH 45885-9658
419-394-1180
Fax: 419-300-9259
dhelmstetter@woh.rr.com**

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Program Tiebreakers

Those councils that complete all the required Steps of the State General Program will be in the running for the top state honors. The **FOUR (4)** tiebreaker rules shown below will be used to position those councils that max the General Program by completing 35 program steps, including the EIGHT (8) **MANDATORY** steps and acquiring 2200 points.

- **Tiebreaker # 1:** *All Administrative requirements completed.*
- **Tiebreaker # 2:** *Least number of late program reports submitted.*
- **Tiebreaker # 3:** *Number of new members above Supreme Membership quota as of May 1.*
- **Tiebreaker # 4:** *Percent achievement of Supreme Membership quota as of May 1.*

Division Levels

The general program division levels are established in order for all size councils to competitively participate in the state program. Divisions are determined by the number of members in each council as of the May 1 Supreme report. The general program will have **FIVE** divisions with an equal number of councils in each division.

- **Division # 1: Up to 59 Members**
- **Division # 2: 60 to 99 Members**
- **Division # 3: 100 to 156 Members**
- **Division # 4: 157 to 240 Members**
- **Division # 5: 241 + members**

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Reporting Guidelines

The guidelines are outlined to let every council participate in the general program. All program activities must be conducted within the period of **JULY 1** through **APRIL 15** to qualify for program points. Councils are encouraged to plan and conduct ongoing activities in May and June, but those activities do not necessarily qualify under the parameters of the state general program guidelines. If your Council holds an **annual event** in the last part of April, in May or June, you may submit it for points under the **"Take Up His Cross"** General Program.

➤ **Reporting Periods**

The general program will have **FIVE (5)** reporting periods commencing on July 1 and ending on April 15. Reports must be submitted on-line no later than the first day of the next reporting period, except April as shown below.

Submit to: <http://www.kofcoho.org/councilreview/gklogin.asp>

<u>Reporting Period</u>	<u>Submitted On-line By</u>
✓ July-August	September 1
✓ September-October	November 1
✓ November-December	January 1
✓ January-February	March 1
✓ March-April 15	April 15

➤ **Late Reports**

Reports received after the **FIFTH** day of the scheduled 'submitted-by-date' will be recorded in the following period. **Please note: Reports received after April 20 will not count for program points.** Reports on activities shall be submitted on-line in the program period that the activity took place.

However, reports received **ONE (1)** or more periods late will be recorded as late. Full points will be awarded for late reports. Late reports are used in tiebreaker decisions for possible top state awards. Please submit all reports on-line in a timely manner.

➤ **Report Submittals**

Councils may report through the State website at:
<http://www.kofcoho.org/councilreview/gklogin.asp>.

Councils shall only submit a maximum of **TWO** Steps (activities) per reporting period per program.

**2011 - 2013 "Take Up His Cross"
For Charity.... In Unity ...With Fraternity
Ohio State General Program**

General Program Activity Awards
--

Dynamic Administrative Award

This award will be presented to all councils that complete the seven (7) required administrative activities shown under the Administrative Requirements section. This award recognizes those councils that keep current with the Supreme and State reporting requirements.

Dynamic Administrative Award plaques will be presented at the State Convention.

Dynamo Program Award

Councils showing the largest point increase over 2010-2011 in the General Program will be presented a special Dynamo Program Award. The top council in each diocese will be recognized. *These awards will be presented at the State Convention in May.* Number of new members above Supreme Membership quota as of May 1 will be the tiebreaker.

There will be a total of 6 (six) Dynamo Program Award plaques.

Best Council and State Patriotic Award

The Former Masters' Club will review the Patriotic activities then choose the Best **Council** Patriotic Award for each Diocese. Then there will be a Best State Patriotic Award chosen from the Diocese winners. These awards will be presented at the State convention in May. See Step # 23 on page 53 for details on how to compete.

There will be a total of 6 (six) Best Council Patriotic Award plaques & 1 (one) Best State Patriotic Award plaque.

Best Newsletter Award

A Best Newsletter Contest will be conducted during the fraternal year, with awards presented at the State Convention to councils with the best newsletter in each division, and for an overall statewide best newsletter.

There will be a total of 5 (five) Best Newsletter Award plaques & 1 (one) Best Overall Newsletter Award plaque.

Best Special Interest Story Award

Send special interest stories about your council and/or members and include photos, either through email or land mail to: Harding Christ, Editor, ***Buckeye Bulletin***, 32649 Surrey Lane, Avon Lake, OH 44012-1642; Email: harding.c@oh.rr.com. We will present an award at next May's State Convention to the council preparing the best story.

There will be a 1 (one) Best Special Interest Story Award plaque.

State, Division & Diocesan Awards

Councils have the chance to earn a variety of awards based upon their performance in the State General Program. Councils that complete the following list of requirements will receive their awards at the State Convention. There will be three (3) award levels.

1. Gold Cross Award

- Report the required **35 programs steps** in the seven (7) reporting areas and earn the **2200 program points**.
- Submit all the required **Administrative Requirements**.
- Achieve your council's net **Supreme Membership Quota** as of **May 1**.

2. Silver Cross Award

- Report the required **35 programs steps** in the seven (7) reporting areas and earn the **2200 program points**.
- Submit all the required **Administrative Requirements**.
- Record a **net membership gain of 5 new members** as of **May 1**.

3. Bronze Cross Award

- Report the necessary program steps to earn at least **1,000 program points**.
- Submit all the required **Administrative Requirements**.
- Record a **net membership gain of 1 new member** as of **May 1**.

Divisional Award

The top **three (3)** councils in each of the five (5) divisions will receive an award for their standing in the State General Program contest. The four (4) tiebreaker rules will be used to determine the overall council standing. The five (5) divisions are: Division # 1= 0-59 Members; Division # 2= 60-99 Members; Division # 3 = 100-156 Members; Division # 4 = 157-240 Members; Division # 5 = 241 + Members. Eligible councils shall have earned at least **1,000** program points and submitted all the required **Administrative Requirements**.

There will be a total of fifteen (15) Top Divisional Awards.

*2011 - 2013 "Take Up His Cross"
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Ohio State General Program*

Best Activity Awards

The **Best Activity Award** will be given to a council in each of the five (5) divisions in each of the following reporting areas: **Church, Community, Council, Family, Pro-Life, Youth, Membership, Squires, Vocations, and Public Relations.**

There will be a total of 50 (fifty) Best Activity Divisional Awards.

Best Overall Activity Awards

An award will be given to the council regardless of division for the **Best Overall Statewide Activity in the following Reporting areas: Church, Community, Council, Family, Pro-Life, Youth, Membership, Squires, Vocations, and Public Relations**

There will be a total of 10 (ten) Best Overall Statewide Award.

Top Overall Statewide Awards

Platinum Cross Award

The **Top Ten (10) councils** statewide regardless of division size will receive an award for their standing in the State General Program contest. The four (4) tiebreaker rules will also be used to determine the overall council standings.

Eligible councils shall have earned the **2,200 program points** and submitted all the required **Administrative Requirements.**

There will be a total of ten (10) councils listed in the "overall" Top Ten.

Best Supreme Activity Awards

Best Overall Activity Award

An award will be given to the council regardless of division for the **Best Overall Statewide Activity**. Recipients of these awards will have their activity forwarded to Supreme Council for consideration at the Supreme Convention. The six (6) program areas of the Supreme Council awards are **Church, Community, Council, Family, Pro-Life, and Youth**.

There will be a total of six (6) Supreme Awards.

Star Council Awards

To receive this Supreme award, the council needs to make its year end insurance quota by the June 30th Supreme Council Membership Report.

The Supreme Council insurance quota is a vital part of your council receiving the Star Council Award. Many councils wait until late in the fraternal year to push to make this quota. We are asking you to promote the insurance program from day one of the fraternal year and achieve your Insurance Quota early. You should work closely with your local Field Agent to meet this quota.

The Star Council Awards Plaques will be distributed by Supreme Council.

Individual Awards

Honorees of the Year

Six Diocesan Awards - One State Award

One award will be given to an outstanding individual in each of the six (6) Diocese for each of the following categories: **Knight, Family, Lady, Volunteer, Blue Coat, Chaplain or Religious, and Youth**.

An overall state award honoree will be chosen from each category. Each of the state award winners will receive one (1) complimentary room for Saturday night at the State Convention and two (2) banquet tickets.

There will be forty-two (42) Diocesan and seven (7) State awards for the Honorees of the Year.

Buckeye Award

The **Buckeye Award** will be presented to the State Officer whose Diocese has the highest amount of council participation in the state general program and the highest net Membership increase.

There will be one (1) state officer designated as the Buckeye Award winner.

Church 300 points	Community 300 points	Council 300 points	Family 300 points	Pro-Life 300 points	Youth 300 points	Membership 400 points
Bob Walsh, Dir.	Mark Siracusa, Dir.	Joe Mackos, Dir.	Mark Pickard, Dir.	Gary Anderson, Dir.	Jeff Kiliany, Dir.	Ken Gardner, Dir.
# 1 Support Matching Funds - due November 15	# 11 Volunteer Of The Year - due April 1	# 21 Knight Of The Year - due April 1	# 31 Family Of The Year - due April 1	# 41 Pray the Rosary for Life	# 51 Youth Of The Year - due April 1	# 61 October/March Blitz
# 2 Pastor's Request	# 12 Care for our Less Fortunate Friends	# 22 Ladies' Appreciation Night	# 32 Family Memorial Mass	# 42 K of C Day of the Unborn Child	# 52 Free Throw or Soccer Competition	# 62 Zero Suspensions or 1 for 1
#3 Chaplain or Religious Of The Year - due April 1	#13 Blue Coat Of The Year - due April 1	#23 Council Patriotic Activity	# 33 Lady Of The Year - due April 1	# 43 March for Life/Rally for Life	# 53 Promote our Youth - Squires/Scouts/ Youth	# 63 We Are Family Membership Drive
# 4 Back to our Roots – Support our Sacraments	#14 Conduct a Lecturer's Program	# 24 Complete Shining Armor Award Process	# 34 Hold a Fraternal Benefits Night	# 44 Pro-Life Educational Program	# 54 Co-Sponsor a Youth Activity	# 64 Social Recruitment Effort
# 5 Parish Partnering - Forging a Bond	# 15 Make a Difference – Help our Senior Citizens	# 25 Form Admissions Committee	# 35 Family Holiday Activity	# 45 Partnership for Life	# 55 Recognizing Your Parish's Youth	# 65 Recruit the Youth
# 6 Forming a Parish Round Table	#16 Go Green – Keep America Clean	# 26 Promote a Brotherhood Event	# 36 Family Service Project	# 46 Respect Life Month Event	# 56 Sponsor a Substance Abuse Poster Contest	# 66 Recruit one who serves
# 7 Council Choice	# 17 Council Choice	# 27 Council Choice	# 37 Family of the Month Program	# 47 January Pro-Life Essay Contest	# 57 Sponsor a Youth Holiday Party	# 67 Bring a Brother Back, It's Perfectly CLEAR
# 8 Council Choice	# 18 Council Choice	# 28 Council Choice	# 38 Caring for the Community	# 48 Public Pro-Life Display	# 58 Support a Youth Academic Activity	# 68 A Knight Before Christmas
# 9 Contribute to Pennies For Heaven - due April 15	# 19 Supply manpower to a VA activity	# 29 Public Relations - Council, Parish, Community	# 39 Council Choice	# 49 Council Choice	# 59 Council Choice	# 69 Council Choice
# 10 R.S.V.P. Support Seminarians & Religious – due April 15	# 20 Financial support of VA Hospitals	# 30 Public Relations – Special Interest Stories	# 40 Council Choice	# 50 Council Choice	# 60 Council Choice	#70 Council Choice

**** MAKE COPIES OF THIS PAGE & DISTRIBUTE TO EACH COUNCIL PROGRAM CHAIRMAN**

REPORT SUBMITTAL CHECKLIST

Report/Activity	J	A	S	O	N	D	J	F	M	A	M	J
Form # 185 Report Of Council Officers	1											
Order Soccer Challenge Kit	1											
Form # 365 Service Program Personnel Report		1										
Form # 1295 Semi-Annual Council Audit Report		15										
State Per Capita Payment due		31										
Jul / Aug Activity Reports			1									
Supreme Per Capita Payment Due				10						10		
Sep / Oct Activity Reports					1							
Order Free Throw Kit, FT- KIT					1							
Matching Funds Report					15							
Nov / Dec Activity Reports							1					
Form # 1728 Annual Survey Of Fraternal Activity							31					
Free Throw Participation Rpt.							31					
Form # 1295 Semi-Annual Council Audit Report due								15				
Jan / Feb Activity Reports									1			
Pennies For Heaven Report										15		
Knight Of The Year										1		
Family Of The Year										1		
Lady Of The Year										1		
Volunteer Of The Year										1		
Blue Coat Of The Year										1		
Chaplain/Religious Of The Yr.										1		
Youth Of The Year										1		
Mar / Apr Activity Reports										15		
Columbian Award Application, Form # SP7 – State Copy										15		
Measure Up Check / Form to State Warden												1
Columbian Award Application Form # SP7 – Supreme Copy												30
RSVP Refund/Plaque Application, Form # 2683 to Supreme Council												30
Annual Report Round Table, Form # 2630												30

**2011 - 2013 "Take Up His Cross"
For Charity.... In Unity ...With Fraternity
Ohio State General Program**

CONDUCTING A SUCCESSFUL PROGRAM

In order to be successful during the implementation of the **"Take Up His Cross"** general state program, a "Positive Service" approach must be stressed to your council membership. History has shown that when councils actively conduct a comprehensive activity program for their members, the result is often membership growth.

Each council program director (often the Deputy Grand Knight) along with the various activity chairmen is encouraged to promote this program with "Positive Service" in mind. Our state program is designed to allow all councils, regardless of size, the opportunity to "MAX" the program with the least amount of reporting effort. No goal is too great if your council leaders are well organized and confident of attaining success.

Assemble your council program director and chairs to review the new ideas, activities and programs that will promote your success in the **"Take Up His Cross"** state program. Councils that strive for success must be well organized, plan accordingly and properly execute their plans. In order to conduct a successful council activity program stressing positive service, the following guidelines should be used:

1. READ THE "TAKE UP HIS CROSS" PROGRAM BOOK OR ON-LINE VERSION

MOST OF THIS INFORMATION IS AVAILABLE ON THE OHIO STATE COUNCIL WEB SITE (www.kofcoho.org) [see * on bottom of page 31].**

There is no substitute for knowing and understanding the program presented. Please read the entire program and review the program areas with your council leaders. Understand the contest "guidelines," the reporting requirements, and the necessary due dates.

- 2. APPOINT PROGRAM CHAIRMEN.** The Grand Knight and the program director should appoint a chairman for each of the SEVEN (7) program areas. If possible, assign co-chairmen to assist in the programs and sub programs.
- 3. REPORT CHAIRMEN TO THE SUPREME COUNCIL (Form # 365).** Each of your program chairmen should be listed on Supreme Form # 365 and forwarded to Supreme Council before September 1 (can submit from www.kofc.org). In this way, each chairman will be placed on the Supreme mailing lists for program information.

**2011 - 2013 “Take Up His Cross”
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4. **PROVIDE PROGRAM CHAIRMEN WITH PROGRAM HANDBOOKS OR ON-LINE VERSION.** Make sure that each of your program chairmen has a copy of their respective sections of the “**Take Up His Cross**” state activity program and the “Surge with Service” Supreme booklet. Find the on-line version at (www.kofcoho.org) [see***on bottom of page 31].
5. **CONDUCT A PROGRAM PLANNING MEETING WITH YOUR CHAIRMEN.** All of your council’s program chairmen should meet with the Grand Knight and the council program director to plan and discuss their program for the fraternal year. Select and schedule your planned activities so that you are conducting a comprehensive program ***throughout the year and not just over a few months***. See proposed agenda on page 30.
6. **PLAN AND CREATE AN OUTLINE OR MATRIX FOR ALL PLANNED ACTIVITIES.** List all program or activities that your director and chairmen have decided to accomplish during the fraternal year. Lay out these activities on a monthly calendar to prevent an overload of programs in certain months and none in other months. Please refer to the Program Activity Summary Sheet in the general program for a comprehensive, one-page layout of the general state program activities by program area for reference (found on page 26 of this booklet).
7. **HOLD A MONTHLY REVIEW MEETING.** Each of your program chairmen needs to report to the program director the activities that they have conducted on a monthly basis. The deadline for reporting the bi-monthly online activity reports is generally the first of the month of the next reporting period. It is appropriate to conduct this meeting during the last week of the reporting period to review the activities that will or have been reported and to plan the activities for the upcoming months. It is suggested to give progress reports at council meeting.
8. **SUBMIT YOUR BI-MONTHLY REPORTS ON TIME.** To assure that your council receives credit for the activities completed during a two-month period, make sure that each report is submitted online no later than the first of the month of the following reporting period. Reports received more than one reporting period late will be given credit but will be recorded as “late.” Late reports will be taken into consideration as a tiebreaker for those councils in the running for the state council awards.
9. **STRIVE TO EARN A STATE AWARD.** There are many Ohio State Council awards that will be presented at the annual state convention recognizing the excellent efforts that many councils display during the state general program year. Each Grand Knight with his leadership team is encouraged to set goals to achieve as many of these awards as possible.

**2011 - 2013 “Take Up His Cross”
For Charity.... In Unity ...With Fraternity
Ohio State General Program**

Now is the time to start organizing your council’s efforts and develop a great activity program that promotes council member involvement, positive service, and fellowship. An active council is a viable and growing council. Your program director, chairmen, and council members are invited to join together to promote, enjoy and have fun with the 2011-2013 “**Take Up His Cross**” Ohio State Council state general program.

CONDUCTING THE PLANNING MEETING – PROPOSED AGENDA

The best way to set an enthusiastic and dynamic tone for the entire year’s activity schedule is to have an early program-planning meeting. This meeting should be held as soon as all of your chairmen appointments have been made. The following is a proposed agenda for this important step in becoming a very successful and active council.

1. Review all of the successful activities from the previous year AND analyze the reasons for their success.
 2. Decide which activities will be repeated in this program year. Make sure that emphasis is placed on programs that meet your parish, community or council needs.
 3. Discuss ways to develop new, unusual and exciting activities for the upcoming program year. If necessary, have the chairmen appoint assistant co-chairmen.
 4. Establish tentative dates for projects and mark them on your program calendar. Make sure that these dates fit the state program dates outlined in the general program.
 5. Review your council roster and match members to activities that best fit their personality and background and write their names next to the activity. Call the member and explain the activity and why they would be good at participating in it and ask them to volunteer to help with the activity.
 6. Incorporate public relations activities into as many of your programs as possible.
 7. Arrange a reporting mechanism with each of your chairmen so that your program reports are properly submitted on-line by the due date.
 8. Prepare a schedule for all future review meetings. Be sure to develop a council calendar for all your scheduled activities and distribute it to all council officers and chairmen.
-

**2011 - 2013 “Take Up His Cross”
For Charity.... In Unity ...With Fraternity
Ohio State General Program**

USING THE STATE COUNCIL WEB SITE

The entire “Take Up His Cross” state general program is viewable in HTML Format on the Ohio State Council website for your review and reference. A .pdf format copy of the state general program can be readily downloaded and printed. The Ohio State Council Knights of Columbus website address is <http://www.kofcoho.org> [see *** on bottom of page 31].

ELECTRONIC REPORTING

All activity program steps must be reported on-line as all of the individual activity report forms, by program area, are available on the web site. Go to the Ohio State Council website <http://www.kofcoho.org> [see *** on bottom of page 31] and select the appropriate menu option for a specific report form.

The state website is a great communications tool to keep members informed of the many Knights of Columbus programs and issues throughout the state of Ohio. It provides excellent information about the various state-sponsored programs that are conducted throughout the fraternal year and keeps us up-to-date on current events, both at the Ohio State Council and Supreme levels.

We encourage our membership to visit the website and utilize the many features that have been designed and developed to help disseminate state information and make program reporting fun and easy. There is a wealth of information presented that can assist all councils to become more involved and successful with their activity programming efforts.

COUNCIL PROGRAM DATA ENTRY PROCEDURE

*** Using your browser application go to <http://www.kofcoho.org> . At the initial page of the website, you will see the current Ohio State Council logo. Click on the State Logo image to enter the K of C Ohio State Council Web site where you will see a photo of the current State Deputy.

1. On this page you will see a list of menu choices. Select the “**All Knights Logon**” menu button. This will take you to the “**COUNCIL PROGRAMS LOGIN PAGE**”.

2. Enter the user name -- **kofcgks** and the password **charity**. Use the drop down menu to select your council. Then click on the “submit” button which will take you to the “**COUNCIL REPORTING FOR ALL ACTIVITIES**” web page.
3. Select the “**ENTER PROGRAMS**” drop down menu and select “**NEW REPORT**”. This will take you the “**COUNCIL CREATE NEW REPORT**” web page.
4. Select your council number from the “**Council Number**” drop down menu.
5. Select the program activity that you wish to report from the “**Program**” drop down menu and click the “**Submit**” button.
6. The next web page is the report form for the Program Activity. On this web page each activity in the program group is explained in detail. Select the “**Go to Program Report**” (blue) link or scroll down to the “**New Program Entry Form**” at the bottom of the page.
 - a. In the “**Reporting Period**” row use the drop down menu to select your reporting period.
 - b. In the “**Activity Number**” row use the drop down menu to select the Activity Number you are reporting..
 - c. In the “**Description of Activity**” column provide a narrative of the action taken for this activity. (*Warning: Do not Copy / Paste from PDF Files into your program reports!*)
 - d. In the “**Activity Date**” row, enter the date of the activity.
 - e. In the “**Submitted by**” row enter your Name
 - f. In the “**Telephone**” row enter your phone number.
 - g. When all information is provide, select the “**Save**” button
7. You will be returned to the “**COUNCIL REPORTING FOR ALL ACTIVITIES**” web Page.
8. On this page by selecting the “**ENTER PROGRAMS**” drop down menu you can enter a new report, review submitted reports or add photo’s to submitted reports.
9. If you wish to add photos select the “**Up Load Pictures**” menu item and you will see the “**COUNCIL PICTURE UPLOAD**” web page.

10. Select your council number from the “**Council Number**” drop down menu and from the “**Program**” drop down menu select the program you want to add a photo and click the “**Submit**” button. You will see the “**COUNCIL REPORTS AVAILABLE FOR UPLOAD**” web page.
11. In the “**Activity Number**” row select the activity number you wish to upload (assign) photo's to.
12. On the next screen select the Browse button and go to the Folder on your PC that contains the photo and select the photo. When finished, select the “Submit” button
13. You will be returned to the “**COUNCIL REPORTING FOR ALL ACTIVITIES**” web page.
14. On this page by selecting the “**ENTER PROGRAMS**” drop down menu, you can continue to enter new reports, review submitted reports or add photo's to submitted reports.
15. To review submitted reports, select “**Review Submitted Reports**”, and you will see the “**Council Review Pending Reports**” page. Select your council number from the “**Council Number**” drop down menu and from the “**Program**” drop down menu select the program you want to review and in the “**Type**” drop down menu, select “**Pending Review**” and click the “**Submit**” button. You will see the Council Reports Pending Page.
16. Select the “**Activity**” number to see the entered report. Scroll to the bottom of this page you will see the “**Button**” to select and the words, you have stored (**X** number) of pictures stored for the activity. “Click on the “**Button**” and you will see the pictures you have stored.

COUNCIL ADMINISTRATION

Another selection on the “**COUNCIL REPORTING FOR ALL ACTIVITIES**” web page is “**GRAND KNIGHTS REVIEW CENTER**” menu option. When select this options you will see the “**COUNCIL ADMINISTRATION**” web page. Here you will find "Council Records" and "Program Records"

1. Under the "**Council Records**" "**Review Council Records**" menu you will find detail records of all councils.
2. Under the "**Program Records**" "**Review of Programs**" you will find listed by council a list of all reports submitted by each council.

3. Under the "**Program Records**" "**Review of Program stats**" select a council from the drop down menu and you will find Council Program Stats detail listing. Select the Program and all activity reports submitted by that council for that program are listed.
4. You will also be able to see if the council submitted required Supreme Documents as well as membership information.

HELPFUL HINTS

** To search a listing press and hold the "**ctrl**" key and press the "**F**" key. A window will open providing you an area to type in your search request.

** To enter the "**MEMBERS ONLY**" website (located under "Get Help/ Members Only"), the user name and password are **kofc_user** and **charity**.

** Remember, if you walk away or are distracted after you have login and show no activity in the application for a 60 minute period, you will be logged off. If you were in the middle of filling out a report and you time out you will be taken to the KofC Ohio web site entrance screen.

TO LOCATE A DEGREE IN YOUR AREA

Using your browser application go to <http://www.kofcoho.org>. At the initial page of the website, you will see the current Ohio State Council logo. Click on the State Logo image to enter the K of C Ohio State Council Web site where you will see a photo of the current State Deputy.

1. On the top of this page you will see a list of menu choices. Select the "**GK Login**" menu button at the top center of the page. You will see the "**COUNCIL PROGRAMS LOGIN PAGE**".
2. Enter the user name -- **kofcgks** and the password **charity**. Use the drop down menu to select your council. Then click on the "submit" button which will take you the "**COUNCIL REPORTING FOR ALL ACTIVITIES**" web page.
3. Menu Options at the top of this page are:
 - a. "KOF C SITE" – This will take you back to the main Enter Site Page.
 - b. "GRAND KNIGHTS REVIEW CENTER" – This will take you to the Council Administration Page and State Directory information.
 - c. ENTER PROGRAMS – Electronic Reporting web page
 - d. "VIEW DEGREE SCHEDULES" – View all scheduled degree

WHERE IS THE DIRECTORY?

When you enter the K of C Ohio Web site you will see a list of menu choices, select the “**All Knights Login**”. This will take you directly to the “**Council Programs Login Page**”. Enter the Grand Knights Login and password [**login = kofcgks, password = charity**] and your council number and then click on the “**Submit**” button which will take you the “**COUNCIL REPORTING FOR ALL ACTIVITIES**” web Page. Select the “**GRAND KNIGHTS REVIEW CENTER**” Tab and then select “**Council**”, “**District Deputy**” or “**State Officers**” and scroll down the list to locate information for an individual or council or assembly. (Note: Remember you can hold the “**ctrl**” key and press the “**F**” key and a window will open providing you an area to type in your search request.)

HOW DO WE CREATE A WEB SITE

Getting your council a web site is easy and inexpensive.

1st - Find someone in your council who is familiar with MS Front Page Web Designer, or some other web design software. (**WEB MASTER**). You may want to create a web site Director position for this individual.

2nd - Have your council approve the expenditure of \$50.00 to purchase your Domain Name which shall be www.kofcXXXX.org for a period of 5 Years. (Note: **XXXX** is your council number)

3rd - Contact SK Brett Baxter, (614) 205-5677, email - brettwbaxter@insight.rr.com 7901 Windrift Place Reynoldsburg, Ohio 43068, and let him know that you are sending him the check to set up a web site for your council.

4th - When the site is ready Brett will contact your WEB MASTER and give him your web site address, Access user name and password.

Jerry J. Lowery, Sr.
State Website Director
349 Gnarled Oak Street
Pickerington, OH 43147-1240

Wife: Sandra
Tel: 614-920-0066
E-mail: jlowery@insight.rr.com

2011 – 2013 CHURCH ACTIVITIES PROGRAM
“Take Up His Cross”
For Charity...In Unity...With Fraternity

Our theme – **Take Up His Cross** – fits perfectly for our Church Activities Program. Through participation and promoting the Sacraments, helping other parish groups, and working closely with the clergy and religious, your council can impact and show others in your parish communities what the Knights of Columbus represent. Commitment, loyalty to our Church, charity, and faith are all qualities that touch others and allow us to live up to Christ’s directive to **Take Up His Cross**. As Knights, our duty is to lead by example, promoting and supporting our parishes, and encouraging fellow Catholics to be involved. We must show others that we do care.

We must support our parishes through activities that encourage fellowship, a sense of camaraderie and community. Your council can do this by sponsoring activities that foster these traits. By being active in your parish and community, you increase your ability to gain new members. The more people know about the Knights, the more likely they’ll want to join our Order.

In order to achieve the maximum number of points in this program, a Council must complete **5** out of the **10** possible steps for a grand total of **300 points**.

- ✓ Complete **Mandatory Step #1 for 100 points (100 points)**.
- ✓ Complete **4** out of the **9** church steps for **50 points each (200 points)**; one of these steps must be a vocations activity.
- ✓ Council Choice Steps may be used as an elective for an appropriate church or vocations activity.
- ✓ Councils should report through the State website at:
<http://www.kofcoho.org/councilreview/gklogin.asp>.

Step # 1 – Support Matching Funds (Mandatory) (100 points)

A campaign conducted from September 1 through November 15, Matching Funds generates dollars for the religious education needs and programs for your diocese. Support of this program enables each diocese to purchase various materials to supplement the Catholic educational needs of both children and adults. The Ohio Charity Foundation matches the first \$25,000 of contributions made during the campaign, which ends **November 15**. These dollars are collected by the Ohio State Council and presented to each diocese’s Religious Education Directors at the mid-year District Deputies meeting. State Advocate Kevin Miller chairs this important program.

Your council check should be payable to the **Ohio State Council, Knights of Columbus**. Please write “Matching Funds” on the check’s memo line. The check should be submitted by November 15 to receive credit for this activity and mailed to the State Advocate. His address is the following:

Kevin Miller
State Advocate
1101 Arbor Oaks
Galloway, OH 43119-8507

Submit your check as outlined above and submit an on-line report to the State Church Program Director.

Step # 2 - Pastor's Request (50 points)

Our parish pastors typically have a variety of projects and needs they would like to see completed. In many situations, parish resources are limited. Here is where your council can help your pastor. Discuss with him a specific project that he needs completed. Simply writing a check for a needed purchase does not qualify for this mandatory step. Your council must demonstrate positive service where a project is identified, planned and executed with the help of your council members. You may conduct a specific fundraiser or event and designate the proceeds of this activity for the purchase of a specific parish need.

- Describe in detail how this project benefited your pastor and community.
- Document what you did, and submit an on-line report to the State Church Program Director.

Step # 3 - Chaplain or Religious of the Year (50 points)

Annually at the State Convention in May, we recognize the diocesan Chaplain and Religious of the Year nominees and the overall state honorees. We encourage each council to submit a nominee for consideration. What better honor is there than to identify and recognize the hard work and dedication that our council Chaplains and Religious perform routinely and unselfishly? Tell us how these individuals contribute and support our churches, communities and the Knights of Columbus.

The Chaplain of the Year nominations are for ordained priests and must be submitted to the State Chaplain by **April 1**. The Religious of the Year nominations may be deacons, sisters or brothers and must be submitted to the State Church Director by **April 1**.

- To fulfill the requirements of this step, you may submit either the chaplain or religious nominee as your award designate. You are also encouraged to submit both to be in the running for state awards by using the paper form on page 42 along with supporting documentation. NOTE: the paper form is in addition to the on-line report form submission. However, only one submittal is needed to satisfy this step and earn the 50 program points. You may use one as a council choice step if your council nominates one in each category. Describe in detail on how these individuals serve the church, community and Knights of Columbus.
- Submit an online report with your Chaplain and Religious nominee(s) name and describe in detail on how these individuals serve the church, community and Knights of Columbus. Both the Chaplain and the Religious nominations must be sent in to the appropriate individual, either the State Chaplain or State Church Director, by **April 1** as indicated above.

Step # 4 - Back to Our Roots – Support Our Sacraments (50 points)

This program encourages you to support your parish or PSR programs involving their sacramental programs. Make contact with your key parish personnel and see how your council can help these important events become even more memorable. Rally your council members together with the parish to support these important sacramental milestones.

- Your council should support sacramental programs like first Reconciliation or Communion, Confirmation or with adults, the RCIA programs. You could even expand the idea to include an activity for marriages or ordinations in your parish.
- Suggestions include: providing rosaries or prayer cards to first communicants, helping with snacks, supplies for craft projects, and prayer cards for the Day of Reflection for Confirmation students. With RCIA, help with any needs that the pastor or facilitator may need. Your council could even write letters of support and encouragement to RCIA candidates or give them a rosary or small statue to make them feel welcome and part of the church community.
- This step is open to the needs of your parish community. Be creative and supportive. There are many opportunities for the K of C to support these types of programs. Describe what your council did and how well it was received in an on-line report to the State Church Program Director.

Step # 5 - Parish Partnering -- Forging a Bond (50 points)

This step is designed to help forge a bond with other groups within the Church and to show that the Knights of Columbus are willing to work side by side with them to support and keep vital our parish community.

- Assist groups in your parish like the Women's Guild, Altar & Rosary Society, Holy Name, Men's Fellowship or other parish organizations. Work together on a project. Some suggestions: sponsor an hour of prayer, make an Advent wreath, collaborate on a clothing or food drive, create a Giving or Jesse Tree with suggestions of items less fortunate people need, or a fun run to support the parish. Work with another parish organization to make the program a major success!
- Document and describe your council's effort, your partner organization, how well it was received and submit it in an on-line report to the State Church Program Director.

Step # 6 – Forming a Parish Round Table (50 points)

This program is encouraged by the Supreme Council in order to develop close ties between councils and parishes that are mutually beneficial to members in developing faith, worship and service in their lives. The Round Table Program is especially important to councils that service more than one parish in its area.

Please see the Parish Round Table section of the Church Activities Program on page 41 for further information concerning the criteria for Step # 6.

Step # 7 - Council Choice (50 points)

The first council choice step may be used to report on a church activity your council planned, promoted and executed that does not fit any of the proceeding steps or activities. It may be used to report on an additional vocations activity if warranted. Any activities that nurture and support our faith and parish community should qualify. To receive credit for this activity you need to:

- It is preferred your council sponsor or co-sponsor the activity; do not just have members participate in another organization's efforts.
- Identify the program and explain why you selected the particular program and what you did.
- Report on how the program benefited your church and the response you received from your parish community.

Document all your efforts and submit an online report to the State Church Director.

Step # 8 - Council Choice (50 points)

The second council choice step may be used to report on a church activity your council planned, promoted and executed that does not fit any of the proceeding steps or activities. It may be used to report on an additional vocations activity if warranted. Any activities that nurture and support our faith and parish community should qualify. To receive credit for this activity you need to:

- It is preferred your council sponsor or co-sponsor the activity; do not just have members participate in another organization's efforts.
- Identify the program and explain why you selected the particular program and what you did.
- Report on how the program benefited your church and the response you received from your parish community.

Document all your efforts and submit an online report to the State Church Director.

See Vocations section of the Church Activities Program below for Steps #9 and #10.

***Vocations Program
Take Up His Cross
For Charity...In Unity...With Fraternity***

One of the biggest future challenges our Church faces today is vocations. While today's Church is making progress in vocations, as Knights we truly must "Take Up His Cross" in supporting activities that promote vocations. Our Vocations Activities Program allows councils to support our priests, sisters and deacons. We, as Knights, have a great tradition of support and involvement and must continue this effort.

To successfully complete the Church Activities Program, your council must complete at least one vocations activity. If your council does more than one activity, you can claim additional activities under Steps 7 and 8 as council choices. For example, if your council works closely with your parish's vocations committee or actively prays for vocations, your activities can be reported under Steps 7 and 8.

Step # 9 – Contribute to Pennies for Heaven (50 points)

Our Pennies for Heaven program continues to grow and remains a valuable way for your council to support vocations. The concept is simple: a council “passes the jug” at its meetings and activities. These contributions may be submitted by the council to the State Secretary, who chairs the Pennies for Heaven campaign, on December 15 and April 15. Council contributions are forwarded to the Diocese Vocations Directors by the State Council to promote vocations. Your council “pennies” remain in your diocese.

Many councils do more than pass the jug. They do specific activities to increase their contributions to Pennies for Heaven. We also would like for you to tell us what you do for Pennies for Heaven. After you send your check to the State Secretary, complete the online report through the State website and tell us how you collected your contribution.

Your council check should be payable to the **Ohio State Council, Knights of Columbus**. Please write “Pennies for Heaven” on the check’s memo line. The check should be submitted by April 15 to receive credit for this activity and mailed to the State Secretary. His address is the following:

Ken Girt
State Secretary
6433 Lutz Ave. NW
Massillon, OH 44646-9341

Step # 10 - RSVP – Financial Assistance to Seminarians & Religious (50 points)

The RSVP (Refund Support Vocations Program) from the Supreme Council gives councils an incentive for providing seminarians or novices with financial and moral support. RSVP creates a direct link between Knights and seminarians. This Supreme Council program refunds \$100 for every \$500 given to a seminarian and novice. The maximum refund a council receives from the Supreme Council is \$400. Councils should complete Supreme Council form #2863 and submit the form to the Supreme Council to receive the refund. These contributions to seminarians or novices must be reported between July 1 and June 30.

Submit the Church activities on-line report form with the RSVP recipient(s) name to the State Church Director by April 15 to receive credit.

Remember: to receive reimbursement from Supreme Council, submit Supreme Council RSVP form # 2863 along with a copy of the cancelled council check (front and back) to Supreme Council.

Robert E. Walsh
State Church Director
3668 West 133rd Street
Cleveland, OH 44111-3402

Wife: Yvette
Phone: 216-671-2929
E-mail: rewals731@aol.com

Michael F. Abfall
State Vocations Director
34175 Detroit Road
Avon, OH 44011-1962

Wife:
Phone: 440-714-9333
Email: golfjunkie1981@yahoo.com

2011 – 2013 PARISH ROUND TABLE PROGRAM
“Take Up His Cross”
For Charity...In Unity...With Fraternity

The dream of our founder Father Michael J. McGivney was clear: a Knights of Columbus council in every parish. But the reality is that many councils do serve several parishes or missions. For these councils, the Parish Round Table Program becomes an important tool to allow them to service several parishes. Through these Parish Round Tables, each parish or mission can have a K of C presence. Parish Round Tables provide a vehicle for K of C councils to communicate with the pastors and better meet the needs of these parishes or missions.

Members of the Round Table are council members who are members of the parishes where the Round Table Program is present. From these members and with the pastor's approval, a Round Table Coordinator should be selected.

Round Tables can easily be established and implemented by following these steps:

- The Financial Secretary obtains sufficient copies of the Round Table Brochure #2632 from Supreme.
- An appointment is made to meet with each pastor by the Grand Knight and a Knight parishioner to discuss the program. A Round Table brochure (#2632) is presented to the pastor.
- If the pastor agrees to the establishment of a Parish Round Table, the Grand Knight appoints a coordinator with the pastor's approval as the contact person to the parish.
- The Grand Knight completes the Report of Round Table Coordinator (#2629). This form must be submitted yearly to Supreme, even if the coordinator doesn't change year-to-year. The deadline is September 1 and can be submitted online.
- The details of the establishment of a Parish Round Table Program should then be published in the council newsletter, parish bulletins, and included on the council website (if applicable).
- An Annual Report (#2630) is submitted yearly for each parish represented by your Council. Deadline is June 30, and can also be completed online (www.kofc.org) to Supreme. Copies of this report should also be sent to the State Deputy, District Deputy and State Round Table Director.

Each Parish Round Table Coordinator should attempt to meet with their pastor on a monthly basis to discuss the needs of the parish. A determination can then be made where the council can assist in meeting the needs established by the pastor. This information is then communicated to the council at the monthly meeting.

The Roundtable Coordinator should also report on-line (www.kofcoho.org) [see***on bottom of page 31] to the council Church Director on the establishment of a Parish Roundtable Program under Step # 6 in the State Church Activities Program. Please detail in your on-line report if a council serves more than two parishes, a round table must be established in at least two parishes to be given credit for Step # 6.

Jerome L. Karpinski (Jerry)
State Round Table Director
26406 Oak Meadow Dr. E
Perrysburg, Ohio 43551-9498

Spouse: Jeanne
Phone: 419-874-1456
Email: jkarpinski@accesstoledo.com

Ohio State Council Knights of Columbus

NOMINATION FOR CHAPLAIN OR RELIGIOUS OF THE YEAR

Council #: _____
Council Name: _____
Nominee: _____
Address: _____
City/Zip _____
Telephone: _____
Occupation: _____

Diocese: _____
Nom. Parish: _____
Address: _____
Pastor's Name: _____
Telephone: _____
Spouse: _____

Church Activities:

Interaction with K of C:

Community Activities:

Reasons for Nomination:

Submitted By Grand Knight:

Telephone:

Send this form with supporting documents to:

DUE APRIL 1

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Robert E. Walsh
State Church Director
3668 West 133rd Street
Cleveland, OH 44111-3402
216-671-2929
ywalsh1205@aol.com

2011 – 2013 COMMUNITY ACTIVITIES PROGRAM
“Take Up His Cross”
For Charity...In Unity...With Fraternity

Your council can easily connect the **“Take Up His Cross”** theme to our Community Activities Program. Every council should be involved in giving back and making a difference in its community. Councils should build up our communities and bring hope to a world that is often immersed in negativism. Knights of Columbus are called to share our talents, support each other in unity and use our God-given talents to better our communities. Our communities need to prosper through our actions while keeping the true Christian mission alive.

Our veterans also need the K of C’s support – both financially and through our actions. Veterans’ activities are included in the Community Activities program and should be reported to the State Community Director.

In order to achieve the maximum number of points in this program, a Council must complete **5** out of the **10** possible steps for a grand total of **300 points**.

- ✓ Complete **mandatory** step **#11** for **100 points (100 points)**.
- ✓ Complete **4** out of the **9** community steps for **50 points each (200 points)**; one of these must be a veterans activity.
- ✓ Council Choice Steps may be used as an elective for an appropriate church or veterans activity.
- ✓ Councils should report through the State website at:
<http://www.kofcoho.org/councilreview/gklogin.asp>.

Step # 11 – Volunteer of the Year (Mandatory) (100 points)

Promote volunteerism by rewarding those **“WHO DO IT.”** Typically volunteers involve themselves of their own free will in activities and organizations for the good of everyone. Some examples are volunteer fire and rescue personnel, the quiet but dedicated collectors for Measure Up, Cancer Society, Heart Fund or any non-profit organization seeking help. Many people in your own council and community selflessly donate time and energy for many causes. This is your council’s opportunity to recognize one of these outstanding volunteers.

Each council should submit a nomination for *Volunteer of the Year*. From these nominations, the State Community Activities Director will select a diocesan winner and a state winner. Along with your nomination, report how your council honored this person. Describe the nominee’s efforts and accomplishments and how and where you as a council recognized this individual. Many councils recognize their volunteer of the year at an awards banquet and with a story in the local newspaper or parish bulletin. Include this information and tell us the details!

To receive credit for the activity, you should keep the following in mind when reporting:

- Any adult can be nominated. The nominee does not need to be a council member.
- The nominee must be involved in a non-profit activity during this fraternal year.
- We recommend councils present an award to its nominee, preferably at a major council or community function. However, this is not a requirement for reporting. It’s important to send details along with your nomination.

Submit your nomination to the State Community Director by the online form or by using the hard copy written nomination form found at the end of this section, by April 1 for credit and consideration as the best-in-the-State Honoree. (Remember if you have a lot of pictures and supporting documents, please send in the hard written copy).

Step # 12 - Care for Our Less Fortunate Friends (50 points)

During difficult economic times, many people are forced to choose between heating their homes and putting food on their tables. Many councils are active during the holiday season collecting food and clothing for needy people in their communities. But in many areas, helping the less fortunate is a year-round problem in our communities. Assess the needs in your community by talking with your local food bank or clothing outlet for needy individuals and families. Develop a plan to help these needy people – financially and by volunteering time.

Consider these ideas to complete the program:

- Volunteer and/or financially support a local food bank or soup kitchen in your area
- Initiate a “giving tree” at Christmas for needy children or families. Work directly with an organization like your local St. Vincent DePaul Society or your parish to accomplish this project.
- “Adopt” children of a needy family and work with a local department store for a Christmas shopping event. Have the children also pick out a gift for their parents or siblings.
- Work with a local agency in providing clothing for needy families.

Please submit the Community Activities Program online form with appropriate documentation of what your council did for this very special activity.

Step # 13 – Blue Coat of the Year (50 points)

In Ohio, we have many who qualify for this award. Look at your local police, sheriff or fire departments, your community’s emergency personnel, your volunteer fire departments or the Ohio State Highway Patrol. These people put their lives on the line to protect our communities and often are taken for granted. We need to support these dedicated people and honor them for what they do on our behalf.

Each council in Ohio should submit a nomination for Blue Coat of the Year. From these nominations, a diocesan winner will be selected as well as state winner. With your nomination, report how your council honored this person. Was it at a banquet? Was there a write up in the local newspaper? If so, send a copy of the article. Tell us the details. To receive credit for the activity, the following conditions need to be considered:

- Any adult can be nominated – the nominee does not need to be a council member.
- We recommend councils present an award to its nominee, preferably at a major council or community function. However, this is not a requirement for reporting. It's important to send details along with your nomination.

Submit your nomination to the State Community Director by the online form or by using the hard copy written nomination form found at the end of this section, by April 1 for credit and consideration as the best-in-the-State honoree. (Remember if you have a lot of pictures and supporting documents, please send in the hard written copy.)

Step # 14 – Conduct a Lecturer's Program (50 Points)

The lecturer is appointed by the Grand Knight to provide informational, educational and entertaining programs to the council. He is responsible for the "Good of the Order" portion of council meetings. A good lecturer must be knowledgeable and aware of all council programs so he can develop an effective lecturer's program.

Ideas to consider for the program:

- Provide an educational program on key issues in your community.
- Invite a local high school choir or group to perform.
- Invite one of your local high school coaches to preview or recap the season.
- Invite your insurance agent to talk about benefits of the K of C insurance program.
- Allow a youth involved in a community service project to explain the activity and its benefits.
- Invite Cub or Boys Scouts to explain what they are learning and doing.
- Invite your pastor or chaplain to talk about a subject of his choice.
- Provide historical and informative content about the Knights of Columbus.

There are many programs your Lecturer can consider for your council. Be aware of your community and parish needs. This is a great opportunity for a council to be a leader in its community.

Pick your top program, describe the program in detail and submit the Community Activities Program on-line form with appropriate documentation of what your council did for this very special activity.

Step # 15 -- Make a Difference – Help Our Senior Citizens (50 points)

Many senior citizens in our communities need our help. Look around your parish and community for senior citizens who need special assistance. Work with your local senior citizen center to learn who in your community might need a helping hand so you can make a difference!

Suggested activities to help you complete the program are the following:

- Repair work or yard work to be done; cut grass, rake leaves, trim bushes, and paint exterior parts of house.
- Clean interior and perform maintenance jobs inside the house.
- Errands need to be run for homebound people.
- Spend time talking with shut-in senior citizens – make a difference in their day!
- Provide transportation to Sunday mass or council meetings for senior citizens unable to drive.
- Have your council pay a visit to retired priests or sisters living in your community and offer your assistance to them.
- Many communities have a “Make a Difference Day.” Get your council active in this type of program for those who need extra help.

Please submit the Community Activities Program on-line form with appropriate documentation of what your council did for this very special activity

Step # 16 – Go Green – Keep America Clean (50 Points)

Going green is popular today as Americans raise their awareness of the environment. Keeping our country clean and beautiful can be a challenge for many communities. It's important for your council to do its part by helping clean up America and making it better environmentally.

Program ideas include the following:

- Councils should pick a road or street (one mile minimum) and clean both sides.
- Pick a park and clean up all the trash.
- Sponsor a recycling day. Recycle plastics, glass, paper, metal cans and then take them to a recycling center. Or if available in your community, organize a group of volunteers to work at a recycling center.
- Plant a tree in memory of Sister Dorothy Stang, who was passionate about many environmental causes.

Please submit the Community Activities Program on-line form with appropriate documentation of what your council did for this very special activity.

Step # 17 - Council Choice (50 Points)

Design and create your own community activity, submit the report here under the council choice program including all the proper documentation. The “**Surge with Service**” booklet, sent to you by Supreme Council and available online (www.kofc.org), has many exciting ideas for you to consider.

Please submit the Community Activities Program on-line form. Give a full detailed report, including details of preparation and promotion of the activity.

Step # 18 - Council Choice (50 Points)

Design and create your own community activity, submit it here under the council choice program including all the proper documentation. The “**Surge with Service**” booklet, sent to you by Supreme Council and available online, has many exciting ideas for you to consider.

Please submit the Community Activities Program on-line form. Give a full detailed report, including details of preparation and promotion of the activity.

Veterans Activities

Freedom is not **free!** We owe the very freedoms we treasure and enjoy to those who fought and those who are fighting for this freedom in the service of the United States Armed Forces. All councils should support our veterans. Work with your Fourth Degree Veterans’ Chairman. These veteran chairs will offer your council plenty of ideas on how to help our veterans. Here are two important ways to support veterans:

Step # 19 - Supply Manpower to a VA Activity (50 points)

Complete one of the following:

- Schedule a day or evening outing with some of our “forgotten” veterans at your regional VA Hospital. Collect reading material, card games, toiletries and other items to bring along on your visit. Check with your area veterans chairman for other ideas and ways to support our veterans.
- Produce a list of local service members stationed in war zone countries and send care packages to them. Include snacks, hand sanitizer pads and any other appropriate items. This is especially effective activity during the holiday season when our service people are away from their families.

Please submit the Community Activities Program on-line form. Give a full detailed report, including details of preparation and promotion of the activity.

Step # 20 - Financial Support for VA Hospital (50 points)

- Contribute a minimum of \$50.00 to either a local VA Hospital or a check to the Ohio State Council, Veterans Fund. Money collected will be used to purchase calling cards or similar items for our troops currently deployed overseas and to support the veterans in VA hospitals.

Please submit the Community Activities Program on-line form. Give a full detailed report, including details of preparation and promotion of the activity.

Do you still need ideas? Contact the State Patriotic Chairman.

Mark Siracusa
State Community Director
1310 Markey Drive
Bryan, OH 43506-2589

Wife: Beth
Phone: 419-553-9552
Email: cuzza@roadrunner.com

Raymond G. Darr (Donna)
State Patriotic Chairman
1618 Fallbrook Road
Toledo, OH 43614-1901

Wife: Donna
Phone: (419) 382-0054
Email: radar1618@aol.com

Ohio State Council Knights of Columbus

NOMINATION FOR VOLUNTEER OF THE YEAR

Council #: _____
Council Name: _____
Nominee: _____
Address: _____
City/Zip _____
Telephone: _____
Occupation: _____

Diocese: _____
Nom. Parish: _____
Address: _____
Pastor's Name: _____
Telephone: _____
Spouse: _____

Church Activities:

K of C Activities:

Community Activities:

Reasons for Nomination:

Submitted By Grand Knight:

Telephone:

Send this form with supporting documents to:

DUE APRIL 1

**Mark Siracusa
State Community Director
1310 Markey Drive
Bryan, OH 43506-2589
cuzza@roadrunner.com**

Ohio State Council Knights of Columbus

NOMINATION FOR BLUE COAT OF THE YEAR

Council #: _____
Council Name: _____
Nominee: _____
Address: _____
City/Zip _____
Telephone: _____
Occupation: _____

Diocese: _____
Nom. Parish: _____
Address: _____
Pastor's Name: _____
Telephone: _____
Spouse: _____

Church Activities:

K of C Activities:

Community Activities:

Reasons for Nomination:

Submitted By Grand Knight:

Telephone:

Send this form with supporting documents to:

DUE APRIL 1

**Mark Siracusa
State Community Director
1310 Markey Drive
Bryan, OH 43506-2589
cuzza@roadrunner.com**

2011-2013 COUNCIL ACTIVITIES PROGRAM
“Take Up His Cross”
For Charity. In Unity. With Fraternity

“Take Up His Cross.” Christ died on this cross for human kind. Now it is our turn like Simon of Cyrene to see how we as Knights can “Take Up His Cross” and show what our councils can do by following His example. As followers of Christ and as Knights of Columbus, the State Council Activities Program provides the necessary “steps” for our councils to “Take Up His Cross.”

We have a great tradition as Knights. Our councils have taken up and carried the cross of Christ for years. These State Council Activities Program ‘steps’ represent our efforts to improve our parishes and communities. Examine what past grand knights, previous program directors and other council members have accomplished and see if you can “Take Up His Cross” where they left off.

Most of all, never underestimate the power of **GOD**, as a touch, a smile, a kind word, a listening ear, a compliment, or the smallest act of caring, all come from **GOD**. Council members have come together for a reason, or a lifetime, working together for a common goal. Whatever you do, you work together as a council. Having fun, being creative, working together creates positive council involvement that exists through us all.

In order to achieve the maximum number of points in this program, a Council must complete **5** out of the **10** possible steps for a grand total of **300 points**.

- ✓ Complete **mandatory** step #21 Knight of the Year for **100 points. (100 points)**
- ✓ Complete 4 out of the 9 remaining Council steps for **50 points each. (200 points)**
- ✓ Council Choice Steps may be used as an elective for an appropriate council or public relations activity.
- ✓ Councils should report through the State website at:
<http://www.kofcoho.org/councilreview/gklogin.asp>.

Step # 21 - Knight of the Year (Mandatory) (100 Points)

Every council has extraordinary members that exhibit Columbianism for the Church, Community, Family and Youth. From these men, select your most deserving Brother Knight and present him with our highest honor, Knight of the Year.

Guidelines for completing the Knight of the Year nomination:

- Appoint a selection committee that will set the criteria for your selection.
- Begin your evaluations by using the Supreme Council Knight of the Month Program.
- Place primary emphasis on the activities that a member does in the current fraternal year.

Submit your nomination to the State Council Director by the on-line form or by using the hard copy written nomination form found at the end of this section, by April 1 for credit and consideration as the best-in-the-State Honoree.

Step # 22 - Ladies Appreciation Night (50 Points)

This is an opportunity for your Council to show its appreciation to the women of the Council. We all know that behind every successful Knight stands a great woman. This is an excellent activity to recognize and thank these wonderful women. On this night, our women should be the center of attention. Council involvement is critical for the success of this program.

Some suggestions for a Ladies Appreciation Night:

- Dinner with dancing
- A night out to a favorite restaurant
- Wine and cheese tasting event
- Cook and serve a meal for the ladies

To receive credit for this activity please include the following on the Council Activities on-line form:

- Submit a detailed report on the event; include photographs when possible.
- Include the number of women honored and members present.

Step # 23 - Council Patriotic Activity (50 Points)

Patriotism is everyone's responsibility and privilege and should be part of our daily lives. The pride in our nation and freedoms are second only to our faith. Councils will receive credit for an activity promoting patriotism. In addition, your council will be eligible for a special patriotism award from the former Fourth Degree Masters in Ohio for this activity. As the tradition, these former Masters will review the activity and present a special **Council Patriotic Award** at the state convention in May. ***There will be a Best Council Patriotic Award for each Diocese as well as an overall winner for the State – See Page 22.***

Some suggested activities:

- Support our troops overseas with care packages from home.
- Honor our troops and families in a special way.
- Promote patriotism in the local schools by erecting a flagpole, holding a special assembly, or purchasing new flags for the schools.
- Participate in a local parade.
- Sponsor an educational program or essay contest related to American history.

To receive credit, submit your council's program on the Council Activities Program on-line form with a detailed report on what you did. *Assembly activities will not be accepted.* Points will be given to councils and then forwarded to the former Fourth Degree Masters for review and consideration for state recognition.

Step # 24 - Complete Shining Armor Award Process (50 Points)

The Shining Armor Award program focuses on involving new members in your council, encouraging their participation and then recognizing them as a valued member of your council. This program is a great way for new members to become active and an even better way for your council to develop future leaders.

New members should complete the Shining Armor Award qualifications during their first year of membership. These qualifications are the following:

- Be involved in at least three council service programs
- Attend at least three council business meetings
- Receive their Second and Third Degrees.
- Meet with their council's insurance representative or general agent
- Recruit at least one new member

To complete this program, councils should order the following materials from the Supreme Supply Department: **#4292 Qualification Cards, #4293 Certificates of Recognition \$.25 each and #1700 "Shining Armor" lapel pins \$3.00 each.**

Once a new Knight achieves the Shining Armor Award, a council should appropriately recognize him for this accomplishment at a council meeting or other special council event.

To receive credit, submit the Council Activities Program on-line report form, listing the name(s) of the "Shining Armor" member(s) and the name(s) of the new members they recruited.

Step # 25 - Form an Admission Committee (50 Points)

Supreme Council requires every council to establish an Admissions Committee to evaluate potential candidates, introduce them to your council and involve them in its activities.

Your financial secretary should order the following forms from the Supreme Supply Department: **#390 Inquiries Guide for Admission Committee, #391 Admission Committee Questionnaires and #283 Report of Admission Committee.** This material will help you establish an Admissions Committee and provide the necessary guidelines for its implementation.

The Admissions Committee presents an opportunity for the council to learn more about the prospective Knight and his interests.

To receive credit for this activity, submit the Council Activities Program on-line form with the chair's name and committee members. Also, explain how the committee functions within your council and how the committee helps engage and educate new council members.

Step # 26 - Promote a Brotherhood Event (50 Points)

Many fraternal organizations have similar charitable philosophies and programs like the Knights of Columbus. This activity requires your council to reach out and ask another fraternal organization to join us in a common charitable event or activity.

Ideally, National Brotherhood Week, held annually during the third week of February, would be a good time to collaborate with a fellow fraternal organization or even a neighboring K of C council on a special activity. The activity should take place between July 1 and April 15.

Let your community know the two organizations are working together for a common cause. Use your creativity. There are many good ideas that can be developed around a theme. Make sure you involve your public relations chair to promote this joint brotherhood event by publicizing to the community.

This activity can be a great way to promote respect for people and promote the goals of both organizations.

To receive credit for this activity, submit the Council Activities Program on-line form with a detailed report on the activity and the names of the other participating organization(s).

Steps # 27 & # 28 - Council Choices (50 Points each)

Councils are not limited to the programs above. Councils participate and organize many activities during a fraternal year. Here are a few suggestions for council choice programs:

- | | |
|---------------------------------|---------------------------------------|
| -State Council Sponsored Events | -Council Blood Drive |
| -State Bowling Tournament | -Council Athletic Teams |
| -State Campout | -Council Work Party |
| -State Basketball Tournament | -Dinner for PGK and/or Council Awards |

Councils every year have those one or two big events that everyone wants to attend, whether it is a dinner dance, picnic, anniversary party, sporting event party, or an open house. To receive credit for this activity, submit the Council Activities Program on-line form with the details and explain how the activity fared. NOTE: only submit each Council Choice ONE time.

Public Relations Activities

Just what is Knights of Columbus Public Relations? It is communicating with your council members, with the people of your Catholic parishes and with the people of your community – informing them about what your council is doing, about events, charitable giving, presentations (such as scholarships to our youth). Public relations remain a great recruiting tool. It is advertising for your council. It is image building. It is promoting the Knights of Columbus.

The two Public Relations Activities are designed to allow councils to show how they accomplish these missions.

Step # 29 – Public Relations: Council, Parish, Community (50 points)

Let your Brother Knights know what is happening in the council, what is planned, and other interesting information. The council newsletter is perhaps the best source for distributing this information, especially to members who do not attend meetings regularly. Every council should have a newsletter. Tell us how you communicate with your members.

Let the people of your Catholic parish, and your community, know the good things your council is doing, what events are scheduled, what charitable giving you have accomplished, what awards you have presented. It's a great way to let prospective members know about the Knights of Columbus.

To receive credit for this activity, please submit the Council Activities Program on-line form with a detailed report on your newsletter.

Step # 30 – Public Relations: Special Interest Stories (50 points)

Your council does many interesting things during the fraternal year, schedules many activities, and has many special events. Share those ideas with Brother Knights throughout Ohio. Prepare stories of those good things your council does. You may have a member who has an interesting story to tell about his involvement in the Knights. We would like to hear your ideas. Send those stories to the ***Buckeye Bulletin*** for possible publication in our Ohio State Council's newspaper. Include photos. Send them either through email or land mail to: Harding Christ, Editor, ***Buckeye Bulletin***, 32649 Surrey Lane, Avon Lake, OH 44012-1642; Email: harding.c@oh.rr.com. We will present an award at State Convention to the council preparing the best story.

To receive credit for this activity, please submit the Council Activities Program online form with a detailed report on the story submitted to the ***Buckeye Bulletin***.

A **Best Newsletter Contest** will be conducted during the fraternal year, with awards presented at the State Convention to councils with the best newsletter in each division, and for an overall statewide best newsletter.

Please note: Assistance with your council's Public Relations Activities may be found in the Supreme Council Public Relations Handbook, "Getting Your Message Across – Knights of Columbus Public Relations and Publicity Guide (No. 2235).

Your Public Relations online reports can be filed through the Ohio State Council's website (www.kofcohio.org) [**see *** on bottom of page 31**].

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Wife: Patricia
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E-mail: harding.c@oh.rr.com

Ohio State Council Knights of Columbus

NOMINATION FOR KNIGHT OF THE YEAR

Council #: _____
Council Name: _____
Nominee: _____
Address: _____
City/Zip _____
Telephone: _____
Occupation: _____

Diocese: _____
Nom. Parish: _____
Address: _____
Pastor's Name: _____
Telephone: _____
Spouse: _____

Church Activities:

K of C Activities:

Community Activities:

Reasons for Nomination:

Submitted By Grand Knight:

Telephone:

Send this form with supporting documents to:

DUE APRIL 1

**Joseph J. Mackos
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2011-2013 FAMILY ACTIVITIES PROGRAM
“Take Up His Cross”
For Charity. In Unity. With Fraternity

The Knights of Columbus is a Catholic, Family, Fraternal, and Service Organization. While only a male member of the household can be a Brother Knight, families are what make up our councils. Councils that include the family in their programs and activities are the councils that excel today and will survive into tomorrow. The Catholic man of the 21st century tries to build his life around his family, much as St. Joseph did over 2000 years ago. It is our duty as Knights of Columbus to preserve the family unit even as society as a whole tries to tear it down. We can, as members of the largest lay Catholic organization in the world, help build strong families in our parishes and communities.

The **“Take Up His Cross”** State Family Activities program is designed to bring families together for fun, work, and prayer. When planning your family programs, don't forget that members of the council family include the widows and children of our deceased Brother Knights. Also, be sure to open as many of your family activities as possible to families of the parish and community.

In order to achieve the maximum number of points in this program, a Council must complete **5** out of the **10** possible steps for a grand total of **300 points**.

- ✓ Complete **mandatory** step #31 Family of the Year for 100 points (**100 points**)
- ✓ Complete 4 out of the 9 remaining family steps for **50 points each**. (**150 points**)
- ✓ The Council Choice activity can be either an appropriate family or insurance activity not listed below.
- ✓ Councils should report through the State website at:
<http://www.kofcoho.org/councilreview/gklogin.asp>.

Throughout the course of the family program, suggestions are recommended to assist you. If you are still in need of suggestions, take a moment to read the “Surge with Service Program” Book given to you by the Supreme Council and available online (www.kofc.org).

Step # 31 Family of the Year (Mandatory) (100 points)

Every council has that family that stands out for its work in the church, council, and community. Tell us about them! Please remember that the more details and documentation (with pictures) submitted with your entry (hard copy nomination form), the better chance you have for them as a nomination for the Diocesan and State Family of the Year. Using the Supreme Council Family of the Month program can make choosing a council Family of the Year much easier. Information on this program can be found in the Family of the Month pamphlet (Item # 1973) available from Supreme Council and distributed to all councils with the “Surge for Service” packet at the beginning of the fraternal year.

Submit your nomination to the State Family Director by the on-line form or in hard copy written nomination form found at the end of this section by April 1 for credit and consideration as the best in the State Honoree

Step # 32 Family Memorial Mass (50 points)

“Charity begins at home; members of our society have not more binding, more compelling duty than the care of the widow and children of our departed brother.” Care of the families of our deceased brother knights goes beyond material support. We must also support these families spiritually. November is the traditional month for councils to hold a memorial Mass. Contact your Chaplain or Pastor to plan this event and try to include some type of social time after the Mass. Be sure to personally invite by letter or phone call, all the families of your deceased members. You may also choose to remember the deceased wives of members at this Mass.

Submit your information to the State Family Director via the online report form through the state council website.

Step # 33 Lady of the Year (50 points)

It is time to honor that wife or daughter of a Brother Knight who stands out in the parish or community. Honor that special Lady as your council's **Lady of the Year** and present her with some type of acknowledgment of this award. Do not forget to complete the nomination form found at the end of this section and submit it by April 1 for credit.

Suggestions in completing the Lady of the Year nomination:

-
- Appoint a selection committee that will set the criteria for your selection.
 - Place primary emphasis on the activities that a woman has done in the current fraternal year.
 - Use the nomination form at the end of this section as your guide, but please include as much information as possible.

Submit your nomination to the State Family Director by the online form or in hard copy written nomination form found at the end of this section and submit it by April 1 for credit and consideration as the best in the State Honoree

Step #34 Hold a Fraternal Benefits Night (50 points)

Put together a program that informs all of the council members and their families on the excellent fraternal benefits the Order has to offer. Incorporate estate planning within this program. Your K of C Field agent or General Agent should be a main speaker in this program activity. Other possible speakers include an attorney, funeral director, and/or cemetery lot salesperson. If you need assistance in contacting your local field agent/general agent, please call the State Insurance Liaison James Valent (see his contact information on page 61).

Submit your information to the State Family Director via the online report form through the state council website.

Step # 35 Family Holiday Activity (50 points)

Holidays are a great time to bring the council families together to celebrate. Many of us hold parties, picnics, or events during the holidays. Perhaps your council holds one of the following events:

Family Christmas or Advent Party	Thanksgiving Dinner
Fourth of July Celebration	Easter Egg Hunt
Family Halloween Party	Labor Day Picnic

Once again, be sure this activity includes all families of the council. This would also be the perfect type of event to invite families of the parish and community to attend.

Submit your information to the State Family Director via the online report form through the state council website.

Step # 36 Family Service Project (50 points)

Is there a better way to teach our families the first principle of our Order than to get them directly involved in a charitable activity as a family? Children love to help others and some of their fondest memories of their involvement with the Knights of Columbus might well be a charitable activity. Putting together Thanksgiving or Christmas food baskets for the needy, helping at a Special Population Free Throw, cleaning up at the parish or council hall, assisting the elderly with Fall cleanup, or any other act of giving of council families' time and talent qualifies for points with this Step.

Submit your information to the State Family Director via the online reporting through the state council website.

Step # 37 Family of the Month Program (50 points)

This program activity is in direct conjunction with activity # 31 Family of the Year Nomination. Each month Supreme Council selects the top family in each of the jurisdictions within the Order. The form is included in the information that is provided by the Supreme Council. Make the selection for the Family of the Month of your council and submit it to Supreme Council. To earn credit for this program, a council will need to submit five (5) months of nominations to the Supreme Council and report the 5 honoree names. This program can be used in assisting a council in the selection of their Family of the Year Nomination.

Submit your information to the State Family Director via the online reporting through the state council website.

Step # 38 Caring for the Community (50 points)

Have at least two council families or better yet, many council families, volunteer to help at a community soup kitchen, homeless shelter, at a Senior or Veterans Center, at a social service agency, or make baskets or homemade crafts to give out over a holiday. This worthwhile family activity, that must involve the parent/guardian and the children, will show our children and/or grandchildren what it means to give back to “those less fortunate than us” in our community.

Plan this activity to include as many families of the council as possible. This would also be the perfect type of activity to invite families of the parish and community to volunteer along with the council families.

Submit your information to the State Family Director via the online report form through the state council website. Describe the place, the number of families whom volunteered, and how the volunteer project/activity turned out.

Steps # 39 and # 40 Council Choices (50 points each)

Does your council hold a special family activity that does not fit the programs listed above? Let us know about it by submitting it as a council choice activity. Give plenty of details about this program. If it is one that stands out, it may be implemented into future state programs. NOTE: only submit each Council Choice ONE time.

Submit your information to the State Family Director via the online reporting through the state council website. Describe the place, the number of families whom volunteered, and how the volunteer project/activity turned out.

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State Insurance Liaison
P.O.Box 224
234 Front St.
Philo, OH 43771-0224

Wife: Stephanie
Phone: 740-280-0280
Cell Phone: 740-319-5632
Fax: 740-280-0281
Email: james.valent@kofc.org

Ohio State Council Knights of Columbus

NOMINATION FOR FAMILY OF THE YEAR

Council #: _____
Council Name: _____
Husband/Wife: _____
Address: _____
City/Zip _____
Telephone: _____
Children/Ages: _____

Diocese: _____
Family Parish: _____
Address: _____
Pastor's Name: _____
Telephone: _____

Church Activities:

K of C Activities:

Community Activities:

Reasons for Nomination:

Submitted By Grand Knight:

Telephone:

Send this form with supporting documents to:

DUE APRIL 1

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State Family Director
21500 Anderson Road
Bowling Green, OH 43402
pick854@aol.com**

Ohio State Council Knights of Columbus

NOMINATION FOR LADY OF THE YEAR

Council #: _____
Council Name: _____
Lady Nominee: _____
Husband: _____
Address: _____
City/Zip _____
Telephone: _____

Diocese: _____
Family Parish: _____
Address: _____
Pastor's Name: _____
Telephone: _____
Children/Ages: _____

Church Activities:

K of C Activities:

Community Activities:

Reasons for Nomination:

Submitted By Grand Knight:

Telephone:

Send this form with supporting documents to:

DUE APRIL 1

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2011 – 2013 PRO-LIFE ACTIVITIES PROGRAM
“Take Up His Cross”
For Charity...In Unity...With Fraternity

The “**Take Up His Cross**” theme so beautifully applies to the Pro-Life Activities Program. As our Lord took up His own cross in order to redeem our lives, now it is our turn to take up our own crosses in defense of the most innocent and defenseless of our brothers and sisters. Although the pro-life/respect life spectrum is wide indeed, encompassing a great array of attacks on human life across its entire spectrum from conception to natural death including abortion, human cloning, assisted suicide, euthanasia, embryonic stem cell research, etc., this program will focus mainly on the most fundamental right of all: the right to be born and welcomed into the world.

As the value of sacred human life is ever more questioned and subjected to increasingly diabolical attacks-almost on a daily basis-it becomes more urgent for the Knights of Columbus to stand in the breach and to tell the world that we will never, ever retreat from the front lines. As the recently beatified Pope John Paul the Great stated, we brother knights will wield the power of our “strong right arm of the Church” to defend those unable to defend themselves-particularly the unborn. Your State Pro-Life Activities program will provide the framework to guide you and your council in doing just that.

In order to achieve the maximum number of points in this program, a Council must complete **5** out of the **10** possible steps for a grand total of **300 points**.

- ✓ Complete **mandatory** step # **41** for **100 points (100 points)**.
- ✓ Complete 4 out of the **9** other Pro-Life steps for **50 points each (200 points)**.
- ✓ The Council Choice steps may be used as electives for appropriate pro-life activities.
- ✓ Councils should report through the State website at:
<http://www.kofcoho.org/councilreview/gklogin.asp>.

If you're still lost for ideas, read Supreme's “*Surge...with Service Program*” book mailed to the Grand Knights and available on-line at (www.kofc.org). There are many good programs in that book.

Step # 41 – Pray the Rosary for Life (Mandatory) (100 Points)

Pray a Rosary for Life before or after council meetings, Mass, or any other council activity or event. Whenever possible, have the Rosary led by the pastor, parish priest, or council chaplain. Distribute pro-life prayer cards available from Supreme Council.

To receive credit for this step, submit the following information to the State Pro-Life Director via the online report form through the state council website:

- When and where the Rosary for Life was prayed as well as who led the Rosary and the number of council members and other attendees.

Step # 42 – K of C Day of the Unborn Child (50 Points)

Promote the annual Knights of Columbus Day of the Unborn Child, held on the Feast of the Annunciation on March 25. Knights and their families should pray for the return of respect and protection of the unborn child.

To receive credit, select from the following suggestions for this program:

- Plan and sponsor a Mass for the Unborn (may include your Fourth Degree Color Guard). Consider a pro-life talk with light refreshments after.
- Pray the Rosary as an assembled family for unborn children.
- Hold a prayer vigil in front of a statue of our Blessed Mother Mary while praying a Rosary for the Unborn.

Step # 43 – March for Life/Rally for Life (50 Points)

January 22, 1973 will forever be remembered across the United States as the date of the infamous *Roe v. Wade* Supreme Court decision legalizing abortion throughout all nine months of pregnancy across the United States. The national March for Life in Washington D.C. on or around January 22 has continued to attract hundreds of thousands of pro-life families and individuals from every state in the Union to protest the wrong-headed, evil decision of the Court that is now responsible for 50 million aborted babies ever since. State and local pro-life organizations also hold rallies and events on their home turfs to coincide with the March for those unable to trek to Washington.

To receive credit for this step, submit the following information to the State Pro-Life Director via the online report form through the state council website:

- Provide details on the number of council members and families who attended the event as well as financial assistance-if any-provided by the council.
- Provide specifics of the state, local, or national event attended and whether or not the Council sponsored a bus.
- Provide details of how the event was publicized.

Step # 44 – Pro-Life Educational Program (50 Points)

Hold a council pro-life educational program open to the parish and general public. Plan an event that features a presentation by local experts from your diocesan respect life office, local right to life organizations, crisis pregnancy centers, post-abortion healing ministries, etc. This could consist of one event or better yet, a series of events that address controversial pro-life topics such as abortion, embryonic stem cell research, human cloning, euthanasia, assisted suicide, pending pro-life legislation, etc. Prior to the event(s), order pro-life materials from Supreme to be distributed at the event. Hold a question and answer segment followed by light refreshments. Publicize the event(s) in the council newsletter, website, and diocesan newspaper.

To receive credit for this step, submit the following information to the State Pro-Life Director via the online report form through the state council website:

- Hold at least one such event and provide details on the theme of the event, what the program included, the speaker(s), the number in attendance, how it was publicized, and the date, time, and location.

Step # 45 – Partnership for Life (50 Points)

Partner with a local pro-life organization to assist them in their efforts to protect the unborn, the infirm, the elderly, the intellectually challenged, or any of the most innocent and defenseless among us.

To receive credit for this step, submit the following information to the State Pro-Life Director via the online report form through the state council website:

- Team up with a local pro-life organization and provide whatever assistance they require.
- Provide specifics on the organization(s) and the services provided.
- Include dates and times, number of council members and others in attendance. Provide details on any publicity received.

Step # 46 – Respect Life Month Event (50 Points)

October is not only the month of the Holy Rosary, but is Respect Life Month throughout the U.S. as well, highlighted by Respect Life Sunday on the first Sunday in October. Plan a pro-life activity or event for your council and parish that ties in with the Respect Life theme. Use your imagination as well as the resources supplied by the U.S. Conference of Catholic Bishops on their Respect Life Program website at: www.usccb.org/prolife/programs/rlp/2010/. Some suggestions would be a special Respect Life Mass followed by a Rosary for Life, an information table, a Respect Life talk by your diocesan Respect Life Coordinator with refreshments after, etc.

To receive credit for this step, submit the following information to the State Pro-Life Director via the online report form through the state council website:

- Hold a Respect Life Month event to include your council and parish.
- Report the specifics of the event including the date and location, the number of attendees and number of council members who worked on the event as well as any other interesting details.

Step # 47 – January Pro-Life Essay Contest (50 Points)

Sponsor a youth pro-life essay contest during the month of January, to coincide with the March for Life and local pro-life rallies and events. Determine the grade levels to include and discuss with your pastor along with the respective Catholic school principal for their approval and planning. Publicize it in your council newsletter and website, parish bulletin, and Catholic newspaper. Consider holding an awards ceremony with light refreshments and invite local media.

To receive credit for this step, submit the following information to the State Pro-Life Director via the online report form through the state council website:

- Provide the details of the contest including the date, the topic, how the contest was publicized, and the number of children who participated in each grade level, individual winners, and the location of the awards event.
- Include details on any media coverage of the event.

Step # 48 – Public Pro-Life Display (50 Points)

Form a committee to conceptualize a public pro-life display that calls to mind the millions of babies sacrificed on the altar of abortion since 1973. Suggestions include a monument to the unborn, a field of crosses symbolizing aborted children, a pro-life billboard, etc. Present the concept to your pastor and seek his approval for installation on parish grounds, preferably in a high visibility location. (If that is not possible, any other approved high-visibility location is acceptable). The display can consist of any materials and design deemed acceptable by the pastor and your council, but it should feature a memorable message for passersby to see and on which to reflect.

To receive credit for this step, submit the following information to the State Pro-Life Director via the online report form through the state council website:

- Design the display and complete the installation.
- Schedule and publicize a ceremony to unveil and bless the display by the pastor or associate pastor.
- Invite parishioners, pro-lifers from the surrounding area, and the media.
- Provide details of the display, the unveiling and blessing event, the number of those in attendance, and the number of council committee members involved.

Step # 49 – Council Choice (50 Points)

Step # 50 – Council Choice (50 Points)

Councils are not limited to the programs above. Councils participate and organize many pro-life activities which can be reported in the Council Choices. Here are a few suggestions for Council Choice programs:

Ultrasound Initiative

Nearly 90% of women considering an abortion decide to keep their babies once they've had a chance to see an ultrasound of their babies in utero. For that reason, the Supreme Council recently embarked on its Ultrasound Initiative where Supreme will match up to 50% of the cost of an ultrasound machine for a qualified pregnancy care center provided local and state councils raise 50% of the cost themselves.

To receive credit for this step and to secure 50% funding from Supreme Council the following conditions must be satisfied:

- In a manner prescribed by Supreme, submit documentation showing that the following steps have been completed. **Consult and follow the entire official Ultrasound Initiative Guidelines at:**
www.kofc.org/un/en/prolife/ultrasound/guidelines.html.
- Identify a local, qualified, and licensed pro-life pregnancy care center.
- Ensure that the center is affiliated with a medical doctor who will oversee operations of the machine.
- Ensure that the machine will be staffed by licensed and experienced medical personnel.
- Ensure that the center is properly insured for operation of the machine.
- Ensure that the center is not anti-Catholic in any way.
- Raise a minimum of 50% of the cost of an ultrasound machine that will address the specific needs of the center.
- Once the funds for not less than half of the purchase price are raised, submit the invoice or sales order for the ultrasound machine to Supreme, which will match the other half of the purchase price of the machine.
- Plan a check presentation or ribbon cutting ceremony to be held when the actual machine arrives or is ready for operation. Be sure to invite your bishop and priests as well as the state deputy and/or other K of C officers and dignitaries. Determine with the pregnancy center which media to invite.
- Submit a report to the State Pro-Life Director via the online report form through the state council website, summarizing the program, including how the council raised the funds, the name of the pregnancy center and why it was selected, the date and location of the presentation, dignitaries in attendance, the total number of attendees, and details of any media coverage.

Signature Ad Campaign

In conjunction with the annual March for Life, many newspapers and publications print ads-sponsored by various pro-life organizations-featuring hundreds of signatures of pro-life people witnessing to the sanctity of human life.

To receive credit for this step, submit the following information to the State Pro-Life Director via the online report form through the state council website:

- The council pro-life director and committee sponsor a signature ad campaign within the council and the parish (with the pastor's approval). The campaign should be in association with the sponsoring pro-life group or could be specific to the council and/or parish.
- Provide a copy of the ad or the total number of signatures collected and funds raised by council members.

40 Days for Life

Since 2007, the 40 Days for Life spring and fall campaigns have saved over 3500 babies from abortion. The campaigns have been responsible for the closing of a great number of abortion clinics in nearly 300 vigil locations across the U.S., Canada, England, Northern Ireland, Denmark, and Australia. The mission of the campaign is to bring together the body of Christ in a spirit of unity during a focused 40 day campaign of prayer, fasting, and peaceful activism, with the purpose of repentance, to seek God's favor to turn hearts and minds from a culture of death to a culture of life, thus bringing an end to abortion in America and around the world.

To receive credit for this step, fulfill either one of the following and submit the information to the State Pro-Life Director via the online report form through the state council website:

- Contact your local Right to Life chapter to determine if a local 40 Days for Life campaign is scheduled. If so, schedule at least one day during the 40 day period when your council and its families and friends will provide peaceful, non-confrontational prayer coverage at the selected abortion clinic. Provide the number of council members who participated and the total hours spent at the clinic.
- If there is no local 40 Days for Life campaign, contact the national campaign leadership team at www.40daysforlife.com and sponsor a local campaign.

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2011 – 2013 YOUTH ACTIVITIES PROGRAM
“Take Up His Cross”
For Charity...In Unity...With Fraternity

As Knights of Columbus, our responsibilities include providing today's youth with opportunities to become personally committed and involved in meeting the challenges of today. The **Take Up His Cross** Youth Activities Program can help mold young people into becoming the influential citizens of tomorrow. These programs can play a big role in preparing young people to meet the challenges of adolescence and adulthood through a well-planned series of activities and experiences that help them gain social, emotional, ethical, physical, and mental skills. This should be a journey that automatically involves all of the people around a youth such as family and community.

The **Take up His Cross** State Youth Activities Program is designed to involve our youth in a series of rewarding activities. We as Knights can assist in their development by actively participating in this process and providing them opportunities to learn how to act in the world around them, and to enjoy participating in our programs.

In order to achieve the maximum number of points in this program, a Council must complete **5** out of the **10** possible steps for a grand total of **300 points**.

- ✓ Complete **mandatory Step # 51** Youth of the Year for **100 points (100 points)**.
- ✓ Complete **4** out of the **9** church steps for **50 points each (200 points)**.
- ✓ The Council Choice Steps may be used as an elective for any appropriate youth activity.
- ✓ Councils should report through the State website at:
<http://www.kofcoho.org/councilreview/gklogin.asp>.

Step # 51 – Youth of the Year (Mandatory) (100 Points)

Outstanding efforts deserve recognition. Look for a young man or woman in your parish or community whose efforts stand out. Whether he or she is a regular volunteer, a religious and spiritual leader in your parish, an outstanding student, or perhaps a great leader in academic, music or athletic endeavors, take the initiative and honor them with the “Youth of the Year” award from your council.

Submit your nomination to the State Council Director by the on-line form or by using the hard copy written nomination form found at the end of this section, by April 1 for credit and consideration as the best-in-the-State Honoree.

Step # 52 - Conduct a Free Throw or Soccer Competition (50 Points)

The Knights of Columbus offers two great athletic activities for our youth: the Knights of Columbus International Free Throw Championship and Knights of Columbus Soccer Challenge. Your council needs to complete one of these two activities to complete Step 52. If your council was fortunate enough to do both Soccer and Free Throw Challenges, you could use Council Choice #59 to claim that additional Activity.

Since 1972, councils have sponsored the Knights of Columbus International Free Throw Championship. The Knights of Columbus Soccer Challenge is a competition designed for youths to demonstrate the most basic soccer skill – the penalty kick.

Order your kits for these events from Supreme Council well in advance of the event date. The recommended council timeline for these events is August and early September for the Soccer Challenge and January for the basketball free throw contest.

To receive credit for this activity, complete the Youth Activities on-line form through the State website with a complete description indicating free throw contest or soccer challenge, the number of participants, and the activity's success, along with any documentation.

Step # 53 – Promote Our Youth – Squires, Scouts, Youth (50 Points)

Support Our Squires Programs:

For years, the Knights of Columbus has promoted the development of new Squires Circles and the continued support of existing circles by our councils. It is a long time-proven fact that active Squires make active Knights who often take on leadership roles in councils once they become 18 years of age and join a council. Your council can claim this program in one of two ways: (1) starting a new Squires Circle in your council; (2) Conduct an active fundraiser and contribute financially in supporting an existing circle or the State Squires Circle. Contributions to the State Squires Circle can be directly sent to the State Squires Director and made payable to the "The Ohio State Squires Circle."

Support Our Scouts

The National Catholic Committee on Scouting teams with the Supreme Council in encouraging K of C councils to work with area Boy Scout councils in developing new Cub Scout Packs, Boy Scout Troops or Venture Crews in your parish. Both organizations want our youth to develop Catholic values and principles. To claim this activity your council needs to demonstrate how your council members worked to develop a scouting program in your parish. If you already have a pack/troop or Venture Crew in your parish, you can claim this activity by reporting how your council actively supports them.

Support Our Youth Groups

Many youth groups fill specific needs in your parish and community like 4-H, CYO or youth sports programs. Many of these groups need our support. Look into these youth activities and learn what programs need our help. To claim this activity your council needs to demonstrate how the Knights worked to develop and support one of these programs.

To receive credit for this activity, complete the Youth Activities online form through the State website with a complete description indicating Squires, Scouts, or Youth Group, the number of participants, and the activity's success, along with any documentation.

Step # 54 - Co-Sponsor a Youth Activity (50 Points)

If today's young people grow up seeing parents and family members help with parish and community functions, then they in turn are more likely to become good stewards with their time and talents as adults. Your council can help out by sponsoring a parish or community service activity and inviting a group of youths to assist your council perform this activity. Here are a few examples:

- A parish or community cleanup day
- A food or clothing drive
- A dinner or breakfast where proceeds benefit a youth group.

To receive credit for this activity, complete the Youth Activities online form through the State website with a complete description indicating the type of activity and the activity's success, along with any documentation.

Step # 55 - Recognizing Your Parish's Youth (50 Points)

Your council can help your parish by encouraging young people to participate in the special ministries for the youth of the parish. Some of these ministries may include altar servers, parochial school activities, and CCD and Youth Ministry classes. Your council can develop a regular program to recognize and reward participation in these ministries. Use your own initiative, but here are a few suggested activities:

- Present your parish altar servers with certificates and tickets to a local movie theater or passes to a skating rink.
- Host a party for the CCD students at the end of the year.
- Hold a breakfast for the 1st Communion Class & their families

To receive credit for this activity, complete the Youth Activities on-line form through the State website with a complete description indicating the type of activity and the activity's success, along with any documentation.

Step # 56 – Sponsor a Substance Abuse Poster Contest (50 Points)

For years, the Knights of Columbus has been active in the fight against all forms of substance abuse. To further our efforts, the Supreme Council sponsors the Knights of Columbus Substance Abuse Awareness Poster Contest.

Your council should order your kits for these events from Supreme Council in July or August. Speak to your school administrators about sponsoring the program in their school. The recommended council timeline for this event begins with the start of the school year and runs through November. Local judging for the contest should be completed in December or early January.

To receive credit for this activity, complete the Youth Activities online form through the State website with a complete description indicating the type of activity, the number of participants, and the activity's success, along with any documentation.

Step # 57 – Sponsor a Youth Holiday Party (50 Points)

Kids need to be kids. Our activities should be fun for them, and what better way to have fun than by having a party. Whether it's a Halloween party, Christmas party, Easter egg hunt or some other type of holiday celebration, get involved with the youth of your parish or community and let them see what great hosts the Knights of Columbus are. This is a great opportunity for the members of your council to do something with their own kids as well.

To receive credit for this activity, complete the Youth Activities online form through the State website with a complete description indicating the type of activity and the successfulness of the activity, along with any documentation.

Step # 58 – Support a Youth Academic Activity (50 Points)

There are numerous ways in which your council can enhance the education of our young men and women. Establishing and maintaining an annual council scholarship is one of the first ideas that come to mind for many councils. But not every council has the resources to maintain a council scholarship program. Feel free to explore other avenues of encouraging academics.

Some activities that would qualify for this program are:

- Establish or continue a council scholarship – high school or college.
- Take part in the Knights of Columbus Essay Contest through Supreme Council.
- Offer a book assistance program for college students in your parish.
- Sponsor or support an academic program or activity with your local school.

To receive credit for this activity, complete the Youth Activities online form through the State website with a complete description indicating the type of activity and the successfulness of the activity, along with any documentation

Step # 59 – Council Choice (50 Points)

To claim the council choice for the youth program, your council needs to conduct a program that promotes your council's involvement with the youth of your parish or community. If your council was fortunate enough to do both Soccer and Free Throw Challenges, you could use this Council Choice to claim that additional Activity. Please include a thorough description of the program with as much information and documentation as possible for this activity.

To receive credit for this activity, complete the Youth Activities on-line form through the State website with a complete description indicating the type of activity and the activity's success, along with any documentation.

Step # 60 – Council Choice (50 Points)

To claim the council choice for the youth program, your council needs to conduct a program not listed within this program that promotes your council's involvement with the youth of your parish or community. Please include a thorough description of the program with as much information and documentation as possible for this activity.

To receive credit for this activity, complete the Youth Activities on-line form through the State website with a complete description indicating the type of activity and the activity's success, along with any documentation.

Jeffrey T. Kiliany
State Youth Director
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Leetonia, OH 44431-9704

Wife: Judy
Tel: 330-427-9874
E-mail: jtktg@yahoo.com

Ohio State Council Knights of Columbus

NOMINATION FOR YOUTH OF THE YEAR

Council #: _____
Council Name: _____
Nominee: _____
Address: _____
City/Zip _____
Telephone: _____
Parents: _____

Diocese: _____
Nom. Parish: _____
Address: _____
Pastor's Name: _____
Telephone _____

Church Activities:

School Activities:

Community Activities:

Reasons for Nomination:

Submitted By Grand Knight:

Telephone:

Send this form with supporting documents to:

DUE APRIL 1

Jeffrey T. Kiliany
State Family Director
559 Walnut Street
Leetonia, OH 44431-9704
jtktg@yahoo.com

2011-2013 Membership Activities Program
“Take Up His Cross”
For Charity...In Unity...With Fraternity

Welcome to the “Take Up His Cross” Membership Activities Program! The Crusaders of the past took up the Cross of Christ to spread His Word. Are you ready to go on a crusade to bring new members into your council and our Order?

The Great Ohio Membership Crusade

All of us know that membership recruitment is required for our councils and the Order to grow. With losses to deaths and unavoidable suspensions figured in, maximum membership recruitment is needed to maintain our numbers. Why should you “Take Up His Cross” and help grow the Knights of Columbus, an organization that was founded by a Catholic priest? Recruit Catholic gentlemen to our Order to give them the opportunity to provide works of **Charity**. Recruit men to be **United** in the largest Catholic lay organization in the world. Sign up a new member so he can feel the **Fraternity** of men who share a common cause, making the world a better place.

To earn points for any of the membership programs below, your council must bring in at least one new or reinstated member (except during Blitz months- SEE STEP # 61). Give the name of the new member and the date of the First Degree in your program report. The Supreme Council Membership Report must show this new member. The only program that can earn points without the addition of a new member is # 62, Zero Suspensions or One for One.

The Membership Retention Activities are part of the Membership Activities program and are to be reported to the State Membership Director.

In order to achieve the maximum number of points in this program, a Council must complete **5** out of the **10** possible steps for a grand total of **400 points**.

- ✓ Complete **mandatory steps #61 and #62 for 125 points each. (250 points)**.
 - ✓ Complete **3** out of the **8** remaining steps for **50 points each (150 points)**.
 - ✓ The Council Choice steps may be used as a Membership activity as long as it brings in at least one new member.
 - ✓ Councils should report through the State website at:
<http://www.kofcoho.org/councilreview/qklogin.asp>.
- Through completing the required activities of this program, a council needs to have recruited at least **five** new members during the fraternal program year July 1 to May 1.
- Please review the Incentives and Awards Page for the **“Take Up His Cross”** Membership Activities Program.

Step # 61- October and March Blitz (Mandatory) (125 points)

The two membership blitz's that are held each year are a great time to get new members into your council. Supreme Council provides all the recruitment material you need for a successful blitz, you just need to order the necessary supplies through your Financial Secretary. Be sure to plan some type of Blitz program, such as a Church Drive, Open House, or other recruitment effort early in the blitz month.

To earn credit for this activity, submit the online report form with the following:

- Your council must recruit one member, who takes his First Degree during the October Blitz **and** one member who takes his First Degree during the March Blitz, **OR** recruit a total of two members, who both take their First Degree during the October or March Blitz.
- Submit with your on-line report of this activity the name of the member recruited and the date of their First Degree.
- The new members must show up on the Supreme Council Membership Report - October Blitz by December 1; March Blitz by May 1.
- NOTE: To claim this activity, your council must bring in a total of at least two new members.

Step # 62 Zero Suspensions or 1 for 1 (Mandatory) (125 points)

There are two ways you can earn points for this activity. The best way is to have zero suspensions throughout the year. If the May 1 membership report from Supreme Council shows zero suspensions, your council will automatically earn points for this program. We cannot always save a member who is delinquent in paying his dues. The fact is, there are people who no longer want to be a member of the K of C.

The other way to earn credit for this activity is to recruit a new member to replace each suspended member. This new member or members must take their First Degree and show up on the Supreme Council roster by May 1. These new members cannot be claimed in any of the other activities in the membership program.

To earn credit for this activity, submit the online report form detailing which way your council chose to complete this Step:

- Have zero suspensions based on the May 1 Supreme Council Membership Report **OR**
- Replace each suspended member with a new member, over and beyond new members claimed with any other membership activity **over the council's net new member intake as of May 1st .**

Step # 63- We Are Family Membership Drive for (50 points)

One of the most difficult things to do when recruiting a new member is to get up the courage to ask an eligible Catholic man to join our order. Many times at Church Drives or other membership recruitment, we are asked to go up to a complete stranger and ask them to join the K of C. For some members this is easy, others find it very hard to do. For these members, it is probably a lot easier to talk to someone they know about joining the Knights of Columbus. Almost every member in Ohio has a father, brother, son, nephew, grandson, in-law or cousin who is not a member of the K of C but is eligible to become a member of your council. Knights of Columbus Family Week, the first week of August, is a great time of the year to recruit a family member. This is even easier if your council holds some type of Family Week program.

To earn credit for this activity, submit the on-line report form with the following:

- A member of your council must recruit a family member who then takes his First Degree.
- Submit with your on-line report of this activity the name of the member recruited, the relationship to the man who recruited him, and the date of his First Degree.
- The new member must show up on the Supreme Council Membership Report.
- Councils that hold the “Sundae in September” program and recruit a member during it may claim this program also.

Step # 64- Social Recruitment Effort (50 points)

All councils in Ohio hold some type of social activity during the year; many councils hold several programs that bring brother knights, parish members, and community members together. These programs offer excellent recruitment opportunities, they can show a candidate of our order that we work hard, but also take time to have fun.

To earn credit for this activity, submit the on-line report form with the following:

- Your council must recruit **at least** one member during a council social event, who takes his First Degree.
- Submit with your on-line report of this activity the name of the member recruited, what social event the recruitment occurred at, and the date of his First Degree.
- The new member must show up on the Supreme Council Membership Report.

Step # 65- Recruit the Youth (50 points)

To keep councils alive and active, we need to recruit younger members who will carry our order to the next decade and beyond. Young members bring new ideas, and can take some of the burdens off the more experienced members. These young men are vital to the growth of our order.

To earn credit for this activity, submit the on-line report form with the following:

- Your council must recruit **at least** one member to take his First Degree who is between the ages of 18 to 39.
- Submit with your on-line report of this activity the name of the member recruited, his age, and the date of his First Degree.
- The new member must show up on the Supreme Council Membership Report.

Step # 66- Recruit One Who Serves (50 points)

The great unsung heroes of our **Faith** are our Priests, Brothers, Deacons, and Seminarians. They assist us in keeping and promoting our faith. And in our **Society**, the great unsung heroes are those who serve in the military and those who serve our community as firemen, policemen, and emergency personnel and serve our nation as members of the military. They put their lives on the line every day as they perform their important duties. All of these men make great Knights!

To earn credit for this activity, submit the on-line report form with the following:

- Your council must recruit **at least** one member, who takes his First Degree, who serves us in one of the capacities listed above.
- Submit with your on-line report of this activity the name of the member recruited, what service he provides from the list above, and the date of his First Degree.
- The new member must show up on the Supreme Council Membership Report.

Step # 67- Bring a Brother Back, its Perfectly CLEAR (50 points)

Getting former members to rejoin your council is perfectly **CLEAR**! We have a huge untapped potential for membership gains in our Ohio councils with former members. Councils can easily obtain a list of former members in their zip code areas from either Supreme Council or their General Agent. Distribute this list to members of your council and ask them to check it over for someone they know. Use the **CLEAR** method described below to get these men to rejoin our order.

Contact- Contact the man and tell him you want him to rejoin our order.
Listen- Listen to the reasons that he dropped out of the order in the first place.
Educate- Educate him about what your council does and how he can fit in.
Ask- Ask him to rejoin the K of C as a member of your council.
Re-sign- Fill out a Form 100 to get the man back into the order.

To earn credit for this activity, submit the on-line report form with the following:

- Your council must bring back to our order at least one member. This can be a **Reinstatement** (terminated for three months or less), **Readmission** (terminated three months to seven years), **Reactivation** (terminated as an Insurance Member, or **Reapplication** (terminated for more than seven years).
- The re-signed member must show up on the Supreme Council Membership Report.

Step # 68- A Knight Before Christmas (50 points)

During the holiday season, our councils have many opportunities to recruit new members. Many councils hold programs during the Thanksgiving and Christmas seasons that good Catholic men could be invited to and shown what we do as Knights of Columbus. These programs include Memorial Mass, Food Drives, Thanksgiving Baskets, Christmas Dinners, and New Year's Eve parties, just to name a few. These programs also give the wives and family members of prospects a chance to see the benefits of membership in the K of C.

To earn credit for this activity, submit the on-line report form with the following:

- Your council must recruit **at least** one member, who takes his First Degree, during the months of November, December, or January.
- Submit with your on-line report of this activity the name of the member recruited, what program he was recruited at, and the date of his First Degree.
- The new member must show up on the Supreme Council Membership Report.

Step # 69- Council Choice (50 points)

Many councils have very successful recruitment programs of their own that allow them to bring active members into their council. Pick any of the programs your council uses to recruit, and as long as it brings in a new member, report it under this program.

To earn credit for this activity, submit the on-line report form with the following:

- Your council must recruit **at least** one member using your council recruitment program.
- Submit with your on-line report of this activity the name of the member recruited and the date of his First Degree.
- The new member must show up on the Supreme Council Membership Report.

Step # 70- Council Choice (50 points)

Many councils have very successful recruitment programs of their own that allow them to bring active members into their council. Pick any of the programs your council uses to recruit, and as long as it brings in a new member, report it under this program.

To earn credit for this activity, submit the on-line report form with the following:

- Your council must recruit **at least** one member using your council recruitment program.
- Submit with your on-line report of this activity the name of the member recruited and the date of his First Degree.
- The new member must show up on the Supreme Council Membership Report.

Year Long Membership Incentive Programs **The Great Ohio Membership Crusade**

District Deputy Incentives

(based on July 1 to June 30 Supreme Council numbers)

- **McGIVNEY AWARD**- A District Deputy who achieves his District's Supreme Membership Quota will receive \$25.00.
- **QUICK START BONUS**- A District Deputy who achieves, by December 31, his District's Supreme Membership Quota will receive \$100.00.
- **FALL FORWARD AWARD**- A District Deputy who has 100% council participation, less inactive councils, in which each council brings in at least one new member during the October Blitz will receive \$25.00 and a plaque.
- **SPRING AHEAD AWARD** - A District Deputy who has 100% council participation, less inactive councils, in which each council brings in at least one new member during the March Blitz will receive \$25.00 and a plaque.
- **BLITZ AWARD** - A District Deputy who has 100% active council participation in which each council brings in at least one new member during both the October and March Blitz's will receive an additional \$50.00 (\$100.00 total)

Council Incentives

(based on July 1 to June 30 Membership numbers, except for the Century Club Award)

- **SUPREME QUOTA AWARD-** Each council that makes its Supreme Council quota for membership by May 1 (above suspensions and withdrawals) will receive a plaque at the State Convention.
- **QUICK START BONUS-** Each council that achieves, by December 31, and maintains until May 1, its Council Supreme Membership Quota will receive a plaque and \$50.00
- Each council that makes its Supreme Council quota plus 20%, by May 1, will receive \$50.00.
- **GOLD CRUSADER AWARD-** Each council that brings in 50 members (above suspensions and withdraws) by May 1 will receive a trip for its Grand Knight to the Ohio State Council Convention.
- **CENTURY CLUB AWARD-** Each council that reaches the Century Club (an increase of 100 members over suspensions and withdraws) for the fraternal year July 1 to June 30 will receive a trip to the Supreme Convention for the Grand Knight.
- **CLEAR AWARD-** Each council that uses the *Step #68- Bring a Brother Back, It's Perfectly CLEAR* activity from the Membership Program and brings back five former members will receive a plaque and \$50.00.

Individual Member Incentives

(based on June 30 to May 1 Membership numbers)

- Five (5) new members- \$15.00
- Ten (10) new members- \$25.00
- Twenty-five (25) new members- \$50.00
- Fifty (50) new members- Registration fee, two night hotel, and \$50.00 cash for the State Convention
- One-hundred (100) new members- Registration, three nights hotel, and \$250.00 cash for the Supreme Convention

If you have any questions, please feel free to contact me any time. Have fun!

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2011 - 2013 "Take Up His Cross"
For Charity.... In Unity ...With Fraternity
Ohio State General Program

New Council Development: Benefits of a Knights of Columbus Parish Council

The Knights of Columbus has a great heritage! It is a Catholic, family, fraternal, service organization for the entire community founded in 1882.

A local Knights of Columbus parish council receives support and guidance from the Supreme Council office in New Haven, CT through the many program suggestions and leadership manuals. Each is designed to assist councils in performing activities that support the pastor, enhance and promote our Catholic faith, conduct community services and encourage family interactions. Members of our councils receive assistance and guidance from the State Council and the District Deputy. Yet, each council has the freedom to conduct events that relate to their community and parish needs. The activities are well balanced and are intended to cover a wide spectrum of services within the area.

Currently, we, the Knights of Columbus, have only eight percent of the Catholic men in the State of Ohio as members. A parish-based council allows us to approach and cultivate more Catholic men into our organization. We will have members that interact every weekend with men that have not been introduced to the Knights of Columbus. Using this model, we will attain our goal of 20 percent!

A Knights of Columbus council provides a social environment for the members and their families to enjoy fraternity and friendship where it may have been previously lacking. Parish priests have commented that the creation of a parish-based council has fostered parishioners staying after mass and visiting due to the common interests they now have yet were not aware of before.

The Knights of Columbus support the Pope and the clergy like no other. Our membership theme over the years has been "In Solidarity with Our Priests" and our members are proud of that commitment.

Parish councils are the most active and supportive group working through the parish for the community.

The New Council Development Program in our jurisdiction has been blessed to grow to new heights. Our success can be placed upon the execution of the aforementioned program. We have countless District Deputies who have participated and acknowledged the steps in our program which have enabled their success. Father McGivney's vision of a council in every available parish is alive and well. We have but to pursue the vision to arrive at success.

**2011 - 2013 “Take Up His Cross”
For Charity.... In Unity ...With Fraternity
Ohio State General Program**

New Council Development is the future of the Knights of Columbus. In order for us to be successful, we need to execute a positive plan for extending our Brotherhood. In the last few years, we have demonstrated through the successful implementation of this program that expansion into Ohio parishes is our future. The only exceptions to the parish program are college campuses and our seminaries.

The keys to the success are as follows:

- 1) Contact the New Council Development Director (NCDD) with a potential location.
- 2) The NCDD gages the interest and viability of the potential council.
- 3) The NCDD then meets with the District Deputy and the pastor of the parish to create the most successful plan for council creation/development at that parish.
- 4) The parish program that is decided upon is then implemented at the Parish.

Our success in establishing new councils is finding paths to overcoming hurdles. These paths have been successful, all one has to do is look at the number of new councils created, yet we still have work to do. Eight percent of Catholic men in the state of Ohio belong to the Knights of Columbus. Working together, we can achieve our goal of 20 percent

New Council Development – New Council Creation Plan

Steps to Implementation

Step # 1: Call the State New Council Development Director and alert him to the parish(s) for the possible new council (s). Make the NCDD aware of the reasons to support the institution of a new council and provide the pastor’s contact information. He will then guide the development, provide the ensuing steps and informs you and your volunteers on the next best procedures. The 2011-2012 NCD Director is Gabriel Minton. His phone number is 216-298-4466.

Step # 2: Under the direction of the NCDD, a meeting will be scheduled with the parish pastor and seek his permission to proceed with a new Knights of Columbus parish council. At this time, we advise Father that the uniqueness of a Parish based Council is to be of assistance. The only requirements of him will be to prepare a letter to the Parishioners introducing the Knights of Columbus and to be present at the Open House to lead the meeting in prayer and for his personal comments. In addition we seek his thoughts on those who are leaders in the parish and those he feels would be great leaders for the new council. Once the pastor gives his permission, the NCDD will complete Form #133 “Notice of Intent to Establish a New Council” and forward to the State Deputy.

Step # 3: Provide the pastor with parish bulletin inserts and any announcements that you wish to be made about the new K of C council being established in the parish.

Step # 4: Schedule a meeting with all representatives who will be working on the formation. Discuss and review the details and plans for the successful creation of the new council. As a guide, prepare a list of the details and plans for all activities and assignments.

Step # 5: On the first recruitment weekend, a short announcement is made during Mass by the Mass Celebrant. A group of members, are available at the Mass to pass out literature, handle questions and sign up new prospects.

Step # 6: On the second recruitment weekend, it is crucial to have adequate number of members available to execute the plan initiated on the first weekend. It is imperative that members bring along their wives to visit with the women.

Step # 7: On the third recruitment weekend, one member should be assigned to give a short presentation about the Knights of Columbus at each weekend Mass. This should be relatively short and to the point. It must be reviewed by the NCDD prior to its presentation. Please keep in mind that the members selected to make the presentation is made aware it should be done in a professional manner. Inform the parishioners of the plan for a new council and the benefits the parish will receive by having their own council. Several members should be available at each exit of the church to speak to potential members and hand out informational material. The goal is to encourage one on one conversation with all prospects and their families.

Step # 8: During our meeting with the pastor, we have previously established a date for an information night at the parish, which has been announced in the parish bulletin. The program should not last more than 1 hour. The NCDD will be present with all appropriate literature along with the District Deputy and other district and state personnel. The program will consist of prayer, the pledge of allegiance, the history of the Knights of Columbus and the ladies perspective. Immediately following the presentation there will be a Question and Answer time conducted by the NCDD or his designee. Every effort should be made to have the prospective men present, fill out the Form #100 utilizing the District Deputy to assist him. A first degree has been planned for the following week at the same location as the information night. The exemplification of the first degree will be performed by a ***certified degree team***. At this point, please relay to the men the date of the degree and that it is at the very same location and time as the information night.

Step # 9: The scheduling of the degree gives the recruiting team time to make home visits. Immediately following the degree, have a meeting with the members. Evaluate the results of your efforts and plan the final formation of the

council. If at this time there are not at least 30 members, who include transfers, new members, former members and inactive insurance members, then establish teams and call on parishioners at their homes to explain the benefits.

Step # 10: Schedule and conduct another first degree.

Step # 11: After achieving the designated number of members for a new council the DD will prepare Form #136 "Notice of Institution of New Council" and he will forward that form to the Supreme New Council Growth Office, the State New Council Development Director, and to the State Deputy.

Step # 12: At the first formation meeting, explain the duties of the elected officers. You can show the DVD provided by Supreme or the Flyers provided by the NCDD. Give notice to the new members of an election of officers. Conduct the election, set the meeting times and dates and consider the name for the council and form the financial structure for the members. It should be noted at that time, a date should be established no-more-than 45 days thereafter, that Form #137 "Application for Charter" be prepared. Insure that all names on the Charter are given names and not nicknames. Verify that the name on the Form #100 is the same on the Application for Charter.

Step # 13: District Deputy and the newly elected Grand Knight will mail these forms to the Supreme New Council Growth Office, the State New Council Development Director, and to the State Deputy.

Step # 14: The newly elected Grand Knight and the three Trustees shall appoint a Financial Secretary and submit Form #101 Application for Appointment as Financial Secretary and Form #103 Nomination for Appointment as Financial Secretary to the Supreme Council. Complete Form #185 Report of Officers Chosen and Form #365 Service Program Personnel Report and forward both to the State Deputy and Supreme Council – Fraternal Services. Set up training sessions for those officers that require training.

Step # 15: Grand Knight will send a letter to the Bishop of his Diocese asking his approval to appoint the parish pastor or his designee to serve as council chaplain.

Step # 16: After receiving the new council charter from the Supreme Council, set a date for the charter presentation. Invite the State Deputy, District Deputy and parishioners to be present for this special occasion.

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2011 - 2013 "Take Up His Cross"
For Charity.... In Unity ...With Fraternity
Ohio State General Program

RETENTION PROGRAM

Every new Knight has a desire and purpose for joining our Order. He and his family make a commitment to become part of a larger community of faith and fraternalism. He may also be attracted by our charitable contributions, fraternal activities or even our outstanding insurance program.

The council plays an important role in keeping a Brother Knight active. It must provide activities and programs that stimulate interest for the Brother Knight and his family in the Knights. As with all communities, members have expectations that should be met or they will lose interest. In some situations, members fall on hard times and continuing their membership becomes difficult. Membership retention becomes every Knight's responsibility.

Growth of the Knights of Columbus is one of our primary objectives. While membership recruitment is important for a positive growth rate, retention is equally important. If the council does not emphasize retention, then a strong recruitment program will be less successful.

For membership retention to be successful, it needs support from council leadership and all members. For example, some Grand Knights need help with this aspect of membership. Certain members may need attention and communication from the Grand Knight, membership director or the retention chairman. Interaction with a member may determine how active they become as members. Council leadership manages the strategy to help the council with their roles in member engagement and retention.

It is ultimately the responsibility of the Grand Knight and the membership chairman to make sure new members are firmly integrated into the activities of the council and that the new members do not "fall through a crack."

The Retention Director does not need to be the Membership Director, although working in concert with each other, they can mutually assist the other. The Retention Director must have an active committee to assist him in the important job of making sure all members are up to date with dues and have interests in the activities of the Council.

Many times members leave our ranks because they did not feel welcome. The **Shining Armor Award** program can help educate new members by completing the items within 12 months. This program expands a new member's vision about opportunities for service. New members have new ideas. Ask them to chair their own project. This program can be completed as part of the State Council Program. This award program can become a great tool in developing future council leaders.

Council Membership Retention Responsibilities

Monthly, the financial secretary should be aware of members who are in arrears with dues and for how long. New members added during the past month are marked and dues owed as past due are also marked. The distribution process for this list should result in the Council Membership Retention Committee receiving monthly data for the council.

The Council Membership Director should review this data and look for unpaid dues. The members should be contacted and reminded that their membership has or is about to expire and be encouraged to renew. By doing this early in the process, it is possible to find out about members' concerns. There could be issues with health, finances, or another area of concern. If the call is more social than financial, both parties will feel comfortable.

This reminder can be accomplished with either a telephone call or a letter. If the member's experience with the Knights was not as positive as expected, they may not want to pay their dues. Contact by the sponsor is helpful with retention problems. It gives the member a chance to air complaints or ideas and lets him know that the order is concerned about him.

The Retention Chairman and the District Deputy should make their best effort to learn the member's reason for not paying dues. The Retention Chairman should determine if there is anything that can be done to conserve their membership. The following options may be offered: A) transfer from council if there are conflicts or issues; B) negotiate on past dues owed (with council permission). The reasons for not renewing may need to be communicated back to the council.

Suspension is a last resort. The membership retention committee should approach the FS on a monthly basis in February, March and April in anticipation of potential dues issues.

The District Deputy should be aware of suspensions. The Financial Secretary should complete Form 1845, Notice of Intent to Suspend.

Councils must bill every 30 days if billing annually. By ignoring or negating a step, you lose an opportunity to keep a brother knight.

Following the steps below can help with retention:

1 Form a Retention Committee. If the Council doesn't have a current retention committee, then immediately following installation of officers, the committee should be formed. The Deputy Grand Knight should chair the Committee. Trustees, the Financial Secretary and influential members of the Council should be engaged. The committee members should be men who are not afraid to contact members who may be in difficult situations.

2 New Member Welcoming Program. New members are sometimes the most forgotten men in the Council chamber. A welcome committee that consists of the Chancellor and Council directors should review the Prospect's Form 100 and consider in which activities the new Knight has an interest. The Committee should provide an

avenue to help the new member achieve his goals. Welcome the new member by doing the following:

- Honor the new member in the Council Newsletter. Create a biography including information about his family, interests and occupation.
- Hold a special new members' night each quarter. Make it part of a social event sponsored by the council. The new member can invite his family and get them active as well.
- Introduce new members on the Council floor.
- Honor the new member's sponsor by introducing him.

3 Dues Helping Hand Fundraiser. The Council can set up a "Helping Hand" fund for when an active member needs help. The council can pay the per capita portion of the bill and forgive the rest or use the fundraiser to cover the entire cost of dues.

4 Welcome a Member Back. There are former members in the area that are looking for a chance to become active again. When a man is suspended or is an inactive insurance member they are not totally lost to the order. Supreme Council will provide your Council a list of suspended and inactive members by zip code. Upon obtaining the list, each former member should be contacted and invited to enroll again. Recruiters should be familiar with the procedures for reinstatement to active status. Members should know that it is easy to rejoin. Review Step 67 in the Membership Program on how to receive points for this activity.

5 Shining Armor Award. Supreme's Shining Armor Award is a program to get all new members actively engaged in the Council. When they complete the five requirements they receive a certificate and pin. Publicize their accomplishment in the Council newsletter. New members must track their progress with form #4293 which is obtained from Supreme. Review Step 24 under the State Council Program on how to receive points for this activity.

6 Fourth Degree. Members who take the Patriotic Degree are less likely to drop out of the order. The Council should promote and encourage membership in the local Assembly. Invite a member from the Assembly to talk with members in the Council about this Degree. Bring in a Fourth Degree liaison to your council and encourage members to join the Fourth Degree.

7 Retention Letter. A retention letter should accompany each form 1845 with a personal invitation from the Grand Knight should there be a personal issue. It is also a chance for the Grand Knight to list council accomplishments and help the member in arrears. See sample below, used in the past – Feel Free to use parts of the sample letter on page 90:

SAMPLE RETENTION LETTER:

Dear Brother Knight William and Family:

As a member of the Knights of Columbus, you have many benefits that are very unique.

Besides the knowledge that we do many good things for our church, community, and councils, we also have, **at no charge, the added benefit of Accidental Death Insurance for yourself and an equal amount for your spouse!**

It's true! In 1995, the Supreme Council added an Accidental Death Benefit, currently for up to \$2,500 for you and \$2,500 for your spouse! ***This benefit is free and automatic for every member in good standing in the order!*** See the enclosed flyer for more information on this important benefit.

Even more important, a **DAILY MASS** is said for you and your spouse for the repose of your souls for as long as there is a Knights of Columbus order!

What better gift could you give your spouse than a daily mass for the repose of her soul?

What comfort it would be for your children to know that their parents have a Daily Mass said at St. Mary's Church in New Haven, Connecticut for the repose of their souls - for eternity! **What is this benefit worth?** It's immeasurable, but **it is free to every member in good standing!**

To continue these benefits for you and your spouse, and to provide for the comfort of your family after your departure from earth, it is necessary that you continue your membership by responding to the dues bill recently mailed to you by your council.

If you have been suspended by your council, simply complete a Form 100 and return it to your former council so that you can receive a reinstatement. Don't give up these benefits for a few cents per day of dues! The peace of mind is worth so much more! May the Peace of Christ be with you and your family - forever!

Fraternally,
John Jones,
Grand Knight

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2011 - 2013 "Take Up His Cross"
For Charity.... In Unity ...With Fraternity
Ohio State General Program

CEREMONIALS
are a very important part of our traditions as Knights of Columbus.

Ceremonials are the core of the Knights of Columbus. The purpose of our ceremonials is to inspire, instruct and motivate candidates to not only understand the principals of the Order, but to live them in their daily lives. Each degree has a primary lesson to convey to the candidate. How that lesson is presented to the candidates is dependent on the professionalism of the degree teams.

All Degrees shall be conducted according to the format contained in the Degree Book for each Degree.

All ceremonial items must be purchased from an approved vendor.

The First Degree

The lesson of the First Degree is Charity. This degree is a new member's introduction to the Knights of Columbus. Therefore it is incumbent upon us to make it a memorable experience. The impression that the new member is left with will be the foundation upon which his subsequent participation in his council will be built.

The Grand Knight is in charge of the First Degree. He should schedule First Degrees so that candidates will not experience a long waiting period after signing the Form 100. The longer a candidate waits the less likely he is to become a member. If the council does not have a certified First Degree Team, the Grand Knight should try to contact a certified team in his area. If a certified team is not available the Grand Knight has several options. He, the candidates and their sponsors can travel to a First Degree performed by a certified team in his area. He can have members of his council read each degree in its entirety, or he can use the CD provided by Supreme for key parts and read the remainder. However, if these options are used, the Grand Knight should select members of his council who are good readers. The Degree should be practiced so that the members reading the parts or reading parts in conjunction with the CD are comfortable with the flow of the degree. Also the required ceremonial items for the Degree must be utilized. Use of robes is preferred, but dark colored business suits and the Supreme Council Ceremonial Baldric may be worn in lieu of robes. Remember that the candidate's first impression of our Order is the First Degree.

The District Deputy can certify a First Degree team provided the parts are memorized. The certification shall be accomplished during a dress rehearsal prior to an actual degree.

Each council should insure that sufficient Candidates Kits are on hand. If a council sends a candidate to another council for a First Degree a Candidate Kit should be sent with the sponsor or other council member attending with the candidate.

Remember a sponsor should accompany his candidate to each Degree if possible.

The Second Degree

The lesson of the Second Degree is Unity. The District Deputy shall be in charge of the Second Degree. The District Deputy should schedule Second Degrees as necessary in his District. The Second Degree must be performed by a certified Second Degree Team. If a certified team does not exist in his area he should make every effort to form one. The team should wear robes for this degree, or ceremonial baldrics over a dark business suit with jewel of office. The required ceremonial items must be used during the Degree.

A Second Degree Team is certified by the State Ceremonial Director during a dress rehearsal prior to an actual degree.

The Third Degree

The lesson of the Third Degree is Fraternalism. The State Deputy is responsible for the Third Degrees held in his State. Only a certified Conferring Officer and his team can exemplify the Third Degree. The District Deputy shall request a Third Degree in his area by contacting the State Ceremonial Director who will obtain permission for the Degree from the State Deputy. The State Ceremonial Chairman will contact a Conferring Officer and assign him and his team members to the Degree. The Conferring Officer will contact the District Deputy to work out the necessary details for the Degree. The required candidate medallion will be supplied by the candidate's council. Once the Conferring Officer arrives on site he is in charge of the Degree. Robes will be worn for this Degree.

While ceremonials are being conducted no alcohol will be served on the premises. This rule will be strictly enforced.

When a degree team is being formed the State Ceremonial Director should be contacted. He will assist in obtaining and preparing the proper paperwork to obtain the Ceremonial Books from Supreme.

Please feel free to contact me about any question you may have concerning ceremonials.

Edward Ponder
State Ceremonials Chairman
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**2011 - 2013 “Take Up His Cross”
For Charity.... In Unity ...With Fraternity
Ohio State General Program**

2011-2013 STATE TRAINING PROGRAM

Many council officers are eager to learn about their respective positions so they can be an effective leader in their respective councils. Training can be an important aspect in improving leadership skills and increasing knowledge of their responsibilities.

One new and exciting aspect of the **“Take Up His Cross”** program will be the gradual implementation of training programs for State Council leadership, District Deputies and council officers. There are many resources available from Supreme which when coupled with State designed training programs will provide an effective foundation for the overall State program. In the business world, training has become vital to the success of many companies. This applies equally as well to the Knights of Columbus. Through training, district and council leaders can understand their positions and responsibilities better and, as a result, operate their councils more efficiently.

This is the first venture by the Ohio State Council into developing a formalized training program. Development of the specific training modules will be a learning process and feedback will be a critical element. The plan is to start with a few basic programs and gradually grow the training concept throughout Ohio. One person cannot do all the training needed. To effectively reach more councils, the goal is to develop more capable trainers – in other words, the program will focus on “Training the Trainers.”

The first two programs to be initiated will be the following:

PROGRAM # 1

EFFECTIVE COUNCIL LEADERSHIP – WHAT IS YOUR ROLE?

The first step will be to provide the incoming Council Officers and Directors with a clear understanding of their roles and responsibilities; the knowledge regarding the resources available to make them successful; and some of the ‘nifty nuggets’ of wisdom learned by those who have preceded them in similar positions in their Councils. The presentation is designed to be presented as a single package by a District Deputies or District Deputy Coordinator during a District or Chapter meeting or at another suitable time, for councils in his District or Diocese. This program should be done early in the fraternal year in an open environment suitable for questions-and-answers. The presentation will also be designed so that individual Office and Director modules can be separated by the Grand Knight and given as reference material to each Officer and Director.

Program Resources available for the Training session:

1. State presentation: Council Officer and Director Responsibilities – PowerPoint or Printed Hand Out
2. Supreme Council Officers Packet – Grand Knight’s Handbook, Surge with Service, etc.
3. On Line resources at Supreme website: www.kofc.org

PROGRAM # 2

MEMBERSHIP -- WHAT DOES IT TAKE TO GROW YOUR COUNCIL?

The second step will be to provide a training program detailing successful membership program recruiting. What are the basic steps in achieving membership success? How does a council go about attracting new members? Certain basic strategies and actions can be used in recruiting Catholic men into our organization. This training program will be presented to District Deputies and Diocese Membership and Retention Coordinators so this information can be passed along to local councils.

As the *Take Up His Cross* program develops over the next two years, the goal is to add more training programs and explore other methods of presenting these ideas. Key to the success and usefulness of this effort will be critical feedback as to whether this undertaking is assisting in making Districts and Councils more successful.

Program Resources available for the Training session:

1. State Council Membership Presentation
2. Support Materials from Supreme Council
3. On line resources at Supreme website: www.kofc.org

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