

**Washington State Council  
Knights of Columbus  
Service Program Award Submission and Grading  
2016-2017**

These guidelines are provided for State Program Chairmen and State Officers to assist in the grading and submission of results to the State General Program Director.

Chairmen – use the grading sheets provided with this document to assess the quality of council programs in your respective program category. Each grade sheet articulates the specific criteria to use in evaluating a particular program. This will be the same format the State Officers use in grading the finalists.

Chairmen – once the council submission deadline to you has been reached, immediately begin the selection process. After you have selected 5 finalists, send **all** applications to me **electronically** with your 5 finalist selections indicated on the grade sheet with their scores and ranking.

Areas of responsibility and submission timelines are as follows:

**Awards due April 1<sup>st</sup> to State Chairmen  
State Chairmen Deadline to General Program Director, April 6<sup>th</sup>  
General Program Director Deadline to State Officers, April 11<sup>th</sup>  
State Officer Deadline to General Program Director, April 16<sup>th</sup>**

- Culture of Life Essay Contest: Ron DeGroot, [CULTUREOFLIFE@KOF-WA.ORG](mailto:CULTUREOFLIFE@KOF-WA.ORG), State Culture of Life Chairman
- Harry Tucker Fraternalism Award: Edward Miller, [COUNCIL@KOF-WA.ORG](mailto:COUNCIL@KOF-WA.ORG), State Council Chairman
- Family of the Year: Thomas LaCour, [FAMILY@KOF-WA.ORG](mailto:FAMILY@KOF-WA.ORG), State Family Chairman
- Knight of the Year: Edward Miller, [COUNCIL@KOF-WA.ORG](mailto:COUNCIL@KOF-WA.ORG), State Council Chairman
- George C. Turk Award: Vince Mansanarez, [COMMUNITY@KOF-WA.ORG](mailto:COMMUNITY@KOF-WA.ORG), State Community Chairman (Blood Donations)
- Wade S. Walden Award: Vince Mansanarez, [COMMUNITY@KOF-WA.ORG](mailto:COMMUNITY@KOF-WA.ORG), State Community Chairman (Platelet Donations)

**Awards due April 15<sup>th</sup> to State Chairmen  
Service Program Awards  
State Chairmen Deadline to General Program Director, April 20<sup>th</sup>  
General Program Director Deadline to State Officers, April 25<sup>th</sup>  
State Officer Deadline to General Program Director, April 30<sup>th</sup>**

- Culture of Life/Herbert Liebert Award: Ron DeGroot, [CULTUREOFLIFE@KOF-WA.ORG](mailto:CULTUREOFLIFE@KOF-WA.ORG), State Culture of Life Chairman
- Council Service Program Award: Edward Miller, [COUNCIL@KOF-WA.ORG](mailto:COUNCIL@KOF-WA.ORG), State Council Chairman

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- Community Service Program Award: Vince Mansanarez, [COMMUNITY@KOF-C-WA.ORG](mailto:COMMUNITY@KOF-C-WA.ORG), State Community Chairman
- Church Service Program Award: Paul Robertson, [CHURCH@KOF-C-WA.ORG](mailto:CHURCH@KOF-C-WA.ORG), State Church Chairman
- Family Service Program Award: Thomas LaCour, [FAMILY@KOF-C-WA.ORG](mailto:FAMILY@KOF-C-WA.ORG), State Family Chairman
- Youth Service Program Award: Kenneth DeVos, [YOUTH@KOF-C-WA.ORG](mailto:YOUTH@KOF-C-WA.ORG), State Youth Chairman

**Service Program Submission Criteria**

The Service Program Awards Contest recognizes those councils that conduct the most outstanding projects in each of the six program categories: Church, Community, Council, Culture of Life, Family and Youth. More than one entry per category per Council is allowed, however, councils are encouraged to submit only one entry per category in the interest of time.

All entries must be submitted first to the State Chairmen. After each Chairman's careful scrutiny, each application will be sent to the State Program Director for his review. The State Program Director sends the top finalists to the State Officers for grading. The final approval and decision will lie with the State Deputy.

The top five finalists for each category will be announced at the State's Annual Convention Awards Luncheon on Saturday. State winners will be revealed at the Awards Banquet on Saturday evening.

**General Guidelines for Grading (included on each program category grading sheet)**

The contest is not based upon a series or accumulation of activities in a particular section of the Service Program, rather on the program itself.

Judging will consist of, but not be limited to, the following areas:

1. Late entries are non-entries.
2. Entries in the wrong category risk being disqualified.
3. Clear and concise are your best bet.
4. Good quality pictures or copies of advertisements and fliers are worth a thousand words.
5. What was the participation level of the council membership/families/parishioners? Was this a program that only 2 members participated in or did 50% of the membership get involved?
6. What results did you get from the program? Was it a life changing event? Was it just "going through the motions"?
7. How original was this program? New? Innovative?

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8. How well was the program publicized? What avenues did you employ getting the word out?
9. Was the program conducted in the spirit of Building Up the Domestic Church?
10. What planning effort was put into this program? Was it spur of the moment, or well-planned out and orchestrated?
11. Did the GK or Committee chair do all the work or was it a team effort?
12. The Service Program Award Application can be found on the Supreme forms address: <http://www.kofc.org/en/officers/forms/council.html>, and on the WSC website under Officer Resources/Grand Knight. All entries must have this application form as a minimum, but entries that include a good write up with photos will have the best chance of winning.
13. Limit entries to no more than eight (8) pages and eight (8) photos.

State General Program Director will submit State winners to Supreme for International competition by May 30<sup>th</sup>. There will not be much time for the State winners to tweak their International entry. State Program Chairmen will assist State Council winners to compile the best application and ensure the Grand Knights submit their International Award Applications to the General Program Director by May 22<sup>nd</sup>. Each Grand Knight is to assemble International Applications in a professional binder for presentation to Supreme.

Let me know if you have any questions.

Vivat Jesus!

Fraternally,  
Greg

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