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IMPLEMENTING THE SERVICE PROGRAM

A Knights of Columbus council can work wonders; in fact, with its many programs, it can help change the community, town, city or neighborhood in which you live. However, a successful K of C program is more than the words you see written here or in any Supreme Council publication. It's more than a suggestion at a meeting. A program needs people taking the initial idea, modifying it to suit specific situations and local needs, then implementing the program in a way that works.

Surge . . . with Service

Study the framework of the Service Program. We are a “Catholic, family, fraternal, service organization.” This theme permeates the entire Service Program; all Church, community, council, family and youth activities. CATHOLIC — the common denominator for all of our members. Catholicism serves as the foundation for continued growth and performance. FAMILY — the very basis of society around which all our programs and activities revolve. FRATERNAL — banded together for the purpose of providing for the spiritual and material welfare of our membership. SERVICE — our involvement with and commitment to Church, community, council, family and youth.

“**Surge . . . with Service**” is the central theme of the Service Program. The program is also designed to establish each council as an influential and important force within the community, elevate the status of programming personnel, provide more meaningful and relevant programs of action, establish direct areas of responsibility, build leadership, and ensure the success of council programs.

Discuss the committee suggestions provided in this manual. The activities listed in the “Service Program Organizational Chart” on page 3 are only suggested areas of involvement for your council, its members and families. No council need undertake all of these programs nor should they be limited by these suggestions. Evaluate the needs of your community and implement those programs and activities which are needed most. Institute new projects of action in your area through the Service Program. Your challenge is to “Surge . . . with Service.”

Note: Certain programming suggestions in the following pages provide the names and addresses of national organizations or government agencies offering supplemental materials or information. If those sources are not available in your country, consider developing similar programs or contacting local or national organizations with a compatible focus.

Guidelines

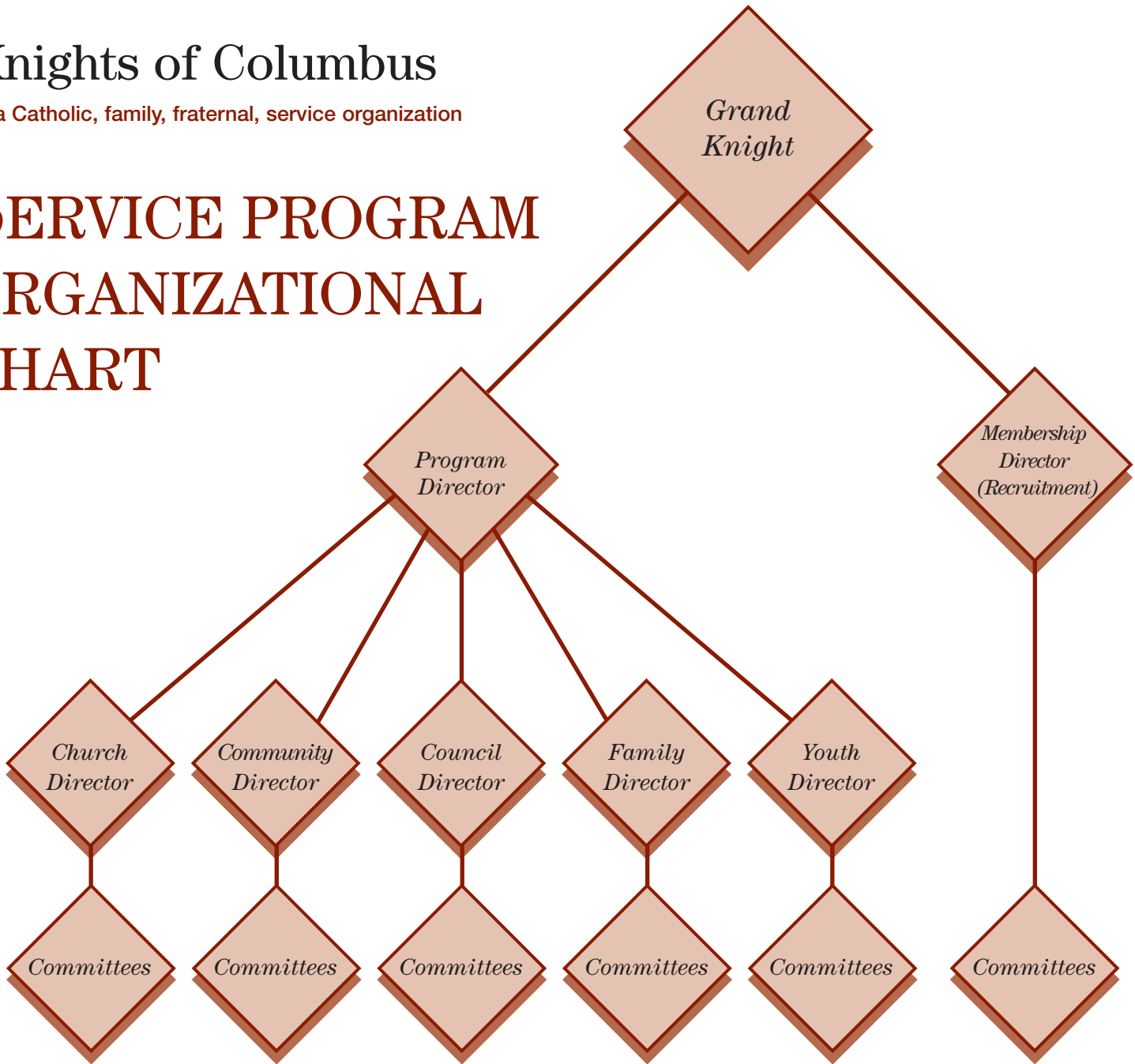
Proper steps for implementing the Service Program follow. It is the responsibility of the grand knight to initiate and promote the program in his council.

- Grand knight names program director and membership director.
- Following consultation with program director, grand knight appoints individual directors for Church, community, council, family and youth activities. Disseminates Service Program materials to all directors.
- Hold meeting for directors to discuss and plan programming for fraternal year.
- Establish essential committees within the Service Program structure and name committee chairmen. Individual directors for Church, community, council, family and youth activities appoint committee chairmen.
- Membership director serves as recruitment chairman. Grand knight, in consultation with membership director, appoints a three-man recruitment committee, retention chairman and insurance promotion chairman.
- Complete *Service Program Personnel Report Form* (#365) — found in *Council Report Form Booklet* (#1436) and on the Order's Web site — and forward to the Supreme Council office by Aug. 1.
- Where necessary, committee chairmen select members to serve on their respective committees then implement those programs and activities needed within the local area.

Knights of Columbus

... a Catholic, family, fraternal, service organization

SERVICE PROGRAM ORGANIZATIONAL CHART



<i>Vocations</i>	<i>Pro-life</i>	<i>Public Relations</i>	<i>Survivors' Assistance</i>	<i>Columbian Squires</i>	<i>Recruitment Teams</i>
<i>Parish Round Table</i>	<i>Volunteerism</i>	<i>Fraternalism</i>	<i>Memorials</i>	<i>Youth Groups</i>	<i>Retention</i>
<i>Lay Apostolate</i>	<i>Human Needs</i>	<i>Cultural</i>	<i>Education</i>	<i>Athletics</i>	<i>Insurance Promotion</i>
<i>Parochial Services</i>	<i>Civic Involvement</i>	<i>Social</i>	<i>Communications</i>	<i>Educational Programs</i>	
<i>Religious Devotions</i>	<i>Environment</i>	<i>Blood Donors</i>	<i>Family of the Month/Year</i>	<i>Youth Welfare</i>	
<i>Christ in Christmas</i>	<i>Public Safety</i>	<i>Athletics</i>	<i>Family Projects</i>	<i>Religious Activities</i>	
	<i>Health Services</i>		<i>Recreation</i>	<i>Social Activities</i>	
	<i>Decency</i>		<i>Family Week</i>		

Programs and Membership

Organizational structure maintains that the grand knight is directly responsible for the Service Program within his council. Adoption, establishment and maintenance of the Service Program should not be considered optional by the grand knight or other officers of the council. It must be looked upon as an important reason for the council's very existence and be developed to a point where the council's reputation for accomplishment through the program will bring honor to it.

The Service Program encompasses two major areas — programs and membership. Key personnel must be selected and appointed by the grand knight for the positions of program director and membership director. The program director is responsible mainly for providing the leadership, guidance and direction needed in council programming. The membership director oversees recruitment and retention for the council as well as insurance promotion.

Men selected for these positions must command the respect of the membership in the council and have the ability to organize and supervise the work of the various directors and committeemen. They must communicate, guide, and instill in others the enthusiasm needed. Each man must be a specialist in the art of sincere and dedicated salesmanship. Members selected for these important posts must be able to do the job required of them. These positions are demanding in terms of time, talent, dedication and enthusiasm.

Appointing Directors

Two important objectives must be accomplished by the Service Program. First, the program must enable the largest number of members possible to contribute their time, efforts and abilities to the council's welfare and progress by working on interesting and meaningful projects. Second, the program should attract other Catholic men to the Order and encourage them, in turn, to make similar contributions.

To accomplish these objectives, separate directors must be appointed for each of the major areas of activity: Church, community, council, family and youth. Each director is responsible for providing the council with new and/or effective programs in their particular fields. These directors are appointed by the grand knight in consultation with and upon the recommendation of the program director.

Meetings

Activities and events sponsored by the council in connection with the Service Program should be outlined, planned, and discussed in a special meeting of the grand knight and various directors early in the fraternal year. Evaluate your council's effectiveness and relevance during the last few years. Examine your accomplishments, programs and activities, and problems experienced.

Set goals for your council. Aim your projects at helping to meet the needs of your locality. When planning programs, keep in mind the activities listed in the "Service Program Organizational Chart" on page 3, but do not be limited or overwhelmed by them. Plan the programs your council wants and your parish or community needs.

Name Committee Chairmen

It is the responsibility of the individual directors of Church, community, council, family and youth activities to establish essential committees within the Service Program structure and name committee chairmen. For example, there may be a need in your area for the following community-oriented committees: pro-life, decency, health services, etc. Programs in these areas should be a part of the community activity program and committee chairmen should be appointed by the director of community activities for these specific committees. Project chairmen must then select and appoint committee members from the council membership.

If, however, you determine that your community already has comprehensive and effective programs in a particular area, the council may decide there's no need to form a committee to work on that issue. Each Service Program director — Church, community, council, family and youth — must consider local needs and program goals when establishing and staffing committees. Don't duplicate efforts. Does the council need to form a committee to implement a project, or can it simply volunteer members or resources to assist established programs or organizations?

Membership Committees

Immediately after assuming office, the grand knight should put his membership committees in place. Choose committed, outgoing and enthusiastic men as membership director, committee chairmen and committee members. Together they should immediately plan specific recruitment, retention and insurance promotion efforts for the coming year. It will be their job to set specific goals, get the entire membership involved in the effort, and strive to achieve not only those goals, but try to win state and Supreme Council awards as well.

The structure of the council's membership committees is shown in the charts on pages 3 and 35. They explain the organization that can ensure a smooth running operation. The grand knight is responsible for determining the direction of membership efforts. To carry out those efforts and to help plan the specific programs the council will implement, the grand knight appoints a membership director who is a leader who commands the respect and support of his fellow Knights. The membership director has two primary responsibilities: to direct all aspects of the overall membership program, and to personally oversee all recruitment activities.

The grand knight, upon recommendation of the membership director, will appoint a recruitment committee of at least three additional members who will assist in establishing recruitment teams to make personal contact with prospects. (In larger councils, additional recruitment teams will be needed.)

The grand knight, in consultation with the membership director, should also appoint two additional chairmen to direct other facets of the membership program.

A *retention chairman* and committee should be named to oversee important efforts to conserve membership. It is their task to anticipate problems and causes for membership suspensions as early as possible, and to identify solutions to those problems and work to resolve individual situations as soon as they arise. It is suggested that the deputy grand knight be named to the position of retention chairman, and that his committee be made up of the council trustees.

The *insurance promotion chairman* is charged with the responsibility of promoting the Order's fraternal insurance benefits to the council membership. It is the Order's insurance program, one of the primary reasons for the founding of the K of C, that funds a major portion of the fraternal functions of the Order by providing direct support to the state, district and local level. Because of this, and the fact that K of C insurance provides outstanding benefits and security for K of C families, every council should promote and support the program. It is suggested that the council's field agent, with the support of his general agent, be asked to serve as insurance promotion chairman.

Reporting

Immediately after the selection of the various directors and committee chairmen, their names and membership numbers should be recorded on the *Service Program Personnel Report Form* (#365) — found in the *Council Report Forms Booklet* (#1436) and on the Order's Web site — and submitted to the Supreme Council office.

Upon receipt of this form, each director will begin receiving from the Supreme Council *Program Supplement* and *Knightline*, both issued 18 times a year. *Program Supplement* is a publication of the Department of Fraternal Services of special interest to the directors and chairmen in the discharge of their duties. News of the Supreme Council office and of Orderwide interest is reported in each issue of *Knightline*.

Notify the Supreme Council office immediately if there are any changes made in the various activity group directors or chairmen in your council. This is important if your new appointees are to receive the benefits of official Service Program materials. All changes of address should also be sent immediately to the Supreme Council Department of Membership Records to ensure continued services. Be sure to include membership and council numbers whenever notifying the Supreme Council office of personnel or address changes.

Implement Your Program

Once established in their positions, your directors, chairmen and committee members should “Surge . . . with Service”! The success of your council depends greatly on the Service Program implemented during this fraternal year. Utilize the many assets available to establish your council as an influential and important force within the community.

DIRECT INVOLVEMENT AND PERSONAL COMMITMENT

With a goal of direct involvement and personal commitment, each director must strive to develop and implement those programs and activities which meet existing needs. Our opportunities have never been more promising and our challenges never more inspiring. Look for something you can do — develop a plan that will work in your area — with your people, your needs and your resources.

Operation of the Service Program cannot be successfully accomplished by a single person. Participation and support must be provided by the council's membership. Get fellow officers, committeemen, council members and their families involved.

Responsibilities

Properly planned and executed, the council's Service Program should:

- furnish the opportunity for members to fulfill their Catholic duties for the benefit of themselves and others,
- enable members and their families to participate in worthwhile community projects while profiting from the opportunity and experience themselves,
- encourage members to protect their families by taking advantage of our Order's insurance features, and
- constantly recruit new members of high caliber so that the Order's strength may be augmented while retaining its effectiveness and quality.

The First Program Meeting

To set an enthusiastic and interesting tone for the entire year's activity schedule, nothing will serve the council better than an early program planning meeting. The grand knight should schedule this meeting as soon as possible after the appointment of the individual directors.

Those in attendance at the meeting should include the program director, the directors of Church, community, council, family and youth activities, the membership director, retention and insurance promotion chairmen, the chaplain, the grand knight, the council lecturer and other council officers who desire to attend. Program personnel from the previous year should be invited to attend for consultation purposes.

Listed below is a proposed agenda for this most important program meeting. Any details may be changed or adopted to meet particular council needs.

- Review and discuss all activities which were successful during the last fraternal year and analyze the reasons for success. Discuss those council activities that did not succeed and the reasons for failure. Could these activities be improved and made worthwhile?
- Discuss and decide which activities should be repeated in the new fraternal year. Discuss new projects for the council to undertake. Stress programs needed in your immediate area, and keep Star Council Award requirements in mind.
- Discuss committee chairmen appointments. Individual directors of Church, community, council, family and youth activities will appoint a chairman for each committee established within the framework of the activity group. These directors should consult and advise the program director before making appointments.
- Decide upon tentative dates for projects and mark your calendar accordingly. Consider possible conflicts with annual affairs of other parish and local organizations.
- Review the council's public relations and publicity tie-ins. Consider possible new contacts and discuss more extensive use of media.
- Arrange for each director to report his monthly plans well in advance to the public relations chairman who will seek appropriate publicity in newspapers, radio and television. The public relations chairman is appointed by the director of council activities and should handle all public relations for the council. He should read and implement the overall PR program outlined in *Getting Your Message Across — A Guide to Publicity for Knights of Columbus Councils* (#2235), the Order's PR handbook, to achieve an effective campaign.

- The membership director should discuss tentative plans for membership recruitment, membership retention and insurance promotion. Those in attendance may be able to offer varied suggestions for consideration.
- Discuss and arrange close cooperation between the council lecturer and the various directors. Stress the importance of contacting the lecturer to acquire an available date for speakers, film programs, etc.
- Prepare a definite schedule of monthly meetings of the Service Program group.
- Prepare an initial list of agreed-upon activities for council approval.
- In order to maximize participation and involvement in K of C activities, plan joint programs with your Columbian Squires circle. If you do not sponsor one, consider establishing one. This encourages a family focus, can improve participation, and may attract additional members to your council.
- Arrange for all present to receive a complete agenda of the decisions reached at the first meeting. This may serve as a basic reference for each participant at future meetings.

Appointments

It is vital that chairmen and committee members be competent to take on the jobs entrusted to them. Each man must be interested in his position and prepared to do the best job possible. Each must be convinced of the value of the Knights of Columbus. No man can be a lukewarm member or a lukewarm Catholic. The stakes — the molding of a strong membership — are too high to trust the task to the hands of unenthusiastic members.

Therefore, when selecting members who will serve as committee chairmen, be sure that you know their abilities and interests from personal experience and contact. Choose capable and persuasive men. Choose men who know what fraternal life and action can do to aid in an individual's development and in a community's progress. Choose men who can communicate that information to others. Choose men who appreciate the true values of our Order's insurance program and its record of worthy achievement. In short, choose effective and dedicated Knights.

Motivating Program Personnel

People want to do a good job. The big challenge for Service Program directors is to know, understand and appreciate committee chairmen as individuals — and to find out what makes them tick. Then directors can skillfully manage and motivate committee chairmen to do well.

In striving toward a happier and more productive staff of Service Program personnel, it must be recognized that everyone possesses strong basic psychological needs that fall into three broad categories: **social**, which is a man's need to belong as an accepted member of a group and be considered important to that group; **ego**, which prompts him to seek such things as status, recognition, prestige and a high personal evaluation; **self-fulfillment**, which makes it necessary for the man to progress toward his full potential and to believe that his skill and ability fit his job and function. It is in satisfying these needs that the greatest opportunity for motivating members lies.

Here are some suggestions for assisting members to fulfill their needs:

- Give members full credit and recognition for a job well done. Also consider carefully whether the credit should be verbal or written. Occasionally, put a compliment in writing. It means a lot more to the member and adds impact by indicating that you took the time to write a note.
- Acknowledge good advice. It's a deeply satisfying form of open recognition. Take member suggestions seriously. They may not have any apparent immediate application, but with modification or as leads to additional suggestions, they may prove valuable. Even more important, tell the member that you appreciate his interest and will seriously consider his idea. Don't throw cold water on his efforts.
- Listen to a member when he comes to you with a question or problem. Encourage him to come up with some answers and ideas on his own. Guide him, but get him to do most of the thinking. By showing respect for his judgement, you'll give him confidence and a feeling of importance — and that will lead to his own initiative and strengthen his motivation to do a better job.
- Acknowledge your mistakes. If you admit to making an error and accept the responsibility for it, you show your workers that you know that you are as human and as fallible as they are. You'll break down barriers and build mutual respect.

Remember, members are humans first, workers second. If you take an interest in them and provide them with opportunities for growth and advancement in an atmosphere of security and confidence, you'll motivate them to realize their potential and develop their talents to the fullest.

Ordering Supplies

The Supreme Council office produces hundreds of different items councils can use in implementing the Service Program. Materials intended to motivate, inform, excite and even entertain are available to every council, assembly and circle. Knowing the proper procedure for ordering supplies from the Supreme Council office will help you obtain the items you need, when you need them, with no surprises.

All materials must be ordered through the council's grand knight or financial secretary. Program personnel should be encouraged to order their own materials through their financial secretary, however, program directors or committee chairmen should not order materials for other directors or chairmen. Such unauthorized — although well-intentioned — actions work at cross purposes and inevitably result in a duplication of efforts and shipments.

The Supreme Council office distributes to councils its Supply Catalog (#1264), which is updated annually and contains a listing of the items available from the Supply Department. The catalog contains all Service Program materials, promotional items and membership recruitment supplies.

All orders to the Supply Department should be submitted on the official Supreme Council Requisition Form (#1). Your financial secretary should have a sufficient supply of this form. Keep in mind that the supply requisition must include the name, title and address of the person placing the order and the number and location of the council. Orders to be charged to the council's account at the Supreme Council office must bear the signature of the grand knight or financial secretary. Requisition forms that must be returned for required signature will result in delay.

When the Supreme Council office suggests the use of books, pamphlets and other items that are published, manufactured or sold by various companies, as happens occasionally throughout this manual, the address of the source is furnished. Directors should be careful to follow the instructions given for obtaining such material. Requests sent to the Supreme Council office for these items can only result in a return letter suggesting that the orders be placed with the correct source. Much valuable time is wasted in this manner — particularly if the council needs the material for special occasions or by certain deadline dates.

The Supply Department will accept fax orders at 1-(800) 266-6340 for the United States and Canada. Only orders chargeable to a council, assembly, circle or agency will be acceptable by fax. All supply requests must be faxed on a separate Requisition Form (#1). **Do not mail in fax orders.**

It should also be stressed that a reasonable period of time is required while ordered material is in transit from the Supreme Council office to the council. A safe margin of time is allowed if an order is in the Supreme Council office at least four weeks before the date the material is actually needed.

If this is not possible and material is urgently needed, you may call the Supreme Council Supply Department at (203) 752-4214.

Membership recruitment supplies which are provided in quantity are forwarded from the Supreme Council office under U.S. Postal Service or a ground carrier instructions. Should a council require quicker service, please request alternate shipping methods when ordering. Shipping fees will be charged for all supply orders shipped, commensurate with the shipping service employed. A valid street address should be provided when ordering supplies.

Be aware that while every effort will be made to ship requested items to the ordering council, changing postal regulations sometimes delay orders or make shipment impossible.

Orders should always contain explicit instructions as to the amount or number of items needed. For example, if a certain recruiting pamphlet is requested, orders should stipulate how many copies are needed. Vague references to "a supply" or "some" or "a few" often result in a small shipment being made — which in turn requires a further letter or order to make up the difference in the amount needed for the council's purpose.

Please remember that the Supreme Council office cannot possibly know or guess to exactly what use material will be put, how many copies are needed, how it will be distributed, etc. A simple statement, such as "Please send me 25 copies of the folder (title and item #)" will bring you what you want and as many as you need.

CHURCH ACTIVITIES



Addressing the Needs of the Church

In response to the changing world around us, Christians are searching for ways to further develop the reach of the Catholic Church. If these good intentions are going to bear fruit — if the Church is going to not only exist, but thrive in today's society — men and women throughout our communities must come forward and take an active part.

Far more action of an ecumenical nature is needed. As Knights of Columbus, our prime responsibility is to encourage and promote that action.

The lay apostolate must respond to the constant call for active involvement in the work of the Church. Your council has the numbers, the organization, and the communication ability to get involved and spread the word throughout the Christian community.

Appeal for greater unity, understanding and ecumenism among all religions. Initiate those programs through which members can practice their Catholic duties in the fields of charity, devotion and education. Strive to sponsor activities which enable the individual Knight

to set a constant and worthy example as an ideal Catholic to his family, his community and his fellow members.

PARISH ROUND TABLE

- Develop close ties between councils and parishes, which are mutually beneficial and helpful to members in developing their lives of faith, worship and service. The K of C Parish Round Table concept has been designed to help foster continued close ties between parishes and councils, especially in areas where council membership may come from several surrounding parishes. Simply put, the **K of C Parish Round Table** program is an offer of service from the local council to every parish in its area. This service will not interfere with any existing parish council or organization, since the pastor himself designates in which programs the council should become involved. Further information is provided in the *Parish Round Table* flyer (#2632).

LAY APOSTOLATE

- **Invite non-Catholics to enjoy a tour of a church in your area.** Your council chaplain or pastor should explain such points of interest as the baptismal font, the tabernacle, Stations of the Cross, the sacristy, a display of the vestments and sacred vessels. Ask guests to stay for Mass and dinner or a social event. Encourage an exchange of information between guests and your council chaplain or members.
- Organize a **study group** to read and discuss Pope John Paul II's apostolic exhortation on the role of the laity, *Christifidelis Laici*. Laypeople need to know more about what their role in the Church is. Copies of the text of *Christifidelis Laici* can be purchased from the Daughters of St. Paul, 50 St. Paul's Avenue, Boston, MA 02130.
- Work with Project Moses, a non-profit organization striving to restore respect for the Ten Commandments via the placement of Ten Commandments plaques in individual homes and 5 foot 4 inch tall, 900 pound, stone Ten Commandments monuments on parish properties. The sale of these monuments pays for the construction of the National Judeo-Christian Memorial to Moses and the Ten Commandments in Washington D.C. Knights of Columbus councils can spearhead local projects at no cost. For more information review the "Placing A Monument Guide" available for free at <http://www.projectmoses.com/pm/contactus/contactform.aspx>.
- Spread the good news about the Catholic faith in the community by maintaining a **Catholic video lending library** for use by parish and council families. Check out local religious materials stores. Also, peruse the Web sites of various video, book and religious suppliers. Check with parish and religious schools for catalogs of available videos. Once the council begins to accumulate a library of videos, offer to lend them to members and their families. Prepare a sign out sheet to keep track of who takes out the videos and to make sure they are returned on time and in good condition. Consider making the price for renting a video a nonperishable food item that can then be donated to a local soup kitchen.

- Recognize people receiving their **First Communion, council and parish families baptizing children, and individuals receiving the sacrament of confirmation**, with congratulations, certificates or special appreciation gifts. Use the new generic certificate (#2898) to design a certificate of congratulations.
- Support your parish's **Confraternity of Christian Doctrine (CCD)** program: embark on a concerted drive in your council for volunteers to enroll in one of the CCD training courses and agree to donate time as CCD substitutes; extend financial assistance to CCD groups in developing visual aids; provide assistance recruiting discussion leaders, helpers to provide transportation and general assistance, and parent educators who foster religious education in the homes of children from preschool through high school ages.
- The council chaplain can provide information concerning Catholic doctrine and liturgy to Knights and their families through a **chaplain's column** in the council bulletin. Since not all members are usually present at council meetings, the chaplain's influence can be expanded by his regularly offering some Catholic information through this column. The chaplain and council bulletin editor should meet to determine the deadline for copy and the approximate number of words the chaplain should provide for publication each month.
- Encourage council families to set aside time each week for **Bible reading and discussions** which foster quality family time.

EVANGELIZATION

- **Invite ministers of local Christian churches to speak at a council meeting on the history**, tenets and practices of their denominations. Since many of the Christian churches have produced excellent films on their denominations, suggest the possibility of showing such a film. Or, conduct a panel discussion program in which representatives of the various faiths explain their religions and precepts. Suggest a question-and-answer period following the program.
- Utilize the **Catholic Information Service (CIS)**, located at the Supreme Council office. As part of its work conducting correspondence courses for non-Catholics interested in learning about Catholic beliefs, CIS produces pamphlets outlining Catholic doctrine on many topics. Catholics also find CIS pamphlets useful for clarifying or reinforcing the Church's outlook on certain issues. Consider setting up a rack of CIS pamphlets in local Catholic churches so that parishioners (or visiting non-Catholics) will have them available as a resource. A complete listing of available pamphlets can be obtained by writing the Catholic Information Service, 1 Columbus Plaza, New Haven, CT 06510-3326.

FATHER MICHAEL J. MCGIVNEY

- Promote membership in the **Father Michael J. McGivney Guild**. The guild serves as a source for information about the life, works and spirituality of Father McGivney. The guild distributes informational materials about him, receives reports of favors granted through his intercession and oversees the distribution of relics. Guild members are invited to participate in promoting devotion to this Servant of God. Members of the Knights of Columbus are not automatically guild members and must elect to join the guild. The Father Michael J. McGivney Guild Newsletter is published bimonthly except July-August, and is sent free to guild members. To join the guild, call 203-752-4087 or register directly on their Web site, www.fathermcgivney.org.
- **Promote devotion** to Father McGivney by distributing the pamphlet *The Spirituality of Father Michael J. McGivney* (#4196) and the flyer *Apostle for the 21st Century* (#4064). Both items are available in English, Spanish and French.
- **Distribute prayer cards** for the canonization of Father McGivney, and encourage council members and their families to pray it often. Item #2617 is a simple prayer card and Item #4040 features the prayer along with a second class relic of Father McGivney. Both items are available in English, Spanish and French.
- **Show the video** *The Life & Legacy of Father McGivney* to your council family or ask that it be shown on your local public access cable station. The video is available by contacting the guild at 203-752-4087 or at guild@kofc.org. It is also available by contacting the Department of Fraternal Services at 203-752-4270. Specify English, Spanish or French. *It is not available through the Supreme Council Supply Department.*
- For additional information and suggestions on Father McGivney, visit the guild's Web site at www.fathermcgivney.org.

VOCATIONS

- Establish a **vocations committee** for your council. Activities can include: celebration of the World Day of Prayer for Vocations Day in April or May; special observance of Vocations Awareness Week in January; regular prayers for vocations at every council meeting, family meal and other suitable times; attendance at regular Masses for vocations; cooperation with the family life committee in getting the vocations message into homes; and participation in the Refund Support Vocations Program (RSVP).

- Join the **Refund Support Vocations Program (RSVP)**. Through RSVP, councils receive incentives for providing an individual seminarian or novice with meaningful financial and/or moral support. This encourages direct interaction and gives council members a better understanding of men and women who pursue religious vocations. Under the program, at the end of the fraternal year, councils in:

United States and Canada

For every \$500 given to an individual, the Supreme Council will refund to the council or assembly \$100. The maximum refund a council or assembly can receive is \$400 per individual supported.

Philippines

For every \$250 given to an individual, the Supreme Council will refund the council or assembly \$50. The maximum refund a council or assembly can receive is \$400 per individual supported.

Those councils that also provide significant moral support (letters, visits, parish activities in support of vocations, etc.) can apply to receive a special plaque award. More information about RSVP is available in the *Vocations Handbook* (#1942), on the Order's Web site at www.kofc.org or from the Supreme Council Vocations Committee.

- Obtain and **distribute vocational materials**. Vocations booklets, posters, prayer cards and other supplies are available from the Supply Department.
- **Invite a seminarian or novice to council meetings and events**. Make him or her the guest of honor at a council dinner. Include seminarians and novices in religious appreciation dinners. Remember seminarians and novices in council prayers.
- Hold a **vocational fair**. Ask the religious orders in your area and your diocesan vocations director to participate, and invite the young people of your parish or community to attend and learn more about the religious vocations opportunities available to them. Have each order give a short presentation to the group, describing the major works of the order.
- Arrange for local boys, particularly altar servers and Squires, to **visit a nearby seminary**, meet some of the seminarians and get a feel for what it means to prepare for the priesthood. Make sure that the possible priests of tomorrow understand and are comfortable with the seminarians of today.
- **Recognize newly ordained priests** by presenting them with a personalized congratulatory note or certificate (consider using the multi-purpose certificate [#2898]) available from the Supply Department.

PAROCHIAL SERVICES

- Initiate an **“Adopt a Catholic School”** program, organizing fund-raising or volunteer support activities deemed feasible and appropriate by a committee of council and school officials.
- Offer to **purchase uniforms** for athletic teams of a local Catholic school or CYO.
- Volunteer to **provide lectors or commentators** when needed in your council's parishes.
- Plan a **“Clean Up, Fix Up, Paint Up”** Day in your parish. Enlist the support of all council members in donating their services.
- Buy copies of the **Sacred Heart Kid's Club** video program for CCD programs and parochial schools. These videos, developed by the Sacred Heart Sisters, present the teaching of the Catholic Church to children in a dynamic and appealing way. The program is developed into three series: Creed, Sacraments and Commandments. For more information contact: Sacred Heart Kids' Club, 869 South Rimpau Boulevard, Los Angeles, CA 90005 or visit their Web site at www.SDSH.org.
- **Distribute Bibles and catechisms** to parochial schools, religious education classes and missions.
- **Recognize regular altar servers in your parish with an “Altar Server Certificate”** (#1859, E, F, S, 25¢ each), available from the Supreme Council Supply Department.
- Help new parishioners feel welcome by sponsoring a **“Parish Family Welcome”** program once or twice during the year. Through this program, your council would sponsor a social event where all new parish members — both families and singles — would be invited to an open house hosted by your council, but dedicated to introducing new members to the parish. Include refreshments, an introduction from your pastor and priests, introductions of the parish council members and descriptions of the various organizations (Knights of Columbus, PTA, CYO, etc.) and groups active in the parish. Be sure to include speakers (especially your grand knight or other council member) to promote the parish's various programs and activities including the Knights of Columbus.

RELIGIOUS DEVOTIONS

- Provide **assistance to your pastor** by promoting attendance at all parish devotions.
- Arrange for the celebration of **Mass within the council home or individual family homes** to celebrate special events.

- **Sponsor living rosaries** on or near Marian feast days.
- Establish a **perpetual family rosary program** under which council families pledge to pray the rosary at home each day during a week of their choice in honor of our Blessed Mother.
- Organize a **family adoration of the Blessed Sacrament** program with the cooperation of the local pastor and parish.
- Inaugurate an **annual or semiannual K of C council retreat** to allow members a chance to step back from their daily routines to examine through prayer, meditation and the sacraments what God intends for them.
- Distribute **rosary prayer cards (#1877 E, F, S)**, available from the Supreme Council Supply Department, to promote more frequent recitation of the rosary. Councils ordering rosary prayer cards on a Requisition Form (#1) will be charged \$3 per hundred.
- Give out the wallet-sized **Eucharistic Devotion Prayer Card (#4194 E, F, S)** to help promote devotion to Our Lord in the Blessed Sacrament. This collection of prayers can be used before the Blessed Sacrament and during Communion.
- Pray the rosary in English, French or Spanish by obtaining a cassette tape available from the Supreme Council Supply Department. The **rosary cassette (#4436 E, F, S)** is available for \$3.50. This is also available on compact disk (#4439 E, F, S) for \$3.50.
- Order and distribute the informational card **“A Guide to Confession” (#2075 E, F, S)** to help combat the neglect of this powerful sacrament. Councils ordering penance cards using a Requisition Form (#1) will be charged \$3 per hundred.
- The *Prayer for the Beatification of John Paul II* Card (Item #9528) encourages Knights, their families and parishes to pray for the special intention.
- The *Prayer for Pope Benedict XVI* Card (#9530) encourages Knights, their families and parishes to pray for His Holiness.
- The *Prayer to the Mexican Martyrs (Saints)* Card (#4229, English; #4229S, Spanish) and the *Prayer to the Mexican Martyrs (Blessed)* Card (#4535, English; #4535S, Spanish) encourage Knights, their families and parishes to pray to these martyrs who were Knights.

KEEP CHRIST IN CHRISTMAS

- Sponsor a **“Keep Christ in Christmas” billboard**. Billboard posters are available from Christ Is Christmas/P.O. Box 20717/Roanoke, VA 24018/telephone: 800-722-5032/www.christischristmas.com.
- Distribute **“Keep Christ in Christmas” materials**, available through Christ Is Christmas (see above) or the Supreme Council Supply Department.
- Create your own **Advent calendar** of actions you can take each day to bring you closer to Christ. Write your scheduled activities on a calendar posted prominently. Your activities can be for your own personal enrichment or to help those around you. Your council can create a similar Advent project calendar full of small community service projects for members to undertake daily.
- Promote **Advent wreaths** in your council bulletin as a means for families to mark the time of preparation for the coming celebration of Christ’s birth. Urge members to participate with a wreath in their homes.
- Organize a **parish nativity play**, with children from your parish or local parochial school playing the parts.
- Volunteer to **work in a soup kitchen** in your community during the Christmas season.
- Encourage children in your parish to **give gifts they made or gifts of themselves**.
- Buy **Christmas cards with religious themes**.
- **Visit hospitals and nursing homes during the Christmas season**. Present each patient with a religious Christmas card. Bring a supply of cards large enough that you can give the patients cards they can send to family and friends. Offer to help write and mail cards if necessary.
- Order and display or distribute **“Keep Christ in Christmas” printed materials** available from the Supreme Council Supply Department. Posters (#2760, E,F,S; #2757, E, #4554, E,F,S; #4555, E) are available for only the cost of mailing.
- Sponsor **“Keep Christ in Christmas” spot announcements on radio and television**. Pre-recorded public service announcements for radio and television are available from the Supreme Council Department of Fraternal Services.
- Participate in the Orderwide **“Light Up For Christ”** program to help share the light of the Advent season with your community and the world. Plan a Christmas tree or nativity scene lighting ceremony for the first Tuesday in December. Then, at precisely 8 p.m., local time, throw the switch to “Light Up For Christ.”

COMMUNITY ACTIVITIES

Shaping the World Around You

Wherever we live, whether New York or British Columbia, we all have our own perceptions of “community.” Usually, these perceptions are formed by the concrete reality of the world immediately around us. It may be a bustling metropolis, a town, a tiny village, a large county, a broad rural area. It is the place we call home — with all its good and bad features, its beauty and ugliness, its strengths and weaknesses.

Every individual has a voice in shaping the world around him, and every individual can make that voice heard. Make your voice heard in your community. Do more than throw up your hands in despair over what’s wrong with the world.

Your community offers limitless opportunity for action that can be seen, felt and judged for its true worth. Look for something that’s needed and workable in your com-

munity — fight poverty, aid individuals with mental retardation, plant a tree, sponsor a blood pressure screening, support law enforcement, campaign for every baby’s right to life, help the aged — whatever your community needs, your members are interested in and your council’s resources allow. No matter what you choose . . . get involved!

PRO-LIFE

- Join the **Knights of Columbus Day of the Unborn Child** observation held annually on the Feast of the Annunciation (March 25). In this event Knights, Squires and their families should pray, fast and work to restore respect and protection to the child before birth. Also consider sponsoring events to support pro-life organizations.
- Organize a **council pro-life program** under the direction of the pro-life chaircouple.
- Send letters or personally **contact your chaplain, pastor and members of the clergy offering whatever assistance they request in the fight against abortion.**
- **March for Life.** Each year, in conjunction with the January anniversary of the Roe v. Wade decision of the U.S. Supreme Court legalizing abortion, thousands of pro-life supporters March for Life in Washington, D.C. Since 1973 the Knights of Columbus have been visible participants in this demonstration to demand legislative protection for the unborn. Send a delegation from your council to the March for Life in Washington. If you live too far away, organize or participate in a pro-life demonstration in your state capital or your own community on that day.
- Promote and support the Order’s pro-life efforts by **displaying materials featuring the theme “Defend Life.”** A billboard (#1938) and poster (#4238) are all available at no cost from the Supreme Council Supply Department. The billboard consists of 30 sheets and measures 21

1/2' x 9 1/2'. Allow 4 weeks for delivery. Other pro-life materials are described in the Supply Catalog (#1264).

- Distribute the Church's teachings on the sanctity of life as outlined in the **Study Guide to Evangelium Vitae (#2914)**. The guide has been prepared by the Knights of Columbus for groups and individuals who wish to become more familiar with the Church's teaching on the respect due human life as presented by Pope John Paul II in his 11th encyclical, *Evangelium Vitae* (The Gospel of Life). Copies can be obtained for 25 cents per copy from the Supply Department.
- **Contact right-to-life committees or other pro-life organizations in your area.** Work to coordinate your programs with those already in existence. Volunteer support, manpower, finances.
- Create a **public display of pro-life support**. Place small white crosses in the lawn of your council home or parish, representing the number of lives lost to abortion locally each year.
- Promote **letter-writing campaigns** to the state and provincial legislatures. Bring stationery to council meetings and have members write letters on the spot. Letters should express your views clearly, firmly and courteously; ask questions and demand answers.
- Raise funds for **BIRTHRIGHT** and similar pro-life organizations which help convince pregnant women to carry their babies to birth rather than to abort them. Volunteer manpower and services. For more information call: BIRTHRIGHT Inc., (800) 550-4900. Other pro-life groups that provide assistance to women facing crisis pregnancies include: The Nurturing Network, (800) 866-4666, and National Life Center, Inc., (856) 848-1819.
- **Carry the pro-life message to youth** through the CCD, high schools, colleges, Squires, Scouts, etc. Deliver speeches, distribute literature and sponsor pro-life essay and poster contests. Arrange for a showing of pro-life films at council meetings, family events, community meetings.
- **Criticize any and all pro-abortion programs** sponsored by radio and television stations and ask for equal time dedicated to pro-life arguments.
- Erect a **memorial to children killed through abortion**.
- Arrange **petition-signing campaigns**. Set a goal for signatures and keep working until that goal is attained.
- **Give gifts of thanks and congratulations to women who have "chosen life"** by carrying their babies to term. On behalf of your council present new mothers with something as simple as the Knights of Columbus Congratulations Card (#2087, E, F, S, available at 25¢ each from the Supply department), or provide other practical gifts like diapers, food, blankets or clothing. Consider donating Christmas gifts to newborns and their single mothers temporarily housed in shelters. Work with local social service agencies or programs that counsel women to keep their babies or place them for adoption.
- Sponsor a **"Tree for Life"** program to collect baby items and supplies for unwed mothers and crisis pregnancy service centers.
- Demonstrate publicly your pro-life stance by **presenting savings bonds or other gifts to the first child born at your local hospital on Columbus Day or New Year's Day or the January anniversary of the Supreme Court decision legalizing abortion**. Consider presenting roses from the council to all mothers attending Mass on Mother's Day.
- **Pray the rosary to end abortion**. This simple, yet effective act can have enormous impact. A poster urging the recitation of the rosary as a weapon against abortion (#2073) and a prayer card with a pro-life prayer by Pope John Paul II on the back (#2072) are available at no charge from the Supply Department.
- Offer your **rosaries publicly outside abortion clinics**. Individuals or groups peacefully praying the rosary outside such facilities are highly visible and effective.

VOLUNTEERISM

- **Volunteer.** There is a growing need for volunteers to find and implement the solutions to society's problems. These volunteers make an important difference in our world. Rally the other organizations in your community to work with your council in solving community problems.

- Observe the National Fraternal Congress of America's **Join Hands Day**, which is celebrated annually in the United States on the first Saturday in May (for more information visit the Web site, www.join-handsday.org). Urge the mayor or some other public official to issue a Join Hands Day proclamation. Publicize fraternal activities sponsored by your council.
- **Recognize outstanding volunteer efforts** within your own council. Following a council event, present a certificate of appreciation to those members who made the activity a success by donating their valuable time and talents. Certificates of Appreciation (#1579, E, F, S, 25¢ each) are available from the Supreme Council Supply Department.
- **Celebrate National Volunteer Week** each April in the United States. This is a valuable opportunity to offer volunteers in your council and community some well-deserved praise. Look for more information about National Volunteer Week activities by calling the Points of Light Foundation at 1-800-VOLUNTEER. Their Web site is www.pointsoflight.org.
- Make a difference in your community. Participate in "**Make a Difference Day**" — a national day of community service. Knights and family members should join thousands of other volunteers across the United States who will plan and carry out projects in their communities on the fourth Saturday in October. Awards for the best volunteer projects on "Make a Difference Day" will be given by *USA Weekend*, the national magazine that sponsors "Make a Difference Day." Information is available through the "Make a Difference Day" hotline: (800) 416-3824 and on the Web site www.makeadifferenceday.com.

HUMAN NEEDS

- **Assist those in need of housing.** A roof over one's head is a fundamental right. Raise money to support homeless shelters and low-cost housing. Help renovate and repair buildings to house the needy. Support efforts to help the homeless help themselves, find jobs and take their place in society.
- **Defeat hunger** — an ever-present reality for millions around the world. Food banks and soup kitchens rely on volunteer manpower. Donate your council's services. Also donate food or conduct food drives in your council and community. Start a community garden, with all the produce grown to be donated to local community groups or agencies helping the needy. Remember, people are hungry every day of the year; not only at Thanksgiving and Christmas.
- Support groups that **deliver meals to homebound people** such as Meals on Wheels programs. For more information contact the group providing the service in the local community.
- Tell the public about what the Knights are doing for people with intellectual and physical disabilities. Order a copy of the ***Guidelines for Reporting and Writing about People with Disabilities*** brochure produced by the University of Kansas Research and Training Center on Independent Living. This brochure provides a clear set of guidelines to assist in the choice of language and portrayal when writing about people with disabilities. For information on purchasing copies of this brochure, write to: Research & Training Center on Independent Living, University of Kansas, 4089 Dole Center, Lawrence, KS 66045.
- Help **meet the psychological and recreational needs of the aged.** Visit and offer encouragement to residents of homes for the elderly. Organize and get commitments from your council members and their families to make regular visits to elderly people in rest and long-term care centers. You can also sponsor recreational, social or religious events for older people at your council home.
- Give people with disabilities other than blindness the ability to live independently by supporting **Canine Companions for Independence.** This group trains dogs to perform more than 50 different commands to assist people. For more information write to Canine Companions for Independence, 2965 Dutton Ave., PO Box 446, Santa Rosa, CA 95402-0446, or call: (800) 572-2275.
- **Support groups** that assist senior citizens, the frail and homebound elderly, people with Alzheimer's disease and the people who care for them. For more information contact the American Association of Retired Persons 1-888-687-2277; the Children of Aging Parents (800) 227-7294; the National Council on Aging Inc. (202) 479-1200; the National Adult Day Services Association (800) 558-5301; the National Family Caregivers Association (301) 942-6430; the Canadian National Advisory Council on Aging (613) 957-1968; and the American Health Assistance Foundation 1-(800) 437-2423.

- Bring independence and mobility to disabled throughout the world who cannot afford a wheelchair by supporting the **Wheelchair Foundation**. The Wheelchair Foundation is a nonprofit organization leading worldwide efforts to create awareness of the needs and abilities of people with physical disabilities. For more information on what your council can do visit the Wheelchair Foundation's Web site (www.wheelchairfoundation.org), call (877) 378-3839, or write them in the U.S. at 3700 Blackhawk Road, Danville, CA 94506 or in Canada at P.O. Box 75038, White Rock, B.C., V4B 5L3, Canada.
- Provide necessary **transportation for the elderly attending Mass, shopping, visiting relatives, doctor appointments, etc.** Offer assistance to area senior citizens who live alone in performing routine household tasks.
- Lend a hand to **help persons with intellectual disabilities**. Read and inform yourself about the facts. Contact the nearest Association for Retarded Citizens. Tie in your projects and activities with the local association so that there can be coordinated involvement in working out the problems which face citizens with intellectual disabilities. Get involved in local Special Olympics athletics competition. Volunteer your services for this important sports training and competition program that builds confidence and self-esteem.
- **"Adopt" students at a special learning class or school for children with intellectual disabilities**. Volunteer to take the young people on field trips, host parties for them, give them gifts on their birthdays, and sponsor other activities to brighten their days and boost their self-confidence.
- Involve your council in **community programs aimed at enhancing the quality of life for people with disabilities** by promoting greater opportunities in education, housing, employment, transportation and recreation. For more information contact the National Organization on Disability, 910 - 16th Street, N.W., Suite 600, Washington, DC 20006/(202) 293-5960. In Canada call (800) 622-6232.
- **Battle adult illiteracy**. Offer to help literacy programs by providing volunteer tutors, raising money for adult basic reading material, urging local businesses to institute workplace reading programs, and spreading the word that assistance is available to nonreaders. If no literacy programs are available locally, work to develop one.

CIVIC INVOLVEMENT

- Find out what your community has in recreational and cultural opportunities. Ask yourself what it lacks. Study what you can do to upgrade, strengthen, support and **encourage sound programs of recreation and culture for the people of your community**.
- **Promote penal reform**. Help convicts help themselves. Write letters, make visits, help the families of inmates, offer to teach prisoners any special skills you have, encourage local businesses to consider hiring ex-convicts.
- Show pride in your country by **displaying the flag** properly at council meetings, patriotic events, communitywide programs. Distribute Supreme Council literature and decals promoting flag use and patriotism.
- Celebrate a heritage of liberty by planning events for **Constitution Week**, held Sept. 17-23 each year in the United States. Sponsor a display or a speaking program at a local library or plan a similar event. Use the opportunity to also encourage all Third Degree Knights to reach their fullest potential of Knighthood by joining the Fourth Degree — the patriotic degree.

ENVIRONMENT

- **Plant trees**. The destruction of the earth's forests is one of today's greatest environmental hazards. Organize tree planting projects and help ensure that your trees survive.
- Organize **clean ups of parks, beaches, empty lots and neighborhoods**. Sort the trash you collect into recycling categories and bring it to a recycling center.
- **Report violations**. Keep a phone list of city, state and federal offices that deal with air and water pollution. Report abuses promptly.
- **Teach children to respect their world**. With the proper foundation, children can become environmentally sensitive, avoid littering and learn to use things sparingly and thoughtfully.

- **Recycle all the items that you can.** Collect newspapers for reuse in pulp-making; save deposit bottles and aluminum cans for redemption; contribute toys, furniture and clothing to charitable organizations instead of throwing them away.
- **Adopt a highway.** Many states and provinces have Adopt-A-Highway programs through which community groups accept responsibility for a short stretch of highway (usually half a mile to two miles) and agree to keep the roadside free of litter. The Adopt-A-Highway program is coordinated by each participating state or jurisdiction's highway department, so contact that office to find out more about the program or find out how to institute it in your area.

PUBLIC SAFETY

- Host a **Blue Mass to honor law enforcement officials, firefighters and paramedics.** The event should include a time for fellowship with the "blue knights" and programs explaining to them the spiritual and material benefits that come from membership in our Order. Use this Mass as an opportunity to present your council's "Firefighter of the Year" and "Police Officer of the Year" honor to deserving individuals. Be sure to consult their chaplains and pastors when planning this event.
- Sponsor a **poster campaign in schools on public safety.** The Supreme Office annually conducts a drug and alcohol abuse awareness poster contest. For more information call us at (203) 752-4154.
- **Invite the local police chief and/or officers to your meetings to tell you their views of the problems** they meet and of the support they get, or fail to get, from the public. Strive to improve working conditions for police officers.
- Set an example for others by **obeying all laws**, individually and collectively.
- **Honor local law enforcement officials, firefighters and paramedics.** "Certificates of Merit" (#1454, E, F, S, 25¢ each), for presentation to community servants, are available from the Supreme Council Supply Department.
- **Take a stand against drunk driving** — the number one killer on highways — and work toward getting the drunk driver off the road. To find out more about what your council can do, contact your local or state police department or the National Council on Alcoholism and Drug Dependence, 22 Cortlandt St., Suite 801, New York, NY 10007-3128, (212) 269-7797/www.ncadd.org. In Canada contact: Canadian Centre on Substance Abuse, #300, 75 Albert Street, Ottawa, ON K1P 5E7, (613) 235-4048 or www.ccsa.ca/ccsa.
- Knowing the proper way to ride escalators, elevators and moving walks can help prevent serious accidents and injury. **The Elevator Escalator Safety Foundation**, a nonprofit organization, is dedicated to educating the general public on this issue. The group's two main education programs are Safe-T Rider for second-grade children and A Safe Ride ® for adults with special emphasis on seniors. According to the foundation, both of these groups are the most at risk for injuries — young children because they may not know any better and seniors who may not be as physically adept as when they were younger. To obtain these free materials contact the foundation at 1-(888) RIDE-SAFE (1-800-949-6442 in Canada). Their Web site is www.eesf.org.

HEALTH SERVICES

- Focus public attention on **heart disease** — a leading cause of death, but a disease for which the risk can be decreased. Bulletin boards, newsletter articles and public forums should highlight National Cholesterol Education Month in September. A high blood cholesterol level is one of the three major modifiable risk factors for heart disease. Also encourage people to learn cardiopulmonary resuscitation — the procedures for use in case of cardiac emergencies. Local heart association, Red Cross or other health authorities may be able to help you plan appropriate public information events, or for other ideas write: National Cholesterol Education Program, P.O. Box 30105, Bethesda, MD 20824-0105/(301) 592-8573. In Canada, write: Heart and Stroke Foundation of Canada, 222 Queen St., Suite 1402, Ottawa, ON K1P 5V9/(613) 569-4361.
- Do everything possible to help the sick. **Visit patients in the hospital or provide transportation for family and friends to visit.** Help a hospital patient take care of those things he or she can't — at home or at work, with children or relatives, with merchants or creditors. Provide the same types of services for homebound patients.
- Implement programs to highlight **National High Blood Pressure Education Month** in May of each year. High blood pressure is especially dangerous because it has no clear signs or symptoms.

It doesn't make you feel dizzy or nervous. It can, however, cause heart disease, kidney disease and stroke. Educate your community. Conduct high blood pressure awareness programs and blood pressure screenings. Set up information programs with local medical and health officials or write for more information to: National High Blood Pressure Education Program, P.O. Box 30105, Bethesda, MD 20824-0105/(301) 592-8573. In Canada contact: Heart and Stroke Foundation of Canada, 222 Queen St., Suite 1402, Ottawa, ON K1P 5V9/(613) 569-4361.

- **Aid people with vision loss/low vision** by suggesting they contact The National Eye Institute at www.nei.nih.gov.
- Gather council support in the **battle against cancer**. Help the American Cancer Society to help others. One way of doing this is by promoting the "Great American Smokeout" held annually in November, and in Canada, "Weedless Wednesday" held in January. Further information can be obtained by contacting the American Cancer Society, at (800) ACS-2345 or www.cancer.org. In Canada call: Canadian Council for Tobacco Control at (800) 267-5234 or www.cctc.ca.
- Establish a **low cost or no cost clinic** in an area where poverty affects the health care of the poor in your own city. If such a clinic already exists, volunteer your services or recruit volunteers to keep the clinic adequately staffed.
- **Join the fight against AIDS** in your community. Raise money for AIDS research. Help care for AIDS patients — who often suffer as much from public response to their illness as from the disease. Local AIDS support groups may be in contact with patients who are not hospitalized. Offer your support to such groups, helping to see that people with AIDS have a place to live, decent meals and companionship. Sponsor AIDS education programs.
- Take action to **prevent drug and alcohol abuse**. Substance abuse has reached epidemic proportions, but knowledge is a powerful weapon against drugs and alcohol. Get the facts and spread them throughout the area — to parents, children, professionals, educators and all members of the community. Free informational materials are available from the National Clearinghouse for Alcohol and Drug Information, by calling: (800) 729-6686. In Canada contact: Canadian Centre on Substance Abuse, #300, 75 Albert Street, Ottawa, ON K1P 5E7/(613) 235-4048. Ask for literature and distribute it in the community, in schools, through the media — any way you can. Identify available resources — existing programs, health care services, etc. — and offer the assistance of the Knights of Columbus in these projects.
- **Support hospice in your area**. A hospice program gives to patients in the final stages of serious illness the chance to live out their lives in a comfortable environment, surrounded by family and friends. Hospice gives comprehensive care to both the patient and his loved ones. Hospice programs are constantly in need of compassionate volunteer assistance. Locate such a program in your community and offer the services of your council: helping to raise funds, care for patients, etc.
- Increase public **awareness that clinical depression is a treatable medical illness** and motivate people with the illness to seek treatment. Clinical depression strikes millions of adults each year and costs billions of dollars in worker absenteeism, lost productivity and health care. While effective therapy and medication are available, only one-third of those with clinical depression seek treatment due to fear, ignorance, misinformation and stigma. Contact your local mental health association and participate in community education events and activities.
- **Volunteer at veterans hospitals and health care facilities**. The Veterans Affairs Voluntary Service (VAVS) coordinates volunteer efforts at all of the United States' 200 veteran facilities. All types of volunteer services are needed. Contact the Veteran Affairs Voluntary Service Office 1167, Department of Veterans Affairs, 810 Vermont Avenue, NW, Washington, DC, 20420 or call (202) 273-8952 for more information about local facilities or the VAVS in general. In Canada, contact the Regional Veterans Affairs Office for more information.

DECENCY

- Get involved in **stemming the flood of pornography** engulfing our communities. It is essential that concerned citizens be aware of the magnitude of this problem and become part of the solution.

- **Report violations of community standards** to those responsible for enforcing the law. Every citizen complaint must be investigated. Complaints to the authorities are the most effective single action a citizen can take.
- Make direct **personal complaints or petition-type complaints to store owners or theater operators who display or sell obscene materials.**
- Send letters to newspaper editors, radio and television station managers, **objecting to offensive advertising for “R” and “X” rated motion pictures.**
- Contact **Morality in Media**, 475 Riverside Drive, Suite 239, New York, NY 10115, 212-870-3222, or Canadians Addressing Sexual Exploitation, Parkway Postal Outlet, Box 62569, 85 Ellesmere Road, Toronto, ON M1R 5G8 (416) 412-6065 for information, research materials, advice or direct assistance.
- Urge members in United States councils to **use Postal Form #2201** to stop pornography from being delivered to their homes or families. The form is available at any U.S. Post Office.

HONOR COLUMBUS

- Honor our Order’s patron. In 1492 Christopher Columbus led Europe to a New World. In 1493, he first set foot in Puerto Rico, and in the years following explored much of coastal Central and South America. **Commemorate the accomplishments of the Order’s patron**, paying tribute to the man who expanded the known world and brought Christianity to new peoples.
- Schedule a community or cable public-access station showing of ***Christopher Columbus: Faithful Christ Bearer***, a video produced by the Supreme Council office. This 16-minute VHS video chronicles the life of Columbus and accurately portrays him as a bold explorer and a devout man of faith. The video is available free of charge except \$3 for shipping and handling from the Supreme Council office.
- Sponsor a **youth essay or poster contest** with the theme “The Spirit of Discovery” or a similar theme.
- Contact local civic or service organizations and **plan Columbus Day events together.** Offer your support or manpower for Columbus Day activities currently conducted in your community.
- **Purchase books, recordings or videos on Columbus** and donate them to your parish or school library.
- Organize **wreath-laying ceremonies at a local Columbus statue** or launch a campaign to have a statue erected as part of Columbus Day activities.
- Petition your city council or county board to **have a park, a street or a municipal building named in honor of Columbus.**
- **Invite Hispanic and Italian-American societies** in your community, who may be celebrating Columbus’ heritage and the origins of his voyage, to participate in your activities.
- Sponsor programs to learn about and highlight the contributions to our society by the original settlers of the Americas — **American Indian cultures.** Learn about the traditions and histories of the “New World’s” original inhabitants. Hold a fund-raiser to benefit American Indian Catholic missions.
- Ask the local library to feature a **display of books and materials about Christopher Columbus** in the month prior to Columbus Day.
- **Explore the history of the Order.** Use K of C books, audiovisuals and brochures to learn how and why the Order was founded, and discover the events and people that have charted its course. Present the findings at an open house program, a meeting or other council event.
- Contact your mayor or city council to **adopt a special proclamation in honor of Columbus** and his discovery of the New World.
- Organize a **Columbus Day harbor or river cruise/dinner** in your area.

COUNCIL ACTIVITIES

Entertaining, Enjoyable and Beneficial

Many of the activities of the Knights of Columbus sound demanding, and certainly many are, but that does not mean that others can't be just for fun. Members of your council are your neighbors, friends and acquaintances, who are just as interested in athletic, cultural and social events as you are. Programs and activities that come under the council activities section are unlimited — golfing, softball, soccer, hockey, curling, tennis, bowling, art exhibits, movies, lectures or demonstrations, holiday dances, picnics, open houses, council anniversary or birthday parties — all the events that are an important part of fraternal life.

Public relations activities are also included under the council activities section of the Service Program. Serving under the director of council activities, public relations personnel are charged with the responsibility of keeping the council's membership accurately and constantly informed of current and future events. Additionally, the image of the council must be maintained within the community through the use of newspapers, the Internet, radio and television. People deserve to know the good work your council does. To fulfill these obligations, the public relations chairman and his committee members must work closely with all Service Program directors and council officers.

PUBLIC RELATIONS

- Every council should have a **monthly bulletin for its members**. This may be a letter from the grand knight, a copied paper, a printed folder, booklet or news sheet detailing the council's news, programs and business. Such a publication arouses the active interest of members and keeps them informed. Copies of all bulletins issued by your council should be forwarded regularly to the Supreme Council Department of Fraternal Services, as well as the K of C field agent and general agent serving your council.
- A principal means by which a council can develop public knowledge of our Order is through the use of newspapers. Each public relations committee should **release regularly to all local Catholic and community news editors announcements** concerning: Church, athletic, civic, cultural, social, family, fraternal and membership projects; committee appointments; meetings and plans; council meeting programs, speakers, etc.; and international programs of the Order.

In some communities, special promotion opportunities can be found through feature section articles on the council or Order; fraternal page stories; human interest items about members; special editions for state council meetings; and weekly council news columns. To assist with your council's public relations efforts, the Supreme Council office has produced a PR handbook, ***Getting Your Message Across — Knights of Columbus Public Relations and Publicity Guide*** (#2235). The handbook is distributed to each council annually as part of the "Surge . . . with Service" kit and is also available through the Supreme Council Supply Department.

Photographs or electronic images, with captions explaining the action and identifying everyone in the picture, should be submitted with newspaper articles as often as possible.

- Each January, after the council has completed and submitted its **Annual Survey of Fraternal Activity** (#1728) for the previous year, be sure to promote the council's total volunteer commitments and financial contributions. Use the council newsletter to build awareness and pride in these accomplishments among members, and submit a press release to local media announcing the totals.
- Establish a **council Web site**. Also, regularly consult the Order's Web site at www.kofc.org for up-to-date information and news.
- **Occasions for broadcasts and telecasts are found in Columbus Day programs, communion breakfasts, Founder's Day (March 29) celebrations, religious and patriotic public demonstrations, forums, open meetings, banquets, charity balls, outings, major sporting events, etc.**

Support Catholic radio and television programs. Additionally, the council could sponsor a weekly broadcast or telecast on Catholic and community subjects.

Cable television stations sometimes donate public service time to local organizations. Contact the program director at your local cable network and ask for time to show one of the Order's promotional films.

The Order occasionally produces radio or television Public Service Announcements or other addresses dealing with issues or events such as "Keep Christ in Christmas" campaigns, volunteerism, etc. These items are available at no charge and are promoted in the Order's publications.

- Another valuable medium for developing council publicity is a **speakers' committee**. Select five or more articulate members to give short lectures on the Order to other fraternal organizations, service clubs, etc.
- **Set up a display** in the council home, parish hall, public libraries, store windows, etc. to promote council events and contests.
- **Council bulletin boards** provide all types of information to help members perform and enjoy more fully their fraternal, civic and religious duties as Knights of Columbus. Post any announcements, bulletins, newsletters and clippings that are relevant to members and their families. Keeping the board up-to-date will keep your council members up-to-date.

Maintain a scrapbook of newspaper clippings, pictures and publications for future reference and historical use.

Photographs of council affairs and members should be exhibited in the council home. Photos, slides and videos of council activities should be taken and used for entertainment and promotion of upcoming events.

- Preparation of a **council's history** is an important form of long-term public relations. The best sources of historical data are the recorder's minutes, listings of council officers and program chairmen, rosters, newsletters, scrapbooks, etc.
- Utilize the electronic clip art version of the Order's emblem, a personal computer and printer to create a variety of **personalized council stationery**. For instance, most office and home computer software comes with a program to produce mailing labels. Printing the Order's emblem, the council's name and return address on label stock (or envelopes) will create a handy return address label for your letters. Another idea is making council letterhead by preprinting the emblem and the council's name and return address on sheets of paper. There's no limit to the personalized items you can produce. The Order's emblem and other clip art can be downloaded from the our Web site, at www.kofc.org, at no cost.

FRATERNALISM

- Maintain a **strong, friendly and fraternal atmosphere** throughout your council and among its members and families. Make sure new members feel welcome. Offer programs that create interest, maintain enthusiasm and build pride in membership.

- Sponsor **joint programs with your Squires circle and with other fraternal groups in your community.** Invite leaders of other fraternal benefit societies or service-oriented organizations to your council affairs — social, athletic, cultural, etc.
- Begin or revive the practice of **having everyone wear an identification badge** during your council meetings and activities.
- Include an annual **“Recognition Night”** in your council activity schedule. An excellent assortment of colorful and attractive certificates for use by the fraternal recognition committee is available from the Supreme Council Supply Department. A generic certificate (#2898) is also available. The certificate’s multipurpose design (which includes a four-color Knights of Columbus emblem) was developed in response to numerous requests for special program certificates. By using a computer and a printer, councils can easily design their own professional looking certificates at a reasonable cost for any occasion. All certificates should be ordered by the grand knight or financial secretary on the official requisition for supplies. A sample copy of the certificate will be sent upon request. The Knights of Columbus Certificates Flyer (#2640) is available from the Supply Department and describes the wide variety of certificates that can be ordered.
- Present **degree certificates** to the members of each degree class immediately following an exemplification. First Degree certificates are available in English (#268), Spanish (#268S) and French (#268F). Second Degree certificates are available in English (#269), Spanish (#269S) and French (#269F). Third Degree certificates are available in English (#270), Spanish (#270S) and French (#270F). Fourth Degree certificates are available in English (#1467), Spanish (#1467S) and French (#1467F). Each of these certificates is available for \$.25 from the Supreme Council Supply Department.
- Order **“Certificates of Merit,”** (#1454) available from the Supreme Council Supply Department, for presentation to civic leaders, law enforcement officers and military personnel in your community.
- Select a **“Knight of the Month” and/or “Knight of the Year.”** Appropriate certificates (#1476 E,F,S and #1545 E,F,S respectively) for presentation are available through the Supreme Council Supply Department. Recipients should be chosen for exemplary service to Church, community, council, family and youth.
- Recognize the important moments in the lives of your members and those individuals who are important to your council by sending **Knights of Columbus greeting cards.** Birthday (#757 E,F,S), Anniversary (#1484 E,F,S), Get Well (#1483 E,F,S), Sympathy (#1932 E,F,S) Thank You (#2010 E,F,S) and Congratulations (#2087 E,F,S) cards are available from the Supreme Council Supply Department in English, French and Spanish for 25¢ each.
- Publish annually a **council directory** and distribute it to all council members. List contact information for your council’s K of C insurance agent and make sure he gets a copy of the directory. Such a directory not only enables members of a council to become better acquainted with their fellow Knights, but also can be used as a basis for forming “fast-contact” committees or “telephone squads.” List the current Supreme, state, district and council officers, Service Program directors in your council, Fourth Degree officers of your local assembly, and Squires circle counselors and officers. List every member’s name, address and telephone number and arrange them alphabetically by parish. You may want to include each member’s occupation, his wife’s name and other useful information. The inside cover could contain a calendar of the fraternal year.
- Spearhead **Columbus Day celebrations** each October in your community. Sponsor a communion breakfast, hold an open house, a parade or a dance. Participate in any civic observances scheduled. Encourage your council’s public relations committee to issue news releases about Columbus Day plans, Christopher Columbus himself, and the Knights of Columbus programs and activities.
- Celebrate **Founder’s Day.** March 29 is the anniversary of the day the Knights of Columbus was granted a charter by the state of Connecticut. This day calls for a special celebration in every council throughout the Order. In honor of our founder, honor and recognize your council’s founders — your charter members. “Charter Member” certificates (Item #1456, E, F, S, 25¢ each) are available from the Supreme Council Supply Department.

Other Founder’s Day activities might include a communitywide reception or open house, a dance, or a Mass of thanksgiving for the Order’s founder, his fellow incorporators and all the K of

C leaders who helped shape the Order over the years. Petition state and community leaders to issue celebratory proclamations. Schedule a showing of the Supreme Council video about the founder, *The Life and Legacy of Father McGivney* (#24358), available from the Supreme Council Department of Fraternal Services.

Founder's Day offers many opportunities for press coverage as well. Publicize Founder's Day activities in local newspapers and on television and radio. Issue articles to the newspapers about the founding of the Knights of Columbus, the good works Knights do on a state and international level, and your own council's record of achievement within the community.

CULTURAL

- **Fully utilize the council lecturer** when preparing material for the "Good of the Order" section of a meeting. The grand knight appoints the lecturer to provide suitable education and entertainment programs for the council. He is responsible for the "Good of the Order" section of the council meeting. It's up to him to plan and present worthwhile programs that will help build meeting attendance and benefit the attending members. To do this the lecturer needs to be knowledgeable of all aspects of the council programming. Even with a thorough understanding of council programming and the workings of the Order, it can be difficult to come up with new topics for meetings. Fortunately, there are several sources the lecturer can turn to for fresh ideas. The types of programs arranged by the lecturer are limited only by his imagination and creativity: panel debates on issues facing the community or the Church; speakers such as the coach of a high school team, a town or parish historian, or a local newspaper columnist; quizzes on history, the Bible or sports; discussions of movies, books or plays; performances by theater groups or choirs; presentations by members on their crafts or hobbies; screening a classic film; a presentation on health issues by a doctor; ethnic night celebrations; arranging a talent show; past grand knight dinners; and holiday celebrations are just some possible programs. A good place to look for ideas is *Program Supplement*. Another excellent source of ideas is *Columbia*. State newsletters, newsletters from other councils, diocesan newspapers and parish bulletins are also good sources for discussion topics. Lecturers should also familiarize themselves with the videos offered by the Supreme Council office listed in the Knights of Columbus Audiovisuals flyer (#1539).
- Invite **speakers from your community** to appear in a series of lectures for your members and their families to discuss the arts and entertainment. Plan demonstrations, exhibits, movies and talks by educators, artists, musicians, etc.
- Plan an annual **Knights of Columbus Art Festival** and feature exhibits by local artists. Award prizes.
- Conduct a **"Show and Tell"** program where members and their families can exhibit and discuss their own handiwork, crafts, collections, etc.
- Urge **group attendance** at concerts, operas, musicals or plays.
- Consider **open meetings**, the Good of the Order section of business meetings, or family events as opportunities to conduct a film program. Showing a film can be a good way to add interest and diversity to your events. The Supreme Council Department of Fraternal Services can provide your council with a listing of various film titles available to councils.

SOCIAL

- Plan **council dances** in connection with various holidays — New Year's Eve, Valentine's Day, St. Patrick's Day, Canada Day, Columbus Day, Thanksgiving, Christmas, etc. These dances may be formal or informal, depending on council preferences.
- Conduct an annual **"Open House"** for members and their families. It can be held in conjunction with a holiday or at any time of the year. Clean and decorate the council home, invite your members and families and receive your guests with the council's most gracious hospitality. Plan special entertainment — games, dancers or singers, films, etc.
- Use the occasion of your **council's anniversary** as an opportunity to sponsor varied activities. Sponsor a First Degree exemplification; recognize any members who share the council's birthday; show slides or prepare a photo display of significant events in the council's past year or entire history; exhibit trophies and awards, council scrapbooks, etc.

- Incorporate social events into your **Founder's Day program** — March 29. You can hold a dance, a community reception, a banquet, an awards ceremony or any number of Founder's Day festivities.
- **Institute a "Family Night"** possibly on the second Tuesday of each month, or the fourth Friday of each month or every Thursday. Encourage council and Squire circle families to participate. Serve a meal at the event such as pizza, spaghetti, burgers and hot dogs, etc., and charge a minimal fee to cover expenses. Conduct activities for the whole family, such as speakers on the topics of drugs, pro-life activities, crime, etc.; indoor and outdoor athletic events; board game competitions and whatever else you can think of.

BLOOD DONORS

- **Give blood**, the gift of life. The blood donor program is successful only because so many councils are participating in this "fraternity in action" project. Donor ages are 17-up and any healthy person can safely give blood every 56 days.
- Contact the **local Red Cross** about conducting a council or community blood drive.
- Establish a **blood donor committee** within the council. A council blood donor project can easily be worked out in the local Red Cross program. If this is not available, councils can work out separate programs through local hospitals on a cooperative basis.
- **Volunteer assistance to the Red Cross** in promoting the blood donor program throughout the area. Even those who can't give blood can help, so seek their assistance as drivers, aides, clerks, or in helping to prepare and serve lunches for the donors.
- Implement a program to **inform members who regularly donate blood of the dates and locations of local blood drives** and of emergency situations in which Knights or family members need blood.
- Recognize donors by presenting them with the **Knights of Columbus Blood Donor Certificate (#1444, 25¢ each) and identicard (#1444A)**, available from the Supreme Council Supply Department.

ATHLETICS

- Sponsor **council clubs, teams, leagues, tournaments and contests** for members in:

• Table Tennis	• Baseball	• Fishing	• Basketball
• Curling	• Bowling	• Softball	• Golf
• Volleyball	• Hockey	• Hunting	• Soccer
• Tennis	• Football	• Billiards	• Swimming
- Conduct **sports clinics** for youngsters in the neighborhood or community. Enlist the support of former sports stars who are members of your council or reside in your area.
- Plan an **annual group outing** to a professional sporting event.
- Consider **sponsorship of teams** in Little League, Junior Hockey, Babe Ruth, Pony League, etc.
- Promote **competition with your Squires circle, other Knights of Columbus councils** or other fraternal.
- Sponsor **sports demonstrations**, exhibits, movies and talks by coaches, officials, players, sportswriters, etc.
- Invite local sports stars to participate in an annual "**Sports Night**" for your council.

FAMILY ACTIVITIES



Strengthening Family Life

Take a look at what's happening to our family life. Do we communicate? Do we share? Do we take time to get involved with each other? Are there opportunities for improvement? What is God's plan for us?

Today's society makes it hard to be a family. Television takes up a lot of our time together. The hustle and bustle of business, rushed meals, school, work, committee meetings, sports and shopping are cramming our days and weeks.

The family is under heavy attack today. The battle is largely over values and commitments. To survive, the family needs support. Its primary source of strength must be found in a growing religious and parish life. But it also can be helped substantially by an organization such as ours.

Help prevent the death of the family by administering preventive medicine.

Conduct those programs and activities which aid in rebuilding the family spirit from within, making it vital and strong enough to resist society's ills. Encourage members and their families to choose as their model the Holy Family, copying their attitude of interdependence, sharing and respect for authority.

Work to strengthen family life. Nourish wholesome home life through the sponsorship of activities involving entire families on a scheduled and continuing basis. Encourage communications and routines which involve family members within their own homes, and bring families together in social and recreational events in the community.

Stimulate togetherness within family units. There are many ways in which families can enjoy time together in a scheduled, organized way, even when the age range of members of the family varies widely.

FAMILY PROGRAMS

- Celebrate **K of C Family Week in August**. Plan a family Mass, a picnic, a dinner, a prayer service and other activities that will promote and highlight both family interaction and the family focus of the Order. Schedule degree exemplifications during this week that commemorate the birth (Aug. 12) or death (Aug. 14) of the Order's founder, Father Michael J. McGivney. The Family Week degrees can be used to welcome family members, the focus of recruitment efforts for these degrees.
- Support your local chapter of the **Worldwide Marriage Encounter**, an interfaith group supported by the Church, whose goal is helping, mending and spiritually uplifting the lives of married couples.
- Organize **family corporate Communion breakfasts**. Planned as quarterly events (or on the 5th Sunday in a month), these gatherings bring together council or parish families to celebrate the Eucharist and share time and a meal together.
- Plan an annual **marriage vow renewal program** for couples in your council or entire parish. Work with your chaplain to plan a Mass or prayer service during which married couples will renew their vows. A certificate to present to each couple (#2745 E,F,S) is available through the Supreme Council Supply Department.

- **Adopt a needy family.** Contact your parish, social service agencies or similar community groups to offer to assist an impoverished family. Once a family is selected, work with the parish or social service group to determine the long-term and short-term needs of the family. Areas to take into consideration include employment and job training, clothing (both winter and summer), food, education for children and adults where necessary, and housing.
- Encourage your council's families to **visit relatives or have family reunions.** How many times have you heard, "We only see each other at weddings and wakes?"
- Hold a **"Family Contest."** Determine which family in the council can take the best picture, catch the largest fish, bake the prize-winning cake, raise the most charity funds, or bowl the best score in a family tournament. The idea is to make sure the entire family is involved.
- Plan **outings or trips** designed especially for entire families. Visit museums, cathedrals, college campuses, parks, zoos, company headquarters, etc.
- Keep kids safe. Preventable accidents are the leading health risk facing our children. In the United States, the **SAFE KIDS Campaign** is working to reduce this risk through education, legislation and behavior modification. The program focuses on the five leading childhood accident areas: traffic accidents, drowning, burns, choking and poisoning, and falls. For more information about the campaign and childhood injury in general, write Safe Kids Worldwide, 1301 Pennsylvania Ave. NW, Suite #1000, Washington, DC 20004. The Web site is www.safekids.org.
- **Volunteer as a family.** Involving entire families in your council's service programs can benefit the person or organization the program assists, your council and the families themselves. Working together on projects gives parents and their children an opportunity to spend time together and shows the community at large that the K of C is a family organization. Family Matters offers a workbook on family volunteering for interested groups. For more information write: Family Matters, Points of Light Foundation, 1400 I Street, NW, Suite 800, Washington, DC 20005, or visit www.pointsoflight.org.
- Compile, print and distribute a **"Council Family Book of Memories."** Gather written statements from the council's families regarding their histories and what makes them unique. Ask family members to relate personal experiences and ideas for family programs. Compile this information into an easily reproducible booklet (even stapled pages would suffice) and distribute it to all the council's families.
- Remind parents of young children that there are some **things they should teach in the home to prepare children for the world.** Older families with more experience in parenting could be a good source of ideas and advice in these areas.

The *Focus on the Family* newsletter provides commentary on the issues facing families today. For ordering information call (800) 232-6459, or visit www.family.org.

Alliance for Children and Families offers a series of *Family Wellness* pamphlets aimed at helping families better communicate. It can also provide the names for local family service agencies. For more information contact Family Service America Inc., 11700 West Lake Park Drive, Milwaukee, WI 53224, telephone: (414) 359-1040, Web site: www.alliance1.org.

- Stress **safety among family members.** Teach youngsters how to make a phone call. Keep a list of emergency phone numbers near each phone. Children should learn basic first aid and the family's rules concerning use of the medicine cabinet.
- Commemorate **National Family Week.** To honor families, the week of Thanksgiving, has been proclaimed "National Family Week." This designated time is intended to promote recognition of and appreciation for the family as the foundation of our free society. Visit www.nationalfamilyweek.org.

EDUCATION

- **Support education vocally in front of your own children.** If a young person hears his parents criticize his school and teachers, he is not likely to have confidence in them or get much out of his class work. Even before a youngster starts school, he can sense whether his parents consider school work a once-in-a-lifetime opportunity or a tedious bore to be endured. Instill a respect for education in children.
- **Encourage potential dropouts to stay in school.** Persuade those who have dropped out to return. Help students overcome the barriers to proper education they may face — learning problems, home life, etc. Stress to these students and their families what the future holds for dropouts. Thousands of students drop out of school every day. The unemployment rate for dropouts is twice that of high school graduates.
- **Question, examine and reinforce what is taught in school.** Don't hesitate to voice your opinion to officials if you are not pleased and satisfied with the education being provided to children in your community.

- **Take an active interest in the sex education programs in local schools. Consult experts in religious education and adolescent psychology.** Council members and their families could spearhead the development of materials and programs that could assist and fill out whatever local schools may be doing in the area of sex education.
- Award **scholarships at Catholic high schools and colleges** to qualified Squires and sons and daughters of council members. Hold an annual scholarship competition.
- **Support Catholic schools.** Help continue the tradition of a Catholic education for children by raising money to help defray the cost of tuition at a local Catholic grade school or high school. Present scholarships to qualified students, volunteer council manpower to help schools with maintenance and upkeep, and support tax assistance for parents who choose to educate their children in Catholic schools.

COMMUNICATIONS

- Work to **improve relationships between teenagers and their parents.** Sponsor a panel discussion that could bring parents, teachers and teenagers together. Perhaps there might be enough interest to have a weekend retreat or day of recollection for parents and their teenage sons and daughters.
- Urge your members to **reserve Sundays for their families;** to participate and share in the joy of life together. Remind them that life is too short to spend time thinking about what one should have done. Encourage each member to enjoy his family's company and let them enjoy him.
- **Reach out to families and children of divorced or single parents.**
- Provide **instruction on the theology, meaning and purpose of marriage.**
- Offer support and **discussion groups for married couples.**
- Support services that provide premarital counseling programs.

FAMILY OF THE MONTH/YEAR

- Participate in the Order's "**Family of the Month**" and "**Family of the Year**" programs, honoring council families who exemplify the values taught by our Church and our Order. Full details on the program are provided in the *Family of the Month* booklet (#1993) provided to each council in its annual "Surge . . . with Service" kit. Certificates for presentation to your monthly winners (#1843, E, F, S-25¢) and your "Family of the Year" (#1843A, E, F, S-25¢) are available through the Supply Department.
- **Provide additional recognition to your "Family of the Month/Year" recipients** in several ways. Contact broadcast stations in the area, particularly diocesan radio and television stations, and ask them to consider making announcements recognizing "Family of the Month/Year." Post a sign on the front lawn of "Family of the Month/Year" recipients to let the community know that they have earned this honor.

RECREATION

- Host a "**Ladies Night.**" This could become one of the most popular and enthusiastically anticipated affairs on a council's activity schedule. Not only does it serve to acquaint the ladies with the place where their husbands spend so much time, but it also gives them the feeling of participation in another phase of their social life.
When organizing the program, consider the type of evening sponsored: refreshments or a meal, music or entertainment, and who will be invited. It is important to decide upon a definite date and announce it well in advance.
- Plan a **picnic, a summer kick-off weekend or day for council families.** Put individuals in charge of food, entertainment, activities, outings, etc. Have a good time!
- Consider starting a **babysitting program** for council members' families to give parents some time off. The service could be offered weekly or monthly, depending on local needs and the availability of volunteer sitters. Seek volunteer babysitters from among the council membership. Organize husband/wife teams and schedule each on a rotating basis.

SURVIVORS' ASSISTANCE

- **Maintain contact with widows and dependent children** of members. A committee of council members might offer to help in making funeral arrangements, assist a widow in the completion of insurance forms, social security and other necessary paperwork. Keep a deceased Knight's family informed about council activities they can attend or participate in; conduct social events particularly

for the widows and children of members. Survey the needs of surviving family members and determine in what ways your council can help meet those needs. The council membership, as well as the Knight's family, will be enriched by maintaining ties. Often the council's Knights of Columbus insurance agent offers a program of survivors' assistance, so be sure to contact him.

Upon receipt of a death notice of a member at the Supreme Council office, the supreme knight, on behalf of the board of directors, sends a letter of condolence to the widow or next of kin, informing them that their loved one is being enrolled in a Mass said at St. Mary's Church, the birthplace of the Order in New Haven, Conn., every day throughout the year.

Upon request, the Supreme Council adds the names of widows to the mailing list for *Columbia* magazine. State, provincial and local units are encouraged to also keep widows on mailing lists to receive council publications.

- **Extend to widows and their families any scholarships** awarded by state and local councils. Widows and children of deceased members are eligible for Supreme Council educational benefits, such as scholarships and fellowships. For more information regarding Supreme Council programs, refer to the *Financial Aid to Education* booklet (#951) or write directly to the Supervisor of the Scholarship Department, P.O. Box 1670, New Haven, CT 06507-0901.
- Remember the **children of your deceased brothers**. Include them in the youth activities of your council. Occasional visits and progress checks will make them feel wanted and important.
- **Invite the eligible sons of deceased members to join your Squires circle**. This activity will assist them in building their leadership traits and carrying on the family tradition of Columbianism.

MEMORIALS

- Establish a **memorials committee** within your council. A member may never need a strong show of fraternal spirit from his Order and his brother Knights so much as upon the death of someone in his family. By the same token, the family of a member may never recognize the genuineness of that spirit nor realize its benefits so much as upon that member's death.

The primary responsibility of the memorials committee is to attend wakes and funerals of brother Knights or their family members. Special council prayer cards should be provided to members of the memorials committee, with prayers chosen by the council chaplain as appropriate for wakes. Such cards are usually designed by the council chaplain and printed locally. The **Knights of Columbus Memorial Service booklet (#2942)**, available from the Supply Department, includes a wake service for deceased Knights.

In addition to wake attendance and funeral attendance, many other services of the council may be welcome to the bereaved, and the chairman of the group should make it a point to learn as soon as possible what further aid the council may contribute. Individual council policy should be set and be familiar to the chairman so that he may know exactly what commitments may or may not be made on behalf of the council.

- Offer **Masses for departed members** and their families.
- Sponsor an **annual memorial Mass** and Communion breakfast.
- Establish **scholarships in memory of deceased members**.
- Urge **enrollment of members in purgatorial Masses** and offer spiritual bouquets for them and their relatives.
- Send "**Resolution of Condolence**" certificates to the family of a deceased member on behalf of the entire council. These certificates (#1450 E,F,S) are available in English, French and Spanish, 25¢ each, from the Supreme Council Supply Department.
- Donate **Knights of Columbus rosaries to families grieving** the loss of a loved one. Approach your chaplain or parish pastor and offer to provide a rosary for each funeral/wake service he conducts.

YOUTH ACTIVITIES



Building Leaders for the Future

Today's youth, the leaders of tomorrow, are looking for a challenge, for responsibility, for faith and trust. Yet, despite their commitments and dedication, the youth of the world are often condemned because of the uncontrolled actions of a minority of young people. As Knights of Columbus, it is our responsibility to provide youth with the means and the opportunities to become

personally committed and involved in meeting the challenges of our times.

There is a great deal more all of us can do to improve our youth programs. Recruit more men from the council level to work with young people. These adult leaders will help to mold the youth of today into the influential citizens of tomorrow. Exert more positive and constructive influence on your young people by becoming involved with them. Pay more attention to what they are saying.

Demonstrate your support by sponsoring a Columbian Squires circle, aiding the Big Brothers/Big Sisters program, promoting the Boy Scouts, or helping to combat drug and alcohol abuse. Numerous other avenues are always open in helping to build leaders for the future.

COLUMBIAN SQUIRES

- Sponsor a **Columbian Squires circle**. As the official youth organization of the Knights of Columbus, the Columbian Squires is deserving of primary consideration in any council's youth program. Development of leadership in the Catholic young man is the main objective of the program.

In the Columbian Squires, Knights serve as counselors to Squires circles in order to draw out the leadership talent of the circle's young men. The satisfaction the counselors receive from seeing Squires develop into mature, responsible Catholic leaders and prospective Knights makes every effort on behalf of the Squires worthwhile. Squires conduct widely varied activities of community and Church service, social events and membership recruitment efforts. Squires can advance through higher levels of achievement, involvement and training.

Columbian Squires circles are sponsored by either a Knights of Columbus council or a Fourth Degree assembly. Basic requirements for a circle are at least one enthusiastic, dedicated counselor and 10 Catholic young men of Squires age. The official age range for Squires membership is 10- to 18-years-old.

Currently, there are more than 1,300 Squires circles, with more than 25,000 Squires and 2,000 Squires counselors throughout the United States, Canada, Mexico, the Philippines, the Bahamas, the Virgin Islands and Guam. Since 1925, the Columbian Squires program has had a rich tradition of leadership development of our most vital resource — our young people. Consider sponsoring a Squires circle. Contact your state youth director or state Squires chairman or the Supreme Council Department of Fraternal Services and request a Columbian Squires Inquiry Kit.

To encourage your council's participation in the Squires program, plan a Columbian Squires informational night. Invite the state Squires chairman, the state youth director, counselors and Squires from nearby circles to address the council on the benefits and operation of the program. Be sure to reserve a copy of the Supreme Council video production, *Something More* (#R88LP) describing the Squires program for showing at your informational night. The video can be ordered from the Department of Fraternal Services.

YOUTH GROUPS

- Look into the **youth activities** that are the most needed or have the greatest chance for success where you live. Many youth groups either exist in your area or could potentially fill a specific need in your community.
- Volunteer your council's manpower for the operation of the **Catholic Youth Organization (CYO) or Catholic Youth Ministry (CYM)** program in your area. Contact your diocesan youth director with suggestions for programs or offers of support.
- Promote council and community support for the program in your area. **Big Brothers/Big Sisters** offers unique one-to-one services to single parent youths. The program matches volunteers with children who can benefit from the friendship and guidance of a Big Brother or Big Sister. Knights and family members may be interested in volunteering as Big Brothers or Big Sisters, or councils may want to help the organization with fund-raising, promotion or program development. Each year in early spring, the national Big Brothers/Big Sisters organizations coordinate local bowl-a-thons to raise funds ("Bowl for Kids' Sake" in the U.S. and "Bowl for Millions" in Canada). This is one area where councils can make a real contribution. For information on the Big Brothers/Big Sisters program, the local agencies and areas of involvement, write: Big Brothers/Big Sisters International, 1315 Walnut St./Suite 704, Philadelphia, PA 19107, (215) 717-5130. The Web site is www.bbbsi.org.
- Knights of Columbus councils are strong supporters of **scouting programs for boys and girls**. Consider sponsoring a scout troop or recruiting capable scout leaders. Adopt a project to enrich the quality of local scout activities. Examples include camporees, aquatic meets, scout shows, camp development, etc. Donate capital and operating funds to make scouting activities more attractive. Enlist the support of council members who can supply technical advice which scouts need in developing projects. For more information about scouting, contact the Boy Scouts of America, PO Box 152079, Irving, TX 75015, www.scouting.org; or Girl Scouts of the U.S.A., 420 Fifth Avenue, New York, NY 10018, telephone (212) 852-8000, ww.girlscouts.org. In Canada contact: Scouts Canada, 1345 Baseline Road, Ottawa, ON K2C 0A7, telephone: (613) 224-5131, www.scouts.ca; or Girl Guides of Canada, 50 Merton Street, Toronto, ON M4S 1A3. Telephone: (416) 487-5281, Web site www.girl-guides.ca.
- Learning by doing is at the heart of the **4-H Club program**. Members take an active part in learning and the program builds young leaders. Council members can assist by serving as adult leaders and offering support and assistance in the many varied projects and activities conducted in the 4-H program. Contact National 4-H Council, 7100 Connecticut Avenue, Chevy Chase, MD 20815, telephone: (301) 961-2800 or www.fourhcouncil.edu.

ATHLETICS

- Arrange a council contest in the **Knights of Columbus Free Throw Championship basketball** program for boys and girls between the ages of 10 and 14. Shoot-offs are conducted on council, district, regional, and state or provincial levels to determine winners. The results from the state or provincial contests are forwarded to the Supreme Council office where international winners are determined.

To help your council conduct its Free Throw contest, a pre-packaged kit containing promotional material, entry forms/score sheets, participant and winner certificates, is available free of charge from the Supreme Council office. The coupon for ordering the *Free Throw Kit* (#FT-KIT) is found in the *Council Report Forms Booklet* (#1436), on the Order's Web site, or by calling (203) 752-4270. Kits should be ordered by Nov. 1 to ensure receipt in time for council competitions to be held in January.

- Arrange a council contest in the **Knights of Columbus Soccer Challenge** program for boys and girls between the ages of 10 and 14. This competition is conducted on council, district, regional, and state or provincial levels to determine winners. The results from the state or provincial contests are forwarded to the Supreme Council office where international winners are determined.

To help your council run the Soccer Challenge Championship, a prepackaged kit containing promotional material, entry forms/score sheets, participant and winner certificates is available free of charge from the Supreme Council. The coupon for ordering the *Soccer Challenge Kit* (#FT-KIT) is found in the *Council Report Forms Booklet* (#1436), on the Order's Web site, or by calling (203) 752-4703. Kits should be ordered by July 1 to ensure receipt in time for council competitions to be held in September.

- Ask those **former baseball, football and basketball “stars” in the council to volunteer their services as coaches and managers** of Little League, Pee Wee basketball, midget football, etc.
- Inaugurate a **Knights of Columbus Junior Golf Tournament** to be held annually.
- **Honor outstanding students, athletic leaders and team captains.** Present scholarships, trophies or certificates.
- **Furnish tickets and transportation for youth groups to athletic events.**
- Remember to **promote some of the less publicized** sports such as archery, badminton, table tennis, etc.

EDUCATIONAL PROGRAMS

- Take part in the **Knights of Columbus Essay Contest** on “The Responsibility of the Catholic Citizen in a Free Society.” The essay contest is open to all Catholic students graduating from elementary schools (8th graders) and high schools (12th graders). Participants prepare compositions based on a theme taken from Church writings. Essays should be between 500 and 750 words in length. Winners will receive their awards either at graduation, at an awards ceremony or at a similar function arranged by the school and sponsoring council. Judging is done on a 100-point scoring system. Certificates for first, second and third place winners, and certificates of participation for all entrants are included in the *Essay Contest Kit* #(EA-KIT). It is recommended that councils consider monetary awards in the range of \$100 to \$350 in Savings Bonds or the cash equivalent to the first place winner. Conducting this contest in the Catholic schools will help strengthen the bonds between the Order and Catholic schools. The goodwill generated can be a springboard to additional programs in service to the school. It can also help in recruiting faculty and administration members — as well as fathers of the participants — into your council. In addition, it can assist recruiting down the road as participants turn 18 and remember their participation in the Knights of Columbus Essay Contest.
- Numerous programs concerned with **providing scholarships to members and their dependents** are sponsored by the Supreme Council. Among the scholarships are: Francis P. Matthews and John E. Swift Educational Trust Scholarships, Fourth Degree Pro Deo and Pro Patria Scholarships, John W. McDevitt (Fourth Degree) Scholarships, Fourth Degree Pro Deo and Pro Patria (Canada) Scholarships and graduate fellowships.

Knights of Columbus Fourth Degree Pro Deo and Pro Patria Scholarships — A total of 62 Catholic college scholarships (which are not limited to Fourth Degree members), each in the amount of \$1,500 per year, are available to members and sons and daughters of members or deceased members of a council in the United States entering their freshman year. Twelve scholarships are available at The Catholic University of America in Washington, D.C., and 50 are available to students attending other Catholic colleges in the United States. Four of the scholarships are designated for Columbian Squires. These scholarships are awarded based on academic excellence and are renewable.

Knights of Columbus Fourth Degree Pro Deo and Pro Patria (Canada) Scholarships — Twelve scholarships (which are not limited to Fourth Degree members) at colleges or universities in Canada are available to Canadian members, sons and daughters of Canadian members or deceased Canadian members entering their freshman year of a Canadian university. Scholarships, each of \$1,500 per year, are awarded based on academic excellence for one year and are renewable.

John W. McDevitt (Fourth Degree) Scholarships — The academic-based scholarships of \$1,500 each are administered in conformance with the rules governing the Fourth Degree Pro Deo and Pro Patria Scholarships and are available to members, wives, widows, and sons and daughters of members including members who died while in good standing at the time of their death (not limited to Fourth Degree members).

Francis P. Matthews and John E. Swift Educational Trust Scholarships — A scholarship fund has been established to provide scholarships to the children of a member in good standing who, while serving in the military forces of his country in a combat zone, is killed by hostile action or wounded by hostile action resulting within two years of permanent and total disability, and for children of a member in good standing who, while in the lawful performance of his duties as a full-time law enforcement officer or firefighter, died as the result of criminal violence directed at him. The scholarship includes the expense of tuition up to \$25,000 per year for undergraduate studies leading to a bachelor's degree at a Catholic college.

Knights of Columbus Graduate Fellowship at The Catholic University of America — The fellowships are for work in the fields offered in the Graduate School. The fellowships cover tuition and an allowance for living expenses, and may be renewed annually up to three years.

Bishop Charles P. Greco Graduate Fellowships — Bishop Greco Graduate Fellowships are available for full-time graduate study leading to a master's degree in a program designed for the preparation of classroom teachers of people with intellectual disabilities. The maximum grant is \$500 a semester (\$2,000 total), renewable upon evidence of satisfactory performance and subject to the discretion of the Committee on Fellowships. The applicant must be a member of the Knights of Columbus in good standing, or the wife, son or daughter of such a member or deceased member.

Refer to the booklet, *Financial Aid to Education (#951)* for more information about any of these programs, or write directly to the Department of Scholarships, P.O. Box 1670, New Haven, CT 06507-0901.

- Establish one or more **scholarships to Catholic high schools or universities**.
- Present a **Knights of Columbus award for scholarship** to be given at commencement ceremonies.
- Plan an **“Open House” for high school students and ask recent college graduates who are members of your council to talk about their college experiences, cost of education, recommended courses, etc. Provide information on careers and scholarships.**
- Sponsor a **“College Fair”** for prospective college students. Invite representatives of surrounding colleges to talk with high school students, distribute literature, answer questions, etc.
- Hold a **“Career Fair”** for high school and college students. Invite representatives of different career areas to give a presentation about the career paths they've chosen and the opportunities each offers.
- Conduct a **Spelling Bee** contest for elementary schooled-aged boys and girls.

YOUTH WELFARE

- Participate in the **Knights of Columbus Substance Abuse Awareness Poster Contest**. The contest's goal is to encourage the creation of thought-provoking slogans and visuals by young people for their peers to promote awareness of the dangers of substance abuse. You can order Substance Abuse Awareness Poster Contest Kits, which contain all the materials needed for your council to participate by using the coupon found on page 5 of the *Council Report Forms Booklet (#1436)*, on the Order's Web site, or by calling (203) 752-4625.

Entries in the contest must fall under one of these topics: Alcohol Awareness and Abuse, or Drug Awareness and Abuse. Each poster must include a slogan reflecting either of the topics and an original visual image. Posters may only be entered under one topic. Categories will be broken down by age: ages 8 to 11 and ages 12 to 14.

Entries will be judged at local, district, state and international levels. International winners will serve as the basis for substance abuse awareness materials produced and distributed by the Supreme Council.

Your council should begin promoting the contest at the start of the school year so students can work on posters during the fall months. Council judging should take place in January. District/regional and

state competitions should take place in February or early March. The deadline for receipt of state-level winning entries at the Supreme Council office for the international competition is March 31. International winners will be announced in May.

Contact schools (public, private and parochial) in your community to organize and conduct a Substance Abuse Awareness Poster Contest. Besides creating awareness among young people of this problem, it will also give your council the opportunity to look at programs that provide alternatives to drug and alcohol use. Young people should be among the judges picked for the contest and play a vital role throughout your council's participation.

- Coordinate a communitywide **education program on teenage alcohol and drug abuse**. Distribute informational literature. For more information, contact the National Clearinghouse for Alcohol and Drug Dependence Information, at 800-729-6686, or the National Council on Alcoholism and Drug Dependence, 22 Cortlandt St. #801 New York, NY 10007-3128/www.ncadd.org. In Canada contact Canadian Centre on Substance Abuse, #300, 75 Albert St., Ottawa, ON K1P 5E7 (613) 235-4048.
- Benefit children and youth by participating in **America's Promise — The Alliance for Youth**. America's Promise works collaboratively with individuals, organizations and communities, mobilizing people from every sector of American life to build the character and competence of young Americans by fulfilling "Five Promises" to them: 1) ongoing relationships with **caring adults**—parents, mentors, tutors, coaches, 2) **safe places** with structured activities during nonschool hours, 3) a **healthy start** and future, 4) **marketable skills** through effective education, and 5) **opportunities to serve** or give back through community service. America's Promise is a national network making good on these promises! To get involved or for more information, visit their Web site at www.americaspromise.org or call 1-888-55-YOUTH.
- Work to reduce teenage drunk driving. **Invite a speaker from Mothers Against Drunk Driving, Alcoholics Anonymous or the local or state police** to participate in a council-sponsored alcohol abuse seminar.
- Volunteer the support of your membership to **develop more medical and psychiatric counselling facilities in your community**. Spearhead a drive in your community to establish a drug crisis clinic, "Safe House" or teen center where teens can get positive reinforcement about refraining from the use of drugs and alcohol.
- Educate and enable young people to reject illegal drugs by participating in the **National Youth Anti-Drug Media Campaign**, sponsored by the Office of National Drug Control Policy and the Partnership for a Drug-Free America. The campaign Web site, www.theantidrug.com, contains numerous tips for parents and other caregivers in helping young people say no to drugs.
- **Become a foster parent**. Through organizations such as Save the Children, Foster Parents Plan and others, you or your council can become the hope of a poor child. Ask your diocesan office to recommend a program.
- Participate in local civic campaigns that **raise funds to help sick and disabled children**. ALSAC, the fund-raising arm of St. Jude Children's Research Hospital; the Muscular Dystrophy Association; the Easter Seals Foundation; the Juvenile Diabetes Foundation; and other childhood disease research organizations need constant fund-raising support. Contact local chapters and offer the help of your council.
- **Educate adults in the local community, your parish, schools and other forums about the media's influence on children's values, attitudes and behaviors** by utilizing the "Unplug Your Kids" video produced by the National Institute on Media and Family. For more information on ordering a video or on the institute's other programs contact (612) 672-5437 or www.mediafamily.org.
- **Support abused and neglected children**. The Court Appointed Special Advocates (CASA) program trains volunteers to speak for the best interest of abused and neglected children in court. CASA volunteers are assigned to a case by a judge. They conduct research, interview people involved and make recommendations on what is best for the child. Councils interested in aiding CASA through providing financial aid and/or volunteers or obtaining more information on the program can write to: National CASA Association, 100 West Harrison, North Tower; Suite 500, Seattle, WA 98119, telephone: 1- (800) 628-3233 or go to www.nationalcasa.org.

- Order and distribute the free informational pamphlet, “**Think You Know Something About Child Abuse,**” available from the Prevent Child Abuse America to help educate your community about the horrors abused children face. This and other publications relating to parenting, child abuse and child abuse prevention are available by contacting Prevent Child Abuse America, 500 North Michigan, Suite 200, Chicago, IL, 60611, Web site: www.preventchildabuse.org, telephone: (312) 663-3520. In Canada contact: Child Welfare League of Canada, #1001 75 Albert St., Ottawa, ON K1P 5E7, telephone: (613) 235-4412, Web site: www.cwlc.ca.
- Keep children in their communities safe through participating in **Project KidCare® or Child Find Ontario**. For more information contact Polaroid at 1-(800) 552-0711, and press 1 (from 9 a.m. to 5 p.m., Eastern time). For more information on Child Find Ontario please call (905) 712-3463.

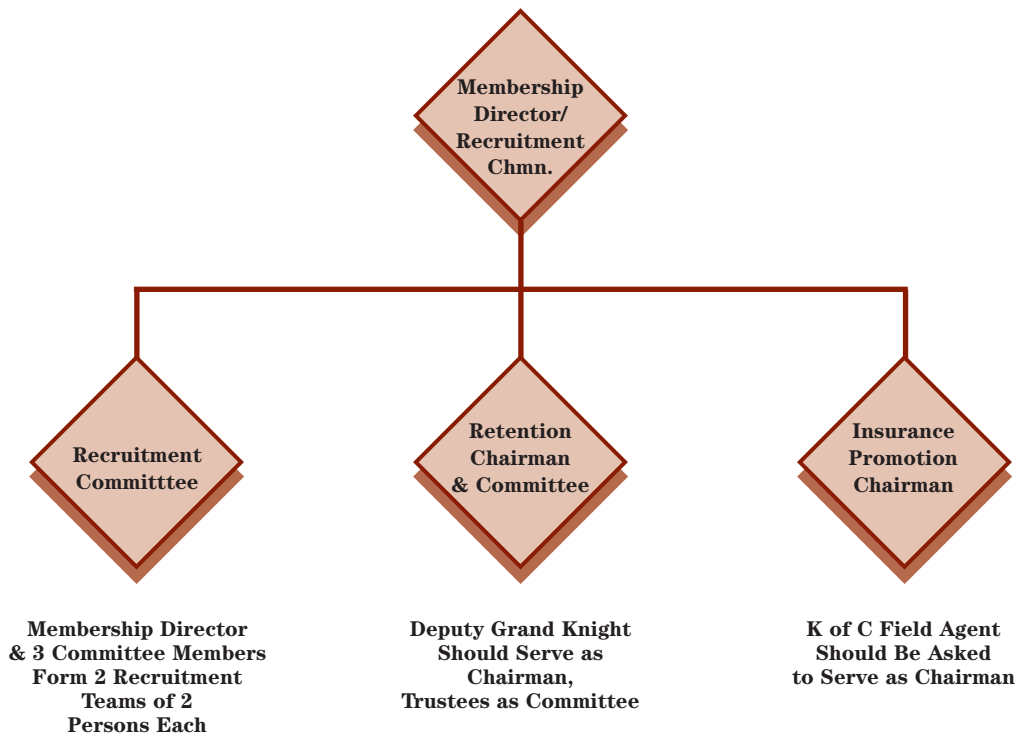
RELIGIOUS ACTIVITIES

- Conduct a **retreat for Catholic high school students**. Conduct a weekend “Day of Recollection” for teenage students.
- **Provide facilities and a priest for Catholic children at summer camps**.
- Plan a “**Mission Night**” and invite high school boys and girls to attend. Arrange for representatives from the mission societies — priests, brothers and sisters — to speak to the group about their missionary work.
- Ask that youth groups sponsored by your council **plan an annual fund-raiser for a local Catholic project, the missions, or vocations**.
- Observe **World Youth Day**. This special day was established in 1985 by Pope John Paul II and continued by Pope Benedict XVI, inviting the youth of the world to discover the Church and their role in the mission of the Church. In celebration, plan a prayer service, a youth rally, a discussion group or a special Mass. World Youth Day is celebrated on different dates in different countries. If possible send a group of young people to the international World Youth Day when it occurs.
- Promote a “**Youth for Missions**” project. Seek volunteers from the ranks of high school seniors to spend a vacation week working at a nearby mission.

SOCIAL ACTIVITIES

- **Arrange a series of film showings** that are both educational and enjoyable.
- Provide youth with a **well-rounded program of social activities** — dances, field trips, dinners.
- Sponsor a “**Family Night**” in the council quarters.
- Open the council home for a **nonalcoholic reception after the local high schools’ proms and graduation ceremonies**. Provide music, food and soft drinks as well as the opportunity to stay up all night, but no alcoholic beverages.
- Sponsor **parties for young people** centering around themes or activities that will appeal to the age group — pizza parties, skating parties, sleigh rides, etc.

MEMBERSHIP ACTIVITIES



Recruitment, Retention and Insurance Promotion

The many good works of the Order are entirely dependent on an involved, committed and growing membership. After all, without a strong membership base and regular efforts to attract new Knights and replace those who've left, none of the other important council efforts on behalf of the Church and community would be possible.

Each council must be proactive in its approach to membership to ensure success. You cannot sit back and expect membership growth to occur on its own. An organized and active membership team is an absolute must for EVERY council.

The membership committees should be organized as described on page 5 of this program manual and on the chart on this page. As membership director, committee chairman or committee member, you are responsible for guiding the growth of your council.

Every Knight can and should play a role in membership activities. Some will function best as part of recruitment teams or as individual recruiters. Others who are not comfortable approaching prospects directly, can contribute by identifying prospects for recruiters to contact from among their family members, friends, coworkers and other acquaintances.

You and the other members of the membership committees should immediately begin planning the programs and events that will ensure a successful year of membership activity. A well-rounded and continuous program should employ various initiatives and include the participation of many members. A combination of recruitment methods — church drives, open house programs, two-on-one team recruiting, individual recruiting, “VIP” Club promotion, etc. — along with retention and insurance promotion efforts, will produce the award winning results desired. The key is to immediately get organized and get started.

RECRUITMENT

The following pages provide successful methods and ideas for finding and recruiting new Knights. Choose those that best fit your situation and will best serve your council. Make a commitment to expanding the council and its accomplishments, and work together to meet that commitment.

- **Organize your membership campaign in 10 easy steps:**

1. Set goals and quotas.
2. Organize your campaign.
3. Set up recruiting teams.
4. Develop prospect lists.
5. Start team recruiting.
6. Visit prospects personally.
7. Ask prospects to join.
8. Ensure prompt initiation.
9. Complete proposer duties — follow up! Make sure new knights and their families are welcomed and involved.
10. Recruit another member!

If each of these 10 steps is implemented, your council is sure to experience recruitment success.

- Lead by example. Because **example is often the most effective form of leadership, ask each officer and director and chairman in your council to bring in, at the very least, one new member.** If they just aren't good at recruiting, make sure they offer leads on new members. By personally recruiting new members, council leaders can then speak with conviction when emphasizing recruitment. You can even introduce a little competition into this effort by prominently posting on a bulletin board the names of each officer and the prospects they've brought in.
- Refer to the **How to...Succeed at Membership Recruitment handbook (#2769)** for ideas on membership campaigns that can be implemented in your council.
- Set a goal in your council to **attain Star Council status**, and reach the Century Club goal by recruiting a net gain of 100 or more members.
- Personally **invite every eligible Catholic man** to serve with your council. Seek their open, public and unselfish participation in solving the problems of today.
- **Utilize membership recruitment videos.** A number of productions are available for either training membership personnel and recruiters, or for educating prospects and their families on what the Order has to offer. The following productions are available free except for shipping and handling charges from the Department of Fraternal Services. Full descriptions and additional ordering information are provided in the *AV Flyer* (#1539) and in the *Supply Catalog* (#1264).

VIDEOS FOR RECRUITERS:

- *Membership Recruitment Flipchart* — 12 Minutes — Available in English, French and Spanish
- *Sign 'Em Up* — 16 Minutes
- *Two-On-One: Ten Steps to Successful Recruitment* — 12 Minutes

VIDEOS FOR PROSPECTS:

- *Experience of a Lifetime* — 11 Minutes — Available in English, French and Spanish (VHS & DVD)
- *Founding to Future* — 17 Minutes — Available in English
- *Life and Legacy of Father McGivney* — 14 Minutes — Available in English, French and Spanish

BLITZ MATERIALS:

- *Prospect Cards* (Item #921A) help councils collect information on prospects. They also can be placed in pews for collection after Mass.
- *Did You Know? Flyers* (#1267) detail 24 interesting facts about the Order.
- *Membership Documents* (#100) are what recruiting is all about. Get prospects to sign these and their presence at a First Degree is the result.
- *The Greatness of a Man Flyers* (#4496) give a quick overview of the Order from its creation to the service opportunities it offers to men today.
- Process all prospective members or candidates through the **Admission Committee**. Make certain that all completed membership documents are immediately forwarded to the Supreme Council office following exemplification of the First Degree.
- Organize your own **First Degree team** and conduct frequent exemplifications in your council. Set a council goal of holding a First Degree every month. This will help to keep council recruiters working to find prospects on a regular basis. At the very least, schedule three First Degree exemplifications every six months. It is not necessary nor desirable to wait for a large class before holding a First Degree. If one or two men have to wait weeks or months to take the First Degree, they may lose interest.
- **Select honorees as the focus for your council's First Degrees:** Father Michael J. McGivney, Pope Benedict XVI, Christopher Columbus, council chaplains, past grand knights, religious figures, your state or district deputy, worthy council members and their families, a local hero or celebrity, etc. Make sure

these honorees are people who are well-known throughout your council and community. By selecting honorees as the focal point of the degree, you create an extra sense of importance and excitement and make the event more visible. If you've chosen the right person, many members will have strong positive feelings about the honoree and will work hard to recruit new members as a testament to that person.

- Encourage **all First Degree members to achieve their Second and Third degrees** as soon as possible. Advise them, in advance, of the Second and Third degrees scheduled. Participating in the advanced degrees allows new members to become more involved in your council . . . which makes them better Knights . . . which will often make them more effective recruiters.
- Assign a definite **quota of new and former membership additions** for your council. Strive to attain the Father McGivney Award.
- Sponsor incentive programs for recruiters in your council and promote the Supreme Council's "**Very Important Proposer**" (VIP) Club. For more information about the "VIP" Club see the "VIP" Club flyer (#2488).
- Use the **Prospect Referral Card (#921A, for distribution to prospects)** and the **Prospect Card (#921, for distribution to members)** available from the Supply Department, for soliciting new member prospects.
- Develop close ties between councils and parishes, which are mutually beneficial and helpful to members in developing their lives of faith, worship and service. The K of C Parish Round Table concept has been designed to help foster continued close ties between parishes and councils, especially in areas where council membership may come from several surrounding parishes. Simply put, the **K of C Parish Round Table** program is an offer of service from the local council to every parish in its area. This service will not interfere with any existing parish council or organization, since the pastor himself designates in which programs the council should become involved. Further information is provided in the Parish Round Table flyer (#2632).
- Seek the **cooperation of your pastor in your membership recruitment program**. He may be able to suggest parishioners who would be good prospects for membership.
- Obtain the **endorsement of the ordinary in your diocese**. Ask that a letter be sent to all churches in the diocese promoting the Order and its recruitment programs. Ask that "Knights of Columbus Sunday" be designated.
- **Utilize direct mail**. Make your initial contact with prospects in a simple, effective and inexpensive manner. Start with a mailing of the Membership Invitation card (#2599), signed by the grand knight and sent to parishioners, neighbors, friends, relatives and other potential Knights. The invitation informs the recipient that he has been suggested as having all the qualifications necessary for membership in the Order and will be contacted by a council representative to arrange an appointment to acquaint the prospect with the Order. About a week after the invitations have been mailed, follow up with telephone calls to all recipients and schedule visits by two-man recruitment teams.
- Establish **contact with high school and college graduates by sending the "Congratulations" card (#938)**, and including your name and phone number.
- **Invite 18-year-old graduates from your Columbian Squires circle to join your council**. These young Catholic leaders are already dedicated to the ideals of Columbianism and can bring their energy and ideas to council efforts. The best way to ensure that Squires will be eager to be a part of your council is by regularly making your Squires circle part of council programs and activities. A strong working relationship with these young men will certainly prepare them to graduate into their new role as Knights.
- Encourage use of the **Membership Recruitment Flip Chart video or the actual flip chart (#889) and binder** by your members when they visit a prospect and his family. The presentation provides an overview of the programs, activities and initiatives the Order has undertaken.
- Promote the **Order's program of fraternal benefits** to recruitment prospects as part of the many advantages of membership. The Family Fraternal Benefits flyer (#2761) and the Member/Spouse Fraternal Benefits flyer (#2773) are available through the Supply Department at no cost and are excellent tools for explaining these valuable benefits.
- Prepare recruiters to answer virtually any prospect question about the Knights of Columbus by urging them to carry the **Pocket Flip Chart (#2041)** at all times. This guide to the K of C is an excellent recruitment tool. Pocket Flip Charts are available in quantity at no charge from the Supply Department.
- **Fulfill your duties as a proposer**. Once you've recruited a new member, accompany him through his degrees, introduce him to his new brother Knights, encourage him to join one or more committees and actively participate in the council.
- Contact your local **Knights of Columbus insurance agent to help your council recruit new members**. His knowledge of professional salesmanship techniques will be very helpful. Ask him to conduct seminars on recruitment strategy for your council members.

- Sponsor a **“Church Drive” program** for recruiting new members. Contact your pastor and arrange to set up tables in the church hall or vestibule and display literature, pamphlets, posters, etc. throughout one weekend. Distribute the Prospect Card (#921A, E, F, S) to men as they come to Mass. Follow up with anyone who completes the Prospect Card by sending a recruitment team to pay him a visit. Extend a personal invitation to the prospect and his family to learn more about the Knights of Columbus and to join.
- Preach the good news of the K of C. Suggested **pulpit announcements (#2678)** urging parishioners to join the K of C during a church drive are available from the Supply Department. These messages, when customized with local information and accompanied when possible by an endorsement from your parish priest, can prove very effective in convincing families to consider becoming a part of the Order.
- **Use advertisements in diocesan or local newspapers.**
- Sponsor an **“Information Program” for juniors and seniors in parochial high schools.** Obtain approval and seek the assistance of the school principal in the promotion of your membership recruitment program.
- Utilize the **“Welcome Wagon”** in your community to disseminate information about the Order — its purposes, programs, accomplishments, awards, history, etc.
- Promote the **“Blazer Club.”** Councils award blue blazers to those members who recruit 10 members within a specific time period. Recognition should be given to “Blazer Club” members at state conventions and meetings, council events, etc.

RETENTION

Cut down on membership suspensions, a serious problem in the growth of our Order and its councils. The first step toward retaining members is the establishment of a strong, active membership retention committee including the deputy grand knight (chairman) and the trustees. Our Order loses many members within the first or second year after initiation because they are uninformed on the programs, objectives and achievements of the Knights of Columbus. Others leave due to lack of opportunity to reap the benefits of membership, including the chance to work on activity committees they found interesting and challenging.

- **Determine the causes of suspensions in your council** and provide possible solutions to the problem. Examine your “council’s conscience” often to find possible reasons why a member loses interest in maintaining his active membership in the Order, then work to eliminate those reasons.
- Make certain that your **financial secretary is following the prescribed procedures for the “Notice of Intent to Suspend” program**, including personal contact by the retention committee. Have him give a list of those members who are in danger of being suspended to the retention committee. The committee can divide the list equally and have teams of two members each personally call upon those members and urge them to become active again.
- Make certain that an **Admission Committee** is appointed and operating properly within your council. The “Admission Committee Questionnaire” (#391, E, F, S) should be completed in triplicate by each new applicant. The questionnaire is distributed to the program director and the Knights of Columbus insurance agent and one copy is retained in the council files. New members should be assigned to program committees of interest to them as soon as possible. Make certain that all members have some specific responsibility or task within the council.
- **Evaluate the programs and activities now being sponsored by your council.** Full utilization of the Service Program proves to be the very best membership retention measure available. Suggest diversified programs aimed at improving your council’s image in the community. Programs must be meaningful, sincere and diversified to provide appeal to all segments of your membership.
- **Promote retention programs** sponsored by the state and Supreme councils.
- Conduct **“Operation: Re-Member.”** Your financial secretary should be able to provide a listing of all members suspended from your council. After obtaining the listing, it is suggested that each former member be personally contacted and asked to enroll again as an active member in your council. Check the rules governing membership procedures for former members. All recruiters should be familiar with these procedures before contacting former members.
- Conduct a survey among members to determine their preferences for committee work. A special **“Member Interest Survey” (#1842)** is available in quantity and at no charge through the Supply Department for use in this effort. Make certain members are appointed to those committees where their interests lie.
- Plan a **“Welcome Back”** or **“Come Home”** program for former members. Send special invitations to attend the program to all former members and their families. Also invite members of your council and

their families to the program. Show one of the Order's videos which help tell the story of the Knights of Columbus. Arrange for appropriate speakers. Following the program, arrange to contact all former members in regard to activating their membership in the council.

- Strive to **streamline council meetings**. Keep discussions, comments, etc., within the proper limits. Extraneous matters should be promptly referred by the grand knight to the proper committees for further discussion and solution.
- See that **council meetings start on time — even if only a few are present**. When the members begin to realize that the meetings will start on schedule, meeting attendance will be improved, interest built and more members will be retained as active members.
- Institute a “**Shining Armor Award**” program to get your council's new members active in service programs as soon as possible. This program was set up to recognize service to the Order with distinction during a Knight's first year of membership. It's a tremendous way to get new members active and also honor them as elite members of the State Council's membership during their first year as a Knight. New Knights that are involved in at least three service programs, attend three council business meetings, receive their Third Degree, meet with their council's insurance representative and recruit at least one new member — all during their first year of membership qualify for this award. More information about this program can be obtained by reading the Shining Armor Award Flyer (#4297).

INSURANCE PROMOTION

As a fraternal benefit society, the Knights of Columbus maintains, for the protection of its members, an insurance system of sufficient scope and flexibility to meet almost any conceivable demand.

The Knights of Columbus insurance program is operated solely for the benefit of its members and their families. Thus it is in a position to offer a variety of insurance certificates comparable to policies sold anywhere — and at a competitive cost.

With more than \$65 billion of insurance already in force, our insurance program gives us the financial muscle and organizational framework to recruit new members and to strengthen the loyalty and dedication of those within our fold. Throughout the Order, our insurance and fraternal aspects must be blended into a smooth-working team. Such is the task of each insurance chairman in the council.

- Conduct a “**Fraternal Benefits Night**.” Set aside several nights during the fraternal year for insurance promotion presentations at which you/your field agent can provide information on retirement resources and mortgage protection. Invite Knights, prospects and their families to attend and learn about the variety of benefits offered through K of C insurance. Each field agent has available to him at no cost a “Fraternal Benefits Night” packet through the Supply Department that can assist with preparing for and conducting these presentations. The agent can also arrange to show the video production *Peace of Mind*, which explains the many benefits of the Order's insurance program.
- Check your council's insurance quota for Supreme Council awards. **Strive to attain the Founder's Award.**
- **Introduce your agent at all council meetings** and First Degree exemplifications he attends.
- **Refer all insurance inquiries to your council's insurance agent.**
- Ask your public relations chairman to establish an “**Insurance**” **column in your council bulletin** and include the name, address and telephone number of your council's field agent.
- **Forward a copy of the Membership Document (#100) to the general agent** immediately following the exemplification of the First Degree.
- Encourage a **good working relationship between the financial secretary and the council's field agent** — a cooperative and effective relationship between these two important officials will help council members receive the service they deserve.
- Make certain that your **K of C field agent is included on all mailing lists for council mailings** — an informed insurance agent will be able to service the needs of members more effectively.
- **Include your field agent in the planning of all major programs and events** to ensure that the agency aspect of the Order is represented in all pertinent activities.

SUPREME COUNCIL AWARDS

Every fraternal year, thousands of councils throughout the Order qualify for one or more of the awards given out by the Supreme Council for outstanding achievements in programming, membership recruitment and retention, and promotion of the Order's insurance program. The various council awards (Columbian, Father McGivney, Founder's and Star Council) and the special Contest of Champions, Century Club and Insurance Promotion awards should be eagerly sought by each and every council. Winners of Supreme Council awards are named on or about Aug. 1 of each fraternal year.

Star Council Award

REQUIREMENTS:

1. Achieve Columbian Award requirements
2. Achieve Father McGivney Award requirements
3. Achieve Founder's Award requirements

(In order to qualify for any awards, councils must not be suspended by the Supreme Council office for nonpayment of per capita, Catholic Advertising or supply charges. For councils in the Philippines, annual council awards can only be won if the council is current in the payment of per capita charges and supply charges to the Philippine National Office.)



Columbian Award

REQUIREMENTS:

1. The Service Program Personnel Report Form (#365) must be completed and returned to the Supreme Council Department of Fraternal Services by Aug. 1. Report #365 is in the Supreme Council's *Council Report Forms Booklet* (#1436) and on the Order's Web site. (New councils instituted after July 1 need not submit the #365 form.)
2. Council must annually conduct and report at least four (4) major involvement programs in each of the following sections of the Service Program: Church activities, community activities, council activities, family activities, and youth activities. (Sponsorship of a Columbian Squires circle in good standing fulfills all four youth activity requirements.)

The Columbian Award Application form (#SP-7) to be used in reporting these programs is in the Supreme Council's *Council Report Forms Booklet* (#1436) included on the Order's Web site, and in the "Surge . . . with Service" kit mailed at the start of the fraternal year to every financial secretary of record. The completed application must reach the Supreme Council office by June 30.

3. The Annual Survey of Fraternal Activity Report Form (#1728) must be completed and returned to the Supreme Council Department of Fraternal Services by Jan. 31. Survey form #1728 is in the Supreme Council's *Council Report Forms Booklet* (#1436) and on the Order's Web site.

Father McGivney Award

REQUIREMENTS:

1. Service Program Personnel Report Form (#365) must be completed and returned to the Supreme Council Department of Fraternal Services by Aug. 1. Report #365 is in the Supreme Council's *Council Report Forms Booklet* (#1436) and on the Order's Web site.
2. Achieve membership quota:
 - a. Quota for councils with 30-100 members will be an increase of 5 membership additions over deductions based on the total active membership of the council as of July 1. Quota for councils with 101 or more members will be a 5 percent increase of membership additions over deductions based on total active membership of the council as of July 1. Minimum of 30 members required. (Inactive insurance members are not included when computing the July 1 quota at the Supreme Council office.)
 - b. Additions will be credited for new members, juvenile to adult membership, reinstatements, reactivations, readmissions and reapplications received, processed and recorded at the Supreme Council office between July 1 and June 30.
 - c. Deductions to be charged against the quota include all suspensions and withdrawals processed and recorded at the Supreme Council office between July 1 and June 30.
 - d. Net gain or loss to be affected only by items (b) and (c) in this section. Transfers in or out of the council and deaths will not be counted toward or against the quota. (Monthly reports reflecting membership gains and losses will be supplied to each district deputy, grand knight, financial secretary and membership director.)

(Note: New councils must meet the required membership quota. New council quota is based upon the number of members recorded on the Notice of Institution, minimum 30 members required.)

3. Achievement of the membership quota will be automatically determined at the Supreme Council office by membership transactions received, processed and recorded by June 30.
4. There is no application form to be completed for the Father McGivney Award.

Founder's Award

REQUIREMENTS:

1. Service Program Personnel Report Form (#365) must be completed and returned to the Supreme Council Department of Fraternal Services by Aug. 1. Report #365 is in the Supreme Council's *Council Report Forms Booklet* (#1436) and on the Order's Web site.
2. Achieve insurance quota:
 - a. Quota for councils with 30-100 members will be an increase of 3 insurance additions over deductions based on the total active membership of the council as of July 1. Quota for councils with 101 or more members will be a 2.5 percent increase in insurance additions over deductions based on the total active membership of the council as of July 1. Minimum of 30 members required. (Inactive insurance members are not included when compiling the July 1 quota at the Supreme Council office.)
 - b. Additions will be credited for new insurance members, insurance reinstatements, reactivations, readmissions and reapplications, juvenile to adult insurance membership and associate to insurance transfers received, issued and released at the Supreme Council office between July 1 and June 30.
 - c. Deductions to be charged against the quota include all insurance suspensions and withdrawals and transfers from insurance to associate membership processed and recorded at the Supreme Council office between July 1 and June 30.
 - d. Net gain or loss to be affected only by items (b) and (c) in this section. Transfers in or out of the council and deaths will not count toward or against the quota. (Monthly reports reflecting insurance gains and losses will be supplied to each district deputy, grand knight, financial secretary and membership director.)

(Note: New councils must meet the required insurance members quota. New council quota is based upon the number of members recorded on the Notice of Institution; minimum 30 members required.)

3. Achievement of the insurance quota will be automatically determined at the Supreme Council office through the receipt, processing and recording of associate to insurance member transactions as of June 30.
4. There is no application form to be completed for the Founders' Award.

Century Club Award

REQUIREMENTS:

1. Quota will be a membership increase of at least 100 additions over deductions processed and recorded at the Supreme Council office between July 1 and June 30.
2. Additions will be credited for new members, juvenile to adult membership, reinstatements, reactivations, readmissions and reapplications.
3. Deductions to be charged against the quota include all suspensions and withdrawals.
4. Net gain or loss to be affected only by items (2) and (3) above. Transfers in or out of the council and deaths will not count toward or against the quota.

(Note: There is no application form to be completed for the Century Club Award. To qualify, new councils must record an increase of at least 100 members over the number of members recorded on the Notice of Institution, minimum 30 members required.)

Contest of Champions

Special awards will be presented to two councils in each jurisdiction each fraternal year on the following basis:

- One award to the council in each jurisdiction that shows the highest percentage of membership quota attained based on additions over deductions processed and recorded at the Supreme Council office between July 1 and June 30. To be eligible for this award, a council must attain its membership quota based on the total active membership of the council as of July 1.
- One award to the council in each jurisdiction that shows the highest number of membership additions over deductions processed and recorded at the Supreme Council office between July 1 and June 30.

(Note: There is no application form to be completed for the Contest of Champions Award. New councils instituted after July 1 of a given fraternal year are not eligible to qualify for this award during that fraternal year. Councils winning both highest percentage of membership quota and highest percentage of insurance quota will receive one award.)



International Service Program Awards

Each year every state council recognizes the best program or activity in each area of the Service Program — Church, community, council, family and youth — at their state council convention. In turn, a panel of judges named by the supreme knight reviews each jurisdiction's winners and chooses the single best Church, community, council, family and youth activity Orderwide for the fraternal year. Winning councils and their programs are recognized at the Supreme Council meeting in August. The grand knights of the winning councils, along with their wives, are invited to the convention as guests of the Supreme Council.

Any council that is not currently under suspension is eligible and encouraged to compete for this distinguished honor. To participate, the council must complete the State Council Service Program Awards Entry Form (#STSP) found in the *Council Report Forms Booklet* (#1436) and on the Order's Web site.

The form, along with any supporting materials, must be sent directly to the state council for their competition. (Check with your state deputy or state program director to determine your jurisdiction's deadline for Service Program Awards entries.) Entries sent to the Supreme Council by local councils will be returned.

A team of judges chosen by the state deputy awards the top prize in each category to the winning council at their state convention. The winning entries are then endorsed by the state deputy and submitted to the Supreme Council office by June 10 for judging to determine the International Service Program Award winners.

Insurance Promotion Award

Special awards will be presented to two councils in each jurisdiction each fraternal year on the following basis:

- One award to the council that shows the highest percentage of insurance membership quota attained based on additions over deductions processed and recorded at the Supreme Council office between July 1 and June 30. To be eligible, a council must attain its insurance member additions quota based on the council's total membership, less inactive insurance members, as of July 1. To be eligible, a council must have a minimum net gain of five insurance members. (Note: In the event that there are multiple winners in the percentage gain category, the council(s) with the highest net gain of insurance members will receive the award.)

(Additions are: new insurance members, insurance reinstatements, reactivations, readmissions, reapplications, and juvenile to adult insurance transfers. Deductions are: insurance member suspensions or withdrawals or transfers from insurance membership to associate membership. Transfers in or out of the council and deaths will not count for or against the council quota.)

- One award to the council in each jurisdiction that shows the highest number of insurance member additions over deductions processed and recorded at the Supreme Council office between July 1 and June 30. To be eligible, a council must have a minimum net gain of five insurance members.

(Note: There is no application form to be completed for the Insurance Promotion Award. Achievement of the award will be automatically determined at the Supreme Council office through the receipt and recording of insurance member transactions as of June 30. New councils instituted after July 1 of a given fraternal year are not eligible to qualify for this award for that fraternal year. The top three winners in each category — percentage and number of members — will receive trophies. The remaining award winners will receive certificates.)

SUPREME COUNCIL OFFICE DEPARTMENTAL DIRECTORY

Use the directory below to help decide where to direct your inquiries when contacting the Supreme Council office. This directory includes a brief description of the responsibilities of each department at the Supreme Council office. Prior to contacting the Supreme Council office with a question, consult this directory to determine which department can best answer your question. The main number for the Supreme Council office is (203) 752-4000.

AGENCY DEPARTMENT

Provides an agent locator service and agent complaint resolution assistance. Contact the Agency Department for the name, address and telephone number of the Knights of Columbus agent servicing your council, or with any concerns regarding service received from a Knights of Columbus agent.

ANNUITY SERVICES

Provides information regarding annuity policies and life insurance taxation to policy owners and agents. Contact Annuity Services with questions regarding the provisions of an annuity policy, interest rates and taxation of the proceeds of Knights of Columbus policies, and for assistance with rollovers and transfers to Knights of Columbus policies.

CATHOLIC INFORMATION SERVICE

Provides low-cost publications that provide a basic and general overview of the Catholic faith, as well as detailed examinations of particular aspects of Catholic belief and practice. Administers a five-part self-study course on the basic beliefs of the Catholic faith. Contact Catholic Information Service (CIS) for information regarding CIS publications or the Order's Catholic Correspondence Course.

CERTIFICATE SERVICE

Responsible for conservation, cancellation of insurance policies, loans against cash values, partial withdrawal of annuities, surrender of policies, dividend requests, complex policy changes, policy document changes, and all correspondence as it relates to in-force policies.

CEREMONIALS

Contact with all questions regarding the ceremonials of the Order, including requests for ceremonial books, robes or paraphernalia, and replacement of worn books; degree team certifications; degree scheduling; and 25- and 50-Year Degree Team Member certificates.

CLAIMS/MEMBER BENEFITS

Contact with questions regarding the status of a claim in process; disability waiver of premium or death and disability waiver of premium; policy valuations, specifically when filing estate taxes on a deceased insured; eligibility for the Family Fraternal Benefits program; and settlement option payments.

COLUMBIA MAGAZINE

The Order's monthly magazine, produced in English, French and Spanish. Certain articles are posted monthly on the Order's Web site (www.kofc.org). Contact with suggested features for the Knights in Action section via mail, fax (203) 752-4109 or e-mail (tim.hickey@kofc.org), or to request additional copies of a specific issue of the magazine. This department also publishes the *Knightline* newsletter.

COUNCIL GROWTH AND DEVELOPMENT

Contact for guidance and assistance in starting a new council or for materials to be used in the process. Also contact for information on establishing a round table program in your parish or council, on college councils, on Spanish-speaking councils, on reactivation of suspended and reinstatement of dissolved councils.

CUSTOMER SERVICE

Contact with basic, general inquiries regarding life insurance, annuities or Knights of Columbus membership.

FRATERNAL SERVICES

Develops and administers membership recruitment and Service Program activities. Contact with questions regarding the membership campaign — especially goals and quotas, monthly promotions and incentive programs, council awards qualification and processing — and any and all programming activities, including Columbian Squires, Fourth Degree programs and *Program Supplement*. Also contact with requests for personalized certificates.

INFORMATION SYSTEMS

Among other responsibilities, Information Systems supports the Financial Secretary Personal Computer software package. Contact IS with questions regarding FSPC.

LEGAL DEPARTMENT

Contact with questions regarding Council or Assembly bylaws; the Knights of Columbus Charter, Constitution & Laws; the Order's mortgage loan program for churches; council and home corporation tax matters; state or Supreme council resolutions; and the Supreme Council Web site (www.kofc.org).

MEMBERSHIP RECORDS

Responsible for processing all membership transactions reported by councils, assemblies and circles, maintaining membership and organizational historical data, and processing address changes for members and insureds. Contact with questions regarding membership transactions appearing on monthly Council/Assembly/Circle statements, roster requests, membership inquiries, or to report address changes.

NEW INSURANCE BUSINESS

Processes new insurance applications. Produces and assembles the legal insurance contract. Contact with questions regarding the status of a pending application for a life insurance policy.

PAYMENT RECEIPTS

Administers/directs the collections and processing of all life insurance and annuity policy premiums. Directs and implements the operating functions for the cash processing, cash control, billing, dividend, reinstatement and audit divisions.

SUPPLY DEPARTMENT

Responsible for fulfilling all requests for fraternal and insurance-related printed and promotional items. Contact to order materials or to check on the status of an order, by mail 78 Meadow Street, New Haven, CT 06519, by telephone (203) 752-4000 or by fax 1-(800) 266-6340.

**Resolution for Membership Growth
Adopted by the delegates at the
121st Supreme Convention in Washington, D.C.**

WHEREAS, it is the policy of the Knights of Columbus to fulfill Father Michael J. McGivney's vision to extend to each and every eligible Catholic man an invitation to become a member of this great Order; and

WHEREAS, membership in the Order symbolizes an individual's commitment to this faith as a practicing Catholic, his profound love for his country, and his steadfast dedication to serving his community; and

WHEREAS, membership growth is crucial to both the vitality of the Order and the Order's ability to carry out the many magnificent activities, programs and services it provides for its members, its Church, and society; and

WHEREAS, the members of this 121st Supreme Council have become determined to dedicate themselves to strengthening and increasing the Order's membership so that others can experience, first hand, the allegiance of fraternalism and the fulfillment from charitable service;

NOW THEREFORE BE IT RESOLVED, that it is the responsibility of each and every Brother Knight to work toward fulfilling Father McGivney's vision by making council and membership growth a leading priority;

FURTHER RESOLVED, that we urge every member to commit himself to bringing in a least one new member each year; and

FURTHER RESOLVED, that the leadership at every level of the Order — the Supreme Officers and Directors, State Deputies, District Deputies and Grand Knights — understand and accept their special responsibility to increase the membership of the Order.