

Preparing A Program Award Entry

Many Councils in the Jurisdiction of Georgia conduct outstanding programs annually. While winning an award isn't the reason for conducting such a program public recognition benefits the state, the council and our Order. Bear in mind that many International Award winners eventually became full programs sponsored by the Supreme Council.

The first step in gaining recognition for your Council's program efforts is submitting a detailed record of the program. Below I discuss some must-have items, nice-to-have items, pitfalls and outright disqualifiers for an entry. I am pleased to share these with you at the request of the Jurisdiction's State Program Chairman.

MUST-HAVE ITEMS

A completed program award submission form issued by Supreme and found on the KofC website Names of the GK and Council Program Chairman, name of the program, Council number, contact information, a short—no more than 150 words—description of the activity. *Signatures* of appropriate officers. Number of Knight-participants. Percentage of total membership participating. Timely submission to the State Deputy and State Program Chairman.

NICE-TO-HAVE ITEMS

- Color photographs showing the council members at work and non-Knights participating in the event (Free Throw, Soccer Challenges) or benefitting from the event (Coats For Kids, Feeding the Hungry). Use captions to describe who's-who in the photographs
- Detailed description of the event including participants, reason for the program, cost of the program if applicable. And why it is unique. For example, if it is a pancake breakfast, that's a usual program. If it is a pancake breakfast to raise money to support a disabled veteran, that's a *unique* event. Please describe the event clearly and PROOFREAD your submission.
- Public media stories about the event, i.e., local newspaper coverage, community bulletin boards, church bulletins
- Include copies of the stories in your submission
- Thank you notes from your Pastor in the case of a Church event, community groups for a Community event, etc. A very powerful addition to your submission

SUBMISSION GUIDELINES

To enhance your award entry insert each page, photo, etc. into a clear plastic holder punched for a three-ring binder. Use a simple binder. Put the Supreme submission form in the very front. DO NOT INCLUDE DVDs OR ANY FORM OF VIDEO, AUDIO RECORDINGS.

[MORE]

PITFALLS

- Submitting a program without participants, description of participants or pictures of participants. For example, a Youth event without any pictures of the children, a Community event with just the pictures of Council members
- No identifying the photograph's content with captions
- Poor documentation and no photographs
- *Selecting the wrong category.* For example, a Council event like a 50th celebration of the Council submitted in the Youth category because families were invited. Give careful consideration to your category submission following the Supreme published guidelines. Please do not handicap your submission from the start by selecting the incorrect or unsuitable category

DISQUALIFIERS (ABSOLUTE)

- Audio, video records
- Incomplete or missing submission form
- Late arrival of submission, i.e., after completion of the judging

Councils may submit their packages at any time between now and April 14, 2017

SUBMISSION TO STATE PROGRAM DIRECTOR

All program entries must be received by the State Program Director by midnight April 14, 2017. Send 1 original of the form and any additional information to:

**Jerry Mock
12 Pine Ct
Carrollton, GA. 30117**

DO NOT SEND THE ORIGINAL OR COPIES TO THE STATE DEPUTY. THIS WILL JUST SLOW DOWN THE PROCESS.