



**Knights of Columbus**  
**New Mexico State Council**



**Service Programs Awards Rubrics**

**Outstanding Catholic Boy/Girl of the Year  
Scholarship Award**

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\*Each council may submit one boy and/or one girl for scholarship consideration.  
\*Entry must be signed by the submitting council's Grand Knight.

<b>Presentation</b>	4. The presentation has been typed and is easy to read. It is placed neatly in an appropriate 3 ring binder with documents in order (not stapled).	3. The presentation has been typed and is easy to read. The documents have been stapled in order.	2. The presentation has not been typed and the documents are stapled in no particular order.	1. The presentation has not been typed and no documents are provided.
<b>Title Cover Page</b>	4 Title Cover page identifying the award to be given. Senior photo added in keeping with award.	3 Title Cover page identifying the award. Picture <b>not</b> in keeping with the award.	2 Title Cover page identifying the award with no picture.	1 No Title Cover page.
<b>Picture of nominee selected for an award.</b>	4 Nomination includes a picture of nominee on photo paper.	3 Nomination includes a picture of nominee that is scanned on hard stock paper.	2 Nomination includes a picture of nominee that is scanned on plain white letter paper	1 Nomination does not include a picture of the nominee.
<b>Cover Letter (Why you think you should be selected?)</b>	4 Presents a specific detailed plan of action of his/her plans for the next five years with statement as to why he/she should be chosen.	3 Presents written statement as to why he/she should be chosen with plan of action for the next five years, but no specific details.	2 Presents a plan of action for the next five years with no specifics details. No written statement as to why he/she should be chosen.	1 Presents written statement as to why he/she should be chosen. No plan of action for the next five years.
<b>GPA</b>	4. 4.0 GPA and included official transcript	3 3.8-3.9 GPA and included official transcript	2 3.6-3.7 GPA and included official transcript	1 3.0-3.5 GPA and included official transcript

## Outstanding Catholic Boy/Girl of the Year Scholarship Award

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<b>Proof of Acceptance from Institution of Higher Learning</b>	4 The submission includes a letter of acceptance to an institution of higher learning.	3 Student has submitted proper application forms from an institution that includes detailed information and a pending approval acknowledgement has been received.	2 Student has submitted proper application forms from an institution that includes detailed information.	1 Student submitted application forms from an institution. No detailed information provided
<b>Letter of Recommendation from school principal</b>	4 Letter indicates student's exemplary performance and excellent recommendations for award.	3 Letter indicates good performance and excellent recommendations for award.	2 Letter indicates good performance and good recommendations.	1 Letter indicates above average performance and good recommendations.
<b>Letter of recommendation from Pastor or Parish Priest</b>	4 Letter indicates student's detailed outstanding performance and has specific excellent recommendations.	3 Letter indicates good performance and excellent recommendations.	2 Letter indicates good performance and good recommendations.	1 Letter indicates above average performance and some recommendations.
<b>Church/Charitable Participation</b>	4. Student actively participates as a <u>leader</u> in one or more church ministries and/or charitable events	3. Student participates in any combination of two church ministries or charitable events	2. Student participates in one church ministry or charitable event	1. Student attends church regularly.
<b>High School Activities</b>	4. Student served as a president/chairman of a high school service club or other student organization, or as captain of a sports team and participated in 1 others sports.	3. Student has been a participant in three sports teams, or high school service clubs, or other student organizations or a combination thereof.	2. Student has been a participant in two sports teams, or a high school service clubs, or other student organizations or a combination thereof.	1. Student has been a participant in one sports team, or a high school service club or other student organization.



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**Service Programs Awards Rubrics**

<b>Culture of Life Couple of the Year</b>				
Page 1 of 2				
*Each council may submit one entry for consideration.				
<b>Presentation</b>	4. The presentation has been typed and is easy to read. It is placed neatly in an appropriate 3 ring binder with documents in order (not stapled).	3. The presentation has been typed and is easy to read. The documents have been stapled in order.	2. The presentation has not been typed and the documents are stapled in no particular order.	1. The presentation has not been typed and no documents are provided.
<b>Title Cover Page</b>	4 Title Cover page identifying the award to be given. Picture in keeping with award added.	3 Title Cover page identifying the award. Picture <b>not</b> in keeping with the award.	2 Title Cover page identifying the award with no picture.	1 No Title Cover page.
<b>Award Letter (Entry Form)</b>	4 Award Entry Form for Pro-Life Couple of the Year is completed in detail.	3 Award Entry Form for Pro-Life Couple of the Year is included, involvement is sketchy.	2 Award Entry Form for Pro-Life Couple of the Year is used with name of couple but no involvement is mentioned	1 There is no Award Entry Form submitted other than names on a loose leaf paper.
<b>Picture of Pro-Life Couple</b>	4 Nomination includes a picture of the couple on photo paper.	3 Nomination includes a picture of couple that is scanned on hard stock paper.	2 Nomination includes a picture of couple that is scanned on white letter paper	1 Nomination does not include a picture of the couple.
<b>Narrative</b>	4 Excellent presentation, easy to read, cover sheet includes title, photos with captions.	3 Good presentation, easy to read. Includes cover sheet.	2 Readable and neat, no cover sheet or title.	1 Vague and difficult to read. No cover sheet.

## Culture of Life Couple of the Year

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<b>Support in Community/Church</b>	<p>4 Participated in pro-life marches and/or picketed abortion clinics. Volunteered time in front of abortion clinics, praying at clinics, or set up weekly prayer time at church, and/or donated items* to expectant and new mother programs. All proper dates included with attached captioned photos.</p>	<p>3 Participated in pro-life marches and/or picketed abortion clinics. Donated items* to expectant and new mother programs. Proper dates included with some captioned photos.</p>	<p>2 Participated in pro-life marches and/or picketed abortion clinics. Some proper dates included. Prayer time set monthly and/or donated items*.</p>	<p>1 Supported pro-life marches and prayers. No dates included or photos.</p>
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\*Items may include but are not limited to donations – supplies, clothing, and money - or fund raising activities.



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**Service Programs Awards Rubrics**

<b>Knight of the Year</b>				
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*Each council may submit one entry for consideration.				
<b>Presentation</b>	4. The presentation is typed and is easy to read. It is placed neatly in an appropriate 3 ring binder with documents in order (not stapled).	3. The presentation is typed and is easy to read. The documents have been stapled in order.	2. The presentation has not been typed and the documents are stapled in no particular order.	1. The presentation has not been typed and no documents are provided.
<b>Title Cover Page</b>	4 Title cover page identifying the award to be given. Picture in keeping with award added.	3 Title cover page identifying the award. Picture not in keeping with award.	2 Title cover page identifying the award with no picture.	1 No title cover page.
<b>Picture of Knight nominated for an award</b>	4 Nomination includes a picture on photo paper	3 Nomination includes a picture that is scanned on hard stock paper.	2 Nomination includes a picture that is scanned on white copy paper.	1 Nomination does not include a picture.
<b>Participation in Service Programs</b>	4 Participated in four to five service programs.	3 Participated in three to four service programs.	2 Participated in two to three service programs.	1 Participated in one to two service programs.
<b>Positions</b>	4 Held offices, chairmanships and/or chaired three or more committee assignments.	3 Chaired one or more committees and/or committee assignments.	2 Served in two or more committee assignments.	1 Served on a committee assignment.
<b>Description of activities that nominee took an active part of.</b>	4. Excellent detailed description of activity. Includes dates and captioned photos.	3. Good detailed description of activities & includes dates and some photos.	2. Some details in description of activities.	1. Brief description, of activities.



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**Service Programs Awards Rubrics**

<b>Lady of the Year</b> Page 1 of 1				
*Each council may submit one entry for consideration.				
<b>Presentation</b>	4. The presentation is typed and is easy to read. It is placed neatly in an appropriate 3 ring binder with documents in order (not stapled).	3. The presentation is typed and is easy to read. The documents have been stapled in order.	2. The presentation has not been typed and the documents are stapled in no particular order.	1. The presentation has not been typed and no documents are provided.
<b>Title Cover Page</b>	4 Title cover page identifying the award to be given. Picture in keeping with award added.	3 Title cover page identifying the award. Picture not in keeping with award.	2 Title cover page identifying the award with no picture.	1 No title cover page.
<b>Picture of Lady nominated for an award</b>	4 Nomination includes a picture on photo paper.	3 Nomination includes a picture that is scanned on hard stock paper.	2 Nomination includes a picture that is scanned on white copy paper.	1 Nomination does not include a picture.
<b>Participation in service programs</b>	4 Participated in four to five service programs.	3 Participated in three to four service programs.	2 Participated in two to three service programs.	1 Participated in one to two service programs.
<b>Positions held in activities</b>	4 Held an office, chairmanship and/or a committee assignment.	3 Chaired a committee and/or committee assignment/s.	2 Committee assignments.	1 Had a committee assignment.
<b>Description of Service Program activities that nominee took an active part.</b>	4. Excellent detailed description of activities. Includes dates and captioned photos.	3. Good detailed description of activities. Includes dates and some photos.	2. Some details in description of activities.	1. Brief description, of activities.



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**Service Programs Awards Rubrics**

**Service Program Awards**  
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- \*Each council may submit one entry per division.
- \*Each entry must be submitted in separate binder.
- \*State winners are forwarded to Supreme Council for International Judging.
- \*Entries must include Supreme Council form #STSP.
- \*More information can be found at; <http://www.kofc.org/en/members/programs/council-activities/service-program-awards.html>

<b>Presentation</b>	4. The presentation has been typed and easy to read. It is placed neatly in an appropriate 3 ring binder with documents in order (not stapled).	3. The presentation has been typed and is easy to read. The documents have been stapled in order.	2. The presentation has not been typed and the documents are stapled in no particular order.	1. The presentation has not been typed and no documents are provided.
<b>Title Cover Page</b>	4. Title Cover page identifying the award applied for. Picture in keeping with the award added.	3. Title Cover page identifying the award applied for. The picture not in keeping with the award.	2. Title Cover page identifying the award applied for, however with no picture.	1. No Title Cover page.
<b>Award Entry Form</b>	4. The Award Entry Form is completed properly and is easy to read.	3. The Award Entry Form is completed properly but not easy to read.	2. The Award Entry Form has been completed with some irregularities.	1. The Award Entry Form is incomplete.
<b>Project Title and Purpose of Activity</b>	4. The Project Title and Purpose of Activity are complementary and consistent with the Award Category.	3. The Project Title and Purpose of Activity are somewhat complementary and somewhat consistent with the Award Category.	2. The Project Title and Purpose of Activity are not complementary and/or consistent with the Award Category.	1. The Project Title and Purpose of Activity incomplete or inconsistent with the Award Category.
<b>Percentage of Council members participating in the project</b>	4. 75% - 100%	3. 51%- 74%	2. 25%-50%	1. Less than 25%
<b>Number of man hours expended in the project</b>	4. Over 100	3. 50 to 100	2. 25-50	1, Less than 25



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**Service Programs Awards Rubrics**

<b>Service Program Awards</b> Page 2 of 2				
<b>Project Details</b>	12. The project is thoroughly described including <u>complete</u> supporting documentation consisting of letters, testimonials, news clippings, photographs, pamphlets, other relevant documentation or a combination thereof.	8. The project is thoroughly described but includes a <u>limited</u> amount of supporting documentation consisting of letters, testimonials, news clippings, photographs, pamphlets, other relevant documentation or a combination thereof.	4. The project is thoroughly described but <u>no</u> supporting documentation has been provided.	1. The project is <u>not</u> thoroughly described and <u>no</u> supporting documentation was provided.





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<b>Yearbook</b> Page 1 of 1				
*Each council may submit one entry for consideration.				
<b>Yearbook cover</b>	4 Includes title, cover page, in a neat three -ring binder. Excellent appearance.	3 Pleasing appearance of three -ring binder includes title.	2 Includes title, in three- ring binder.	1 Includes title in binder.
<b>Materials included</b>	4 Consists of pictures, church bulletins, news articles for service announcements, letters from seminarians and other material correspondence. Placed in a neat and sequential order.	3 Consists of pictures, church bulletins, news articles for service, and letters from seminarians. Placed in a neat and sequential order.	2 Consists of pictures, church bulletins, news articles for service. Placed neatly, but not sequential order.	1 Consists of pictures church bulletins, news articles for service.
<b>Narrative</b>	4 Detailed explanation of each service program activity. Dated and sequential order. Excellent format.	3 Detailed explanation of each service program activity. Dates included in good format.	2 Some explanation of each service program activity. Dates included.	1 Lacking sufficient information. Dates included.
<b>Service Program Activities</b>	4 Includes activities for all eight service programs. Presentation is excellent and the format is easy to read and follow.	3 Included activities for six to seven service programs. Format is good.	2 Included activities for three to five service activities. Format is okay could have included more programs/details.	1 Included service activities. Format is not neat and lacking details.



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**Service Programs Awards Rubrics**

<h2 style="margin: 0;">Newsletter</h2> <p style="margin: 0;">Page 1 of 1</p>				
*Each council may submit one entry for consideration.				
<b>Presentation</b>	4. The presentation includes title, and cover pages with the newsletters in a neatly organized 3-ring binder. Excellent appearance.	3. The presentation offers a pleasing appearance with the newsletters in a binder, but a title and/or cover page may not be included. Pleasing appearance.	2. The presentation is less pleasing in appearance. It may not be in a binder, and/or the title or cover page may not be included. Good appearance.	1. The presentation is not pleasing in appearance. It may not be in a binder, and/or the title or cover page may not be included.
<b>Number of Publications</b>	4. The newsletter is published monthly and the binder contains all the immediate fraternal year newsletters.	3. The newsletter is published monthly but the binder is missing one of the most current fraternal year newsletters.	2. The newsletter is published monthly and the binder is missing two or more of the most recent fraternal year newsletters.	1. It is unclear how often the newsletter is published and the binder may contain only a sample of the newsletters.
<b>Service Program Activities</b>	4. All eight service programs are addressed in one or more of the total number of newsletters presented. Additional topics may be included.	3. Six or seven of the eight service programs are addressed in one or more of the total number of newsletters presented. Additional topics may be included.	2. Four or five of eight service programs are addressed in one or more of the total number of newsletters presented. Additional topics may be included.	1. Less than one-half of eight service programs are addressed in one or more of the total number of newsletters presented.
<b>Newsletter Format and Content</b>	12. The newsletters are produced in a very attractive format using a variation in fonts and colors. The narratives are well written along with captioned pictures and graphics. Excellent overall appearance and content.	8. The newsletters are produced in a pleasing format with some variation in fonts and colors. The narratives are adequately written with some use of captioned pictures and graphics. Pleasing overall appearance and good content.	4. The newsletters are produced in a consistent format with very little variation in fonts or colors. The narratives are adequately written with a minimal use of captioned pictures or graphics. Adequate overall appearance and adequate content.	2. The newsletters do not have a consistent format or content. They do not include well written narratives, captioned pictures or graphics. Less attractive overall appearance and content.



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<b>Family of the Year</b>				
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*Each council may submit one entry for consideration.				
<b>Presentation</b>	4. The presentation has been typed and easy to read. It is placed neatly in an appropriate 3 ring binder with documents in order (not stapled).	3. The presentation has been typed and is easy to read. The documents have been stapled in order.	2. The presentation has not been typed and the documents are stapled in no particular order.	1. The presentation has not been typed nor stapled in order and no documents are provided.
<b>Title Cover Page</b>	4 Title Cover page identifying the award applied to be given. Picture in keeping with award added.	3 Title Cover page identifying the award applied for. Picture <b>not</b> in keeping with the award	2 Title Cover page identifying the award with no picture.	1 No Title Cover page.
<b>Award Letter (Entry Form)</b>	4 Award Entry Form for Family of the Month booklet with items A, B, and C completed.	3 Award Entry Form for Family of the Month booklet is used and family involvement is sketchy.	2 Award Entry Form for Family of the Month booklet is used with name of couple and no involvement is mentioned.	1 There is no Award Entry Form submitted.
<b>Picture of Pro-Life Couple</b>	4 Nomination includes a picture of the couple or family on photo paper.	3 Nomination includes a picture of couple or family that is scanned on hard stock paper.	2 Nomination includes a picture of couple or family that is scanned on white copy paper	1 Nomination does not include a picture of the couple or family.
<b>Family's involvement with the Knights, Church and Community. Refer to B &amp; C of Entry Form</b>	4. <b>(Very)</b> Family members volunteer and are active in four or more Knights, Church and Community events.	3. <b>(Somewhat)</b> Family members volunteer and are active in three Knights, Church, and Community events.	2. <b>(Occasionally)</b> Family members volunteer and are active in two community events.	1. <b>(Minimally)</b> Family members volunteer and are active in one Knight, Church or Community event.



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**Family of the Year**

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<b>Narrative</b>	4. Very active and committed family members who live their Catholic faith. In-depth written narrative with pictures, news clippings, letters of commendation or other special exhibits are included.	3. Mostly active and committed family members who live their Catholic faith. Narrative included with some supporting pictures or other exhibits.	2. Somewhat active or committed Catholic family. Narrative provided and no additional supportive documentation provided.	1. Sometimes or on occasion participate in their Catholic faith. No in depth narrative is provided. No additional supportive documentation provided.
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