

NEW MEXICO STATE COUNCIL



KNIGHTS
OF COLUMBUS
IN SERVICE TO ONE. IN SERVICE TO ALL.

STATE SERVICE PROGRAM HANDBOOK

**Fraternal Year
2018-2019**

"Experience Of A Lifetime"

**State Deputy
John R. Brault**

**State Program Director
Andy A. Torres**

Prayer for the Canonization of Father Michael J. McGivney

God, our Father, protector of the poor and defender of the widow and orphan, you called your Priest, Father Michael J. McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church. Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify your venerable servant Father Michael J. McGivney on earth according to the design of your holy will. Through his intercession, grant the favor I now present(here make your request). Through Christ our Lord. Amen

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Mission Statement

The New Mexico State Service Program is designed as a tool for all councils to administer the Supreme/State Service Programs. Each council is encouraged to use the "Faith In Action Guide" Handbook, "Council Report Forms Booklet", and the "State Service Program" Handbook.. These three books will provide guidance and assistance ...

Purpose:

The New Mexico State Council has fully adopted the Knights of Columbus Supreme Awards as the best ways to recognize New Mexico Councils as they achieve success in all areas central to the mission of the Knights of Columbus. To help Council's in their efforts, the State Council has created a Star Council Tracker that will be up-dated twice a month and posted on the State Website at <http://nmkofc.org>. As recognition for their efforts, the State Council will annually adopt and publish awards that distinguish Councils as they achieve these awards. The awards requirements follow below.

Star Council Award

The Star Council Award recognizes outstanding achievement in membership, insurance and service program activities. To be eligible to earn the Star Council Award, a council must qualify for the Father McGivney, Founder's and Columbian awards. Prior to the end of the fraternal year on June 30, make sure that your council achieves the requirements to qualify for the Father McGivney, Founders', Columbian and Star Council Awards. There are no application forms for the Father McGivney and Founder's awards. To Qualify for these awards, a council must have submitted its **Survey of Fraternal Activity (#1728)** and its **Service Program Personnel Report (#365)**. Other eligibility requirements are:

Columbian Award

Complete and submit the **Columbian Award** application (SP-7) found in the Council Report Forms Booklet (#1436) or at www.kofc.org/forms. Councils must conduct and report at least four major programs in each of the Service Program categories: Faith, Community, Family, and Life. Completed applications must reach the Supreme Council office by June 30. Additionally, a minimum of four (4) of these major programs must be designated as **Faith In Action activities**. Faith In Action activities can be attributed to any category and can be found if you visit kofc.org/faithinaction for a list of qualifying activities. In addition to meeting the traditional Columbian Award requirements - conducting at least four programs in each category - each of four Columbian Award categories also has at least one featured program. By meeting the featured program activities in a particular category, a council fulfills two requirements for that category. The four categories and the featured programs for each follow (program links provide more information): - **Faith** - The featured program for the faith category highlighted is the **Refund Supports Vocation Program (RSVP)**. - **Community** - There are three featured programs, **Habitat for Humanity**, the **Global Wheelchair Mission** and the **Coats for Kids**. - **Life** - The featured programs for the Life program category are **Special Olympics**, the **Ultrasound Program**, and a regional or national **March for Life**. - **Family** - The featured program for the Family Activities category is the Knights of Columbus **Food for Families** program. - Youth - Participating in the Knights of Columbus **Coats for Kids** program meets all requirements in the Youth Activities category.

Father McGivney Award

Father McGivney Award: Achieve membership quota. The quota for councils is 7 percent increase of the council's membership as of July 1. The minimum quota is 4 and the maximum is 35. Councils that attain Star Council status and achieve 200 percent of their net gain goal will receive the Double Star Council Award. If they achieve 300 percent of their net gain goal they will receive the Triple Star Award.

Founders' Award

Achieve insurance membership quota. The quota for councils is a 2.5 percent net increase in insurance membership as of July 1st for the fraternal year. The minimum quota is 3 and the maximum is 18. (Note: All membership and insurance transactions must be received, processed, recorded and released at the Supreme Council office by June 30.)

The New Mexico State Service Program will continue to provide its members with opportunities in our Order to practice Charity, Unity, Fraternity and Patriotism as they participate in the Council Service Programs; We will also recognize councils for their outstanding efforts in promoting the Knights of Columbus and encourage the implementation of the service programs in their councils; and will continue to encourage the active participation of the members and their families in the successful operation of the Service Programs while enjoying family unity, fraternity and charity.

Safe Environment Program

Our Safe Environment Program safeguards children and other vulnerable persons, assures members and their families that we maintain a safe environment for all those whom we serve, protects members from awkward situations, misunderstandings and appearances of impropriety, builds trust with arch/dioceses and parishes, and protects the good name of the Knights of Columbus. No Council in the State will achieve Star Council status unless their key personnel have completed and maintained the Safe Environment Training as required by Supreme. Those having to comply with this training are: The Grand Knight, Program Director, Family Director, Community Director, Chief Counsellor, and Adult Counsellor. Members in these roles are required to renew their compliance with these requirements every three years. All members not in mandated roles are also encouraged to take the Knights of Columbus "Safe Environment Training". Any Council whose key personnel do not comply with the Safe Environment Training, place their Council at risk of being suspended by Supreme.



Knights of Columbus



New Mexico State Council

State Service Program Directors/Chairman Fraternal Year 2018-2019

STATE PROGRAM DIRECTORS & CHAIRMEN	NAME AND ADDRESS	PHONE NUMBER(S) AND EMAIL ADDRESS
State Program Director Public Relations SES Assistant	Andy A. Torres PO Box 393 Peñasco, NM 87553-0393	575-587-1752 (Home) 575-770-5773 (Cell) atorres5959@gmail.com
Faith Director , Marion Icon, CIS Domestic Church Kiosk, Holy Hour, Silver Rose, Etc	Curtis Chambellan 8609 Horacio Place , NE Albuquerque, NM 87111	505-980-1057 (Cell) curtischa@msn.com
Special Faith Director into the Breach, Rosary Program, RSVP	Richard J. Hoyle 4288 Canterra Arc Las Cruces, NM 88011	575-224-2220 (Cell) nmtumbleweeds1@comcast.net
Community Director Coats for Kids, Global Wheelchair Mission, Habitat for Humanity, Disaster Response, Homeless Assist.	Steven M. Budenski 5732 La Anita SAvenue NW Albuquerque, NM 87105-1145	505-489-1218 (Home) 505-489-1218 (Cell) stevebudenski@q.com
Special Comm. Director/Youth Director Free Throw Competition, Catholic Citizenship Essay Contest, Soccer Challenge, Poster Contest	Jerry D. Lopez 408 S. Second Street Tucumcari, NM 88401	575-461-9730 (Home) 575-403-9308 (Cell) djlopez505@yahoo.com
Family Director Food for Families, Keep Christ in Christmas, Family Fully Alive, Family Prayer Night, Good Friday Family Promotion, Family of the Month/Year, Family Week	Jimmy D, Beasley 5045 Mimosa Ln. Las Cruces, NM 88001-7417	575-644-6293 (Cell) boomer7@aol.com
Life Director March for Life, Ultrasound Program, Christian Relief, Pregnancy Center Support	Stephen Ortley P. O. Box 1089 Edgewood, NM 87015	505-362-2448 (Cell) ortleystephen@gmail.com

Special Life Director SpecialOlympics, Campaign for PWID, Mass for People with Special Needs, Novena for Life	Ronald L. Jasper P.O. Box 383 Edgewood, NM 87015-0283	505-333-0374 (Home) 505-850-0602 (Cell) rjasper2011@gmail.com
Membership Director	Joseph Pozzi 2646 Montclair Dr. NE Albuquerque, NM 87110-2916	505-889-3262 (Cell) 505-239-5577 (Home) jpozzi4@aol.com
On-Line Membership Chairman	Christopher Arias 1008S. 1st Street Tucumcari, NM 88401	575-749-1501 (Cell) christopherwarias@gmail.com
Membership Reactivation	Kerry J. Morely 4724 Salado Creek Street Las Cruces, NM 88012-5071	575-386-8061 (Cell) grandknightmorley@outlook.com
Round Table Chairman	Jesse Alvarez 1232 Oakhurst Rd. Clovis, NM 87101-4425	575-749-1501 (Home) jesalvarez@plateautel.net
New Council Development; Council Reactivation and Rewtention Director	Francisco Gomez 306 Ouray Ave. Farmington, NM 87401-6709	505-489-9674 (Home) frkgomez5@aol.com
Insurance Promotion	James McCabe, Jr. 2800 San Mateo Blvd. NE Ste 111 Albuquerque, NM 87110-3166	505-830-5770 (Cell) james.mccabe@kofc.org
State Awards/Reports Director	Gilbert Perez 185 N. Virginia St. Las Cruces, NM 88001-2934	575-642-4131 (Cell) gil.per@zianet.com
State Finance Review Chairman	Nestor A. Griego P. O. Box 40 Grants, NM 87020	505-290-1559 (Cell) griegoco@msn.com
Webmaster	Leonard Padilla 597 Olivia Road Las Vegas, NM 87701	505-280-2895 (Cell) padilla_leonard@msn.com

Newsletter Editor	Maria Cortez 1212 Reynosa Loop, SE Rio Rancho, NM 87124-8743	505-892-6559 (Home) mgcortez@cableone.net
State Translator and Hispanic New Council Development Chairman	John McKeel III 734 Duffer Ln. Anthony, NM 88021-9318	432-556-9600 (Cell) jcmckeel@hotmail.com
Ceremonials Directors	Robert Gomez (South) 1946 Mahogany Dr. Las Cruces, NM 88001-2450 575-312-1862 (Cell) genegomez57@gmail.com	Julian Gonzales (North) 901 Lorenzo Street Santa Fe, NM 87501-2463 505-983-6118 (Cell) jgviking1958@outlook.com
Pro-Life Legislative Liaison	Gilbert Pino 121 Sombrio Dr. Santa Fe, NM 87501-1537	505-470-0396 pino121@comcast.net
State Compliance Director	Levi Leyba 2418 Swarthmore Street Silver City, NM 88061-7165	575-538-5149 (Hm) 575-590-5021 (Cell) levi.leyba25@gmail.com
State Church Security Director	Charles (Chuck) Dubois 6816 Welton Dr. NE	505-821-8719 (Hm) 5055-400-3917 (Cell) crd007@aol.com
State Liturgical Director	Deacon Steven Rangel 4436 Rio Trumperos Ct. NW Albuquerque, NM 87120	505-249-6416 slbj78@msn.com



Knights of Columbus

New Mexico State Council



PROCEDURES FOR IMPLEMENTING STATE SERVICE PROGRAMS

I. PURPOSE: Our goal is to prepare a handbook and provide it on the State Website for every District Deputy, Grand Knight, Council Service Program Director/Chairman and Brother Knights, to provide written assistance. The purpose of the New Mexico State Council (hereafter NMSC) Handbook is to Supplement the procedures outlined in the Supreme Council Faith In Action Guide Book (which can be found on the www.kofc.org/faithinaction website.)

II. SCOPE: This supplement shall set guidelines relating to the standards of the State Service Programs. It will also assist each council to reach the level of STAR COUNCIL. This is an obtainable goal which any group of successful recruiters within a council working together can achieve.

III. DELINEATION OF DUTIES AND RESPONSIBILITIES: The incumbents of the following NMSC officer position shall have responsibility as indicated:

A. STATE DEPUTY: The State Deputy is the governing authority on all matters pertaining to the Knights of Columbus State Service Program Activities in the State of New Mexico, and shall be advised of all violations of this supplement.

B. DISTRICT DEPUTIES, STATE SERVICE PROGRAM DIRECTORS AND CHAIRMEN: Incumbents of these positions are also charged with the responsibility of ensuring adherence to this handbook and will distribute communications with subordinate councils that are sent by the State Program Director.

C. SUBORDINATE COUNCIL GRAND KNIGHTS: The Grand Knight of participating Subordinate Councils, has the overall responsibility to assure their State Service Program is being promoted and conducted properly and honestly and that all State Awards and Report Forms are submitted timely.

1. Councils that fail to submit required State Service Program reports to the State Service Program Directors will have their nominations for awards rejected for either the State Awards or the State Council Service Program (STSP) Awards. The councils must submit their nominations for awards for Knight, Lady, Family or Culture of Life Couple of the Year to the State Executive Secretary/Awards Chair by March 1st.

2. Nominations for State Knight, Lady, Family, and Culture of Life Couple of the year must be submitted to the State Executive Secretary/Awards Chairman by March 1st. In order for the nominations to be accepted, councils must have submitted all reports to the appropriate State Service Program Directors on time. Nominations for State Knight, Lady, and Family of the year must have also have been nominated during the current fraternal year for the respective monthly award. These requirements will be checked with the records maintained by the appropriate State Service Program Director.

3. Nominations for the annual awards must be submitted in hard copy as outlined in this State Programs/Membership Handbook, on page 8, section V, part B.

IV. IMPLEMENTING STATE SERVICE PROGRAM: The New Mexico State Council presents awards to individual Councils and to Brother Knights and Ladies who have excelled in their service to Columbianism. These awards are based upon activities conducted during the Fraternal Year. The Council Awards are given based upon the nomination forms with detailed activities and information for participating in Service Programs and Membership activities, and for timely submitted reports and forms to the State Service Program Directors.

A. FOR PURPOSES OF THIS SUPPLEMENT THE FOLLOWING ACRONYMS ARE USED:

1. **NMSC** - New Mexico State Council

2. **SPD** - State Program Director

3. **SSPD** - State Service Program Directors, i.e., Faith, Community, Family, Life, and Membership.

4. **PWID** • People with Intellectual Disabilities

5. **DD** - District Deputy

B. COUNCILS SUBMITTING SUPREME AND STATE SERVICE PROGRAM REPORTS AND FORMS:

1. Each State and Supreme Report form is assigned to be received by a specific State Service Program Director. These reports can be found in either the nmkofc.org website for state forms or the kofc.org website for Supreme's reports and forms.

2. Council Service Program reports must be received by the appropriate SSPD no later than the due dates. Councils are encouraged to return their reports to the SSPDs by email. Email allows both the council and the SSPDs to maintain records of when information was transmitted. Mailed reports will also be accepted if email is not available.
3. In the section of the report form that asks for the council's Grand Knight's and Director's information, please use the membership number and name for the Grand Knight/Director in question.
4. Councils are encouraged to look at pages 3-5 of this manual to find information on the State Service Program Directors. You are also encouraged to look at pages 12-15 of this manual to see the required forms and reports.
5. Councils are encouraged to have their families get involved in the Service Programs. Families are also allowed to assist the Council Service Program Directors/Chairman in completing the State report forms.
6. The N.M. Knights of Columbus Organization will NOT continue with its monthly reporting form (a.k.a. NMSP-7). You are encouraged to keep a list of activities on such a form for when you work on your SP-7 form for Supreme.
7. Any questions not addressed in the State Forms Manual should be brought to the attention of the State Program Director by email or phone call. A reply will be sent by email to the Grand Knight, Program Director or Service Program Director.
8. Any Council Program Director who does not have a computer is advised to ask the Grand Knight or another Brother Knight in his council with a computer to be his email contact person with the State Service Program Directors and the State Program Director. The contact person would be responsible for any communication between the State Service Program Directors and the council's Program Director.

C. STATE SERVICE PROGRAM DIRECTORS/CHAIRMEN:

1. The SSPDs will review all council service program reports for completeness and accuracy. The SSPDs will communicate in inconsistencies or missing information to the local council.
2. The SSPDs will advise any council reporting by email of any discrepancies prior to the SSPDs reporting to the SPD. Councils reporting by mail will have to contact the appropriate SSPD for an explanation of the discrepancies by phone after they have been posted to the State Website

3. The SSPDs will be available via email and phone to assist with any question you might have regarding any of the report forms. Please feel free to call on them as needed.

4. After reviewing the reports, the SSPDs are to submit their reports to the SPD. Councils will not be punished for late reports to the SSPDs, but it may cause a delay in the reports being posted on the State Website.

5. The nominations for Family, Knight, Lady, Catholic Boy/Girl and Culture of Life Couple of the Year will be reviewed by the State Service Program Couples and their committees. Each committee will make the final decision for the State Awards. The State Deputy, the State Executive Secretary, the State Service Program Directors and their wives will break out into committees and make the selections for the State Awards. The selections by the committees will be determined using a Rubric Point System (found on the nmkofc.org website) for making the final award.

V. STATE ANNUAL AWARDS

A. INDIVIDUAL AND FAMILY AWARDS:

1. All councils must submit the Family of the Year, Knight of the Year, Lady of the Year, Catholic Boy/Girl of the Year and the Culture of Life Couple of the Year to the State Executive Secretary/Awards Chairman by March 1st. The nominations must be submitted as directed on page 9, Section V, paragraph B, of this handbook.

2. Note: State Officers, the State Executive Secretary, District Deputies, State Service Program Directors, and Grand Knights can not to be nominated by their councils for State Knight of the Year. Any nominations that include Brother Knights that fall into the above mentioned categories will not be accepted by the State Council.

B. SUBMITTING INDIVIDUAL NOMINATION PACKAGE: Suggestions for submitting nominations for a State Family, Knight, Lady, Catholic Boy/Girl and Culture of Life Couple of the Year awards: (refer to the rubrics on the nmkof.org website for packet evaluation.)

1. Suitable presentation binders that contains the following (Hard copies of nominations shall be submitted by United State Postal Service mail, FEDEX, UPS or in person):

a. A title cover page for the nomination with any suitable picture at the discretion of the council.

- b. The Award Entry Forms can be found in this handbook pages 17 thru 23 and the State Council Forms Booklet that can be found on the state website. Also on the state website are the rubrics which will be used to evaluate the submitted nominations. Please refer to them.
- c. A picture of the proposed recipient or family preferably on photo paper.
- d. A typed narrative, with pictures, if available, of the activities in which the proposed recipient took part.
- e. Any other items that are listed in the nomination page, such as letters, testimonials, news clippings, pamphlets, letters of recommendation from the Parish Priest and school officials, are also helpful.

C. SUPREME/STATE AWARDS: The same applies for the State Council Service Program Awards (STSP Form) for Community, Faith, Family, and Life. The Supreme Council is looking for one activity that best exemplifies each Service Program. Explain in great detail the Service Program activity that you have chosen and include pictures of the selected activity. The pictures should be of Brother Knights and their families who were involved with the activity. Explanations of what the picture depicts are recommended. These reports can be submitted at any time during the year to the State Executive Secretary, but it is recommended that they be sent in by March 1st with the nominations for the individual awards. The STSP Forms which are submitted should be presented as follows:

1. Suitable presentation binder that contains the following:
 - a. The Award Entry Form can be found on Supreme's kofc.org website.
 - b. A title cover page of the nomination with any suitable picture at the discretion of the council.
 - c. Pictures of the activity with a written narrative of what is contained in the pictures.
 - d. Letters, newspaper clippings, pamphlets, etc.

D. STATE NEWSLETTER AWARD: The council newsletter will be judged on a scale of 1 to 4 based on; presentation, 4 points; coverage of events, 4 points; support of programs, i.e., articles from each of the service program directors, 4 points, for each directors article. Judging shall be the same as in item E.3. below.

E. STATE FRATERNAL YEAR AWARD:

1. The Council Fraternal Yearbook will be judged using four selection criteria. The four criteria will total 44 points. The contents of the Fraternal Yearbook shall provide a history of the service programs held by the council during the current fraternal year. The yearbook shall contain information concerning the council's activities in Community, Faith, Family, Life, and Membership following the service program reports.

a. The first criterion will be the yearbook cover. It shall have a weight of 4 points in the selection criteria;

b. The second criterion for the yearbook may consist of pictures and may include church bulletins, service announcements printed in the news media, letters from seminarians, or any other material correspondence that the council feels will give a favorable representation of their fraternal year activities. It shall have a weight of 4 points;

c. The third criterion will be a detailed narrative explanation of each service program activity with the date and location of each activity. This narrative shall have a weight of 4 points;

d. The fourth criterion will have a weight of 20 points and will consist of 4 points for each one of the eight service programs that are contained in the Fraternal Yearbook, i.e., 4 points for Community, 4 points for Faith, 4 points for Family, 4 points for Life and 4 points for Membership. If no activity is listed in the yearbook for anyone of the five service programs above, no points will be given for that one particular activity.

2. Each service program activity in the Council's Fraternal Yearbook may show more than one activity for a particular service program during the Fraternal Year, i.e., Faith, however, only four points will be granted for each particular service program for the year. (Please Note: Supreme Council allows only one activity for the Fraternal Year for each service program to be sent to them. This is the STSP Form that is sent to State Council.)

3. Each member of the Yearbook Selection Committee shall give each of the criteria a rating from 1 (least favorable) to 4 (most favorable). The ratings given by each member of the Committee will be added and the criterion with the highest total shall receive the criterion's weighted point. The total of the weighted points for each of the four criteria will be added and that total will determine the winning Yearbook. The second highest total for the four criteria will determine second place.



Knights of Columbus

New Mexico State Council



FORMS & REPORTS DEADLINE CHECKLIST

DUE DATE	FORMS AND REPORTS	PREPARED AND ASSISTED BY	SEND TO
As Needed	Ultrasound Initiative Guidelines & Application	Life Director Program Director Director Grand Knight	Life Director, District Deputy, Council File
July 1	Form 185 - Report of Council Officers (MANDATORY REPORT)	Financial Secretary, Grand Knight	Original: Supreme Secretary. Copies to: State Executive Secretary; District Deputy; Council File
August 1	Form 365- Service Program Personnel Report (MANDATORY REPORT)	Financial Secretary, Grand Knight	Original: Supreme Fraternal Service; Copies to: State Executive Secretary; State Program Director; District Deputy; Council File
As Needed	Form 450 - Degree Exemplification Report	Financial Secretary, Grand Knight	Original: Supreme Fraternal Service. Copies to: State Executive Secretary; State Membership Director, District Deputy; Council File
August 15	SC-KIT – Soccer Challenge Kit	Community Director	Original - Supreme Fraternal Service; Copies to: Special Community Youth Director, District Deputy, Council File
August 15	Form 1295 - 1st Semiannual Audit Report (MANDATORY REPORT)	Trustees, Grand Knight, Financial Secretary, Treasurer	Original: Supreme Council Accounts; State Executive Secretary, State Life Director, District Deputy, Council File

DUE DATE	FORMS AND REPORTS	PREPARED AND ASSISTED BY	SEND TO
When Formed	Form 2629 - Report of Round Table Coordinator	Faith/Vocations Director	Original: Supreme Council Development; State Executive Secretary, State Round Table Coordinator, District Deputy, Council File
10th of the Month	Family of the Month	Family Program Director	Original: Supreme Council, State Family Director
10th of the Month	Knight of the Month	Family Program Director	Original: State Faith Director
10th of the Month	Lady of the Month	Family Program Director	Original: State Community Director
December 15	Soccer Challenge Participation Report (Form 4567)	Community Director, Program Director	Original: Supreme Fraternal Service; Copies to: State Special Community/Youth Director, District Deputy, Council File
January 31	Form FT 1- Free Throw Participation Report	Youth Director, Program Director	Original: Supreme Fraternal Service; Copies to: State Youth Director, District Deputy, Council File
January 31	Form 4001 - Substance Abuse Awareness Poster Contest Participation Form	Community Director, Program Director	Original: Supreme Fraternal Service; Copies to: State Special Community/Youth Director, District Deputy, Council file

DUE DATE	FORMS AND REPORTS	PREPARED AND ASSISTED BY	SEND TO
January 31	Form 1728 - Survey of Fraternal Activity (MANDATORY REPORT)	Financial Secretary, Program Director, Grand Knight	Original: Supreme Fraternal Service; Copies to State Executive Secretary, State Life Director, District Deputy, Council File
January 31	Form 4584 – Partnership Profile Report with Special Olympics (MANDATORY REPORT)	Life Director, Program Director, Grand Knight	Original: Supreme Fraternal Service Copies to: State Executive Secretary, State Special Life Director, District Deputy, Council File
February 15	Form 1295 – 2nd Semiannual Audit Report (MANDATORY REPORT)	Trustees, Grand Knight, Financial Secretary, Treasurer	Original: Supreme Council Accounts; State Life Director, District Deputy, Council File
March 1	Form STSP – State Council Service Program Award (MANDATORY REPORT)	Program Director, Faith, Community, Family, Life Directors	State Executive Secretary/Awards Director, Council File
June 30	Form 2630 - Round Table Annual Report	Round Table Director, Program Director	Original: Supreme Council Growth & Development; Copies to: State Executive Secretary, Round Table Coordinator, District Deputy, Council File
June 30	2863 - Refund Support Vocations Program (RSVP)	Faith Director, Program Director	Original: Supreme Fraternal Service; Copies to: State Executive Secretary, State Special Faith Director, District Deputy, Council File
June 30	Form SP-7 – Columbian Award (MANDATORY REPORTS)	Program Director, Community, Faith, Family, Life, Directors	Original: Supreme Fraternal Service Copies to:- State Executive Secretary, State Program Director, District Deputy, Council File

DUE DATE	FORMS AND REPORTS	PREPARED AND ASSISTED BY	SEND TO
June 30	Form 10057 - Food for Families Report	Grand Knight, Financial Secretary, Program Director	Original: Supreme Fraternal Service, Copies to: State Executive Secretary, State Family Director, District Deputy, Council File
January 15	Form 5023 - Keep Christ in Christmas Poster Contest Participation	Community Director, Program Director, Grand Knight	Original: Fraternal Services, Copies to: State Special Community Director, Council File

BOLD = Required mandatory reports, with no exceptions, and copies are required to be sent to the Supreme Council, the State Deputy and the State Reports Chairman (State Executive Secretary), as indicated above.

The above forms and reports are the responsibility of the Grand Knight to make sure the forms and reports are submitted on time. The Financial Secretary is responsible, along with the Council Officers and Program Directors, for preparing and submitting the reports.

INDIVIDUAL AND COUNCIL ANNUAL AWARDS

DUE DATE	ANNUAL AWARD	PREPARED AND ASSISTED BY	SEND TO
1-Mar	Family of the Year	Family Director, Program Director, Grand Knight	Original: State Executive Secretary/Awards Chair
1-Mar	Knight of the Year	Council Director, Program Director, Grand Knight	Original: State Executive Secretary/Awards Chair
1-Mar	Lady of the Year	Council Director, Program Director, Grand Knight	Original: State Executive Secretary/Awards Chair
1-Mar	Pro-Life Couple of the Year	Pro-Life Director, Program Director, Grand Knight	Original: State Executive Secretary/Awards Chair
1-Mar	Catholic Boy/Girl of the Year	Youth Director, Program Director, Grand Knight	Original: State Executive Secretary/Awards Chair
1-Mar	State Council Service Program Award (STSP Form)	Program Directors of each Service Program and Grand Knight	Original: State Executive Secretary/Awards Chair
30-June	Columbian Award (SP-7)	Program Directors of each Service Program and Grand Knight	Original: Supreme Fraternal Service; Copies to: State Executive Secretary, State Program Director, District Deputy, Council File



Knights of Columbus
New Mexico State Council
KNIGHT OF THE MONTH



REQUIREMENTS:

1. All information herein shall be for the proceeding month in the current Fraternal Year.
2. Please submit the winner's name to the SES and State Faith Director.
3. Report not later than the 15th of the month.

Brother _____ has been selected as _____ Knight of the Month.

(Name of Member)

Month

For Council _____ in _____.

(Name and Number)

(City)

Qualifications are listed as follows: *(attach additional sheets if necessary)*

<i>Members' Name (print)</i>	<i>Member's Address</i>	<i>Member's Phone:</i>
<i>Date:</i>	<i>Grand Knight's Signature:</i>	<i>Grand Knight's Phone:</i>



Knights of Columbus

New Mexico State Council

LADY OF THE MONTH



REQUIREMENTS:

1. All information herein shall be for the proceeding month in the current Fraternal Year.
2. Please submit the winner's name to the SEA and State Community Director.
3. Report not later than the 10th of the month.

Lady _____ has been selected as _____ Lady of the Month
(Name) Month

For Council _____ in _____
(Name and Number) (City)

Qualifications are listed as follows: *(attach additional sheets if necessary)*

<i>Member's' Name (print)</i>	<i>Member's Address:</i>	<i>Member's Phone:</i>
<i>Date:</i>	<i>Grand Knight's Signature:</i>	<i>Grand Knights Phone:</i>



Knights of Columbus

New Mexico State Council



SCHOLARSHIP AWARD OUTSTANDING CATHOLIC BOY/GIRL OF THE YEAR

REQUIREMENTS: (Refer to the rubric found at www.nmkofc.org for evaluation procedure.)

1. Applicant must be a senior in high school.
2. Applicant must have at least a 3.0 GPA. (Submit transcript).
3. Applicant must show proof of acceptance from an institution of Higher Learning or an approval is pending or forthcoming.
4. High School Principal must submit a Letter of Recommendation.
5. The Pastor or Parish Priest must submit a Letter of Recommendation.
6. Submit all applications to the State Executive Secretary/Awards Chairman by March 1st.

PERSONAL DATA:

<i>Name:</i>	<i>Address:</i>	<i>Phone: w/area code</i>
<i>Parent's Name:</i>	<i>Address: (If different from above) :</i>	<i>Phone: w/area code</i>
<i>Priest's Name:</i>	<i>Parish Name and Address:</i>	<i>Phone: w/area code</i>
<i>Principal's Name:</i>	<i>Name of High School and Address:</i>	<i>Phone: w/area code</i>

COUNCIL DATA: The award must be signed as indicated below. Only original entries accepted.

<i>Council Number:</i>	<i>Council Name:</i>
<i>Date:</i>	<i>Grand Knight's Signature:</i>

INSTRUCTIONS

- 1.** To enter your Catholic Boy and/or Girl of the Year Scholarship Award, complete (typed) this form along with the attachments, photos, Letters of Recommendations, transcript, letter of acceptance from an institution of higher learning, and supportive documentation and submit in a three ring binder. (Please refer to the rubric on www.kofc.org for more information on packet evaluation process.)

- 2.** On a separate sheet of paper, the applicant must address, in narrative form, the following activities that he/she participated in their senior year along with photos and supportive documentation.
 - a.** List High School activities you participated in your senior year. What was your role in each activity?

 - b.** Describe Catholic activities and Catholic organizations you were active in your senior Year.

 - c.** Describe Community activities/organizations you were active in your senior year.

 - d.** Other (At a minimum include your plans for the next five years).

- 3.** The Outstanding Catholic Boy/Girl of the Year Scholarship Award package should be submitted in the following order in a three ring binder: Please submit a photo and other supportive documentation.
 - a.** Outstanding Catholic Boy/Girl Scholarship Award Form signed by the Council Grand Knight

 - b.** Cover Letter (Why do you think you should be selected?), with the following attachments.
 - 1.** List of involvement of High School, Catholic Church, and Community activities.

 - 2.** Letter of Recommendation from the Parish Pastor/Priest.

 - 3.** Letter of Recommendation from the High School Principal.

 - 4.** A copy of the High School Transcript.

 - 5.** A Letter of Acceptance from an institution of higher learning or proof of submission of forms to an institution of higher learning.



Knights of Columbus
New Mexico State Council
**CULTURE OF LIFE COUPLE
OF THE YEAR AWARD**



REQUIREMENTS: (Refer to the rubric found at www.nmkofc.org for evaluation procedure.)

1. All information shall be for the current Fraternal Year only.
2. Submit nomination report to the State Executive Secretary/Awards Chairman by March 1st.
3. Only one (1) couple per council will be nominated.

PERSONAL DATA:

Couple's Name:	Address: Email:	Phone (w/area code):
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EXPLAIN OR LIST the Culture of Life Couple's involvement in pro-life activities and why the couple was chosen.

COUNCIL DATA: The award must be signed as indicated below. Only original entries will be accepted.

<i>Council Number:</i>	<i>Council Name:</i>
<i>Date:</i>	<i>Grand Knight's Signature:</i>



Knights of Columbus
New Mexico State Council
KNIGHT OF THE YEAR
AWARD



REQUIREMENTS: (Refer to the rubric found at www.nmkofc.org for evaluation procedure.)

1. All information herein shall be for the current Fraternal Year only.
2. Applicant must have been selected Knight of the Month during the current Fraternal Year.
3. Applicant must be involved with at least two service program activities and has recruited at least one member.
4. Applications are due to the State Executive Secretary/Awards Chairman by March 1.

PERSONAL DATA:

Name:		Address:		Phone: Include area code
Membership Number:	Wife's Name:		No. of Years as a Knight of Columbus:	
No. of Members Recruited:	Month(s) selected as Knight of the Month (Must be selected at least once during the Fraternal Year):			

JUSTIFICATION: *What positions (office, program directorship, chairmanship, committee assignments, etc.) held:*

Briefly describe the Service Programs the applicant has had and active part. (He must have participated in at least two of the five categories (Church, Community, Council, Family, and Youth).)

COUNCIL DATA: The award must be signed as indicated below. Only original entries will be accepted.

Council Number:	Council Name:
Date:	Grand Knight's Signature:



Knights of Columbus

New Mexico State Council

LADY OF THE YEAR AWARD



REQUIREMENTS: (Refer to the rubric found at www.nmkofc.org for evaluation procedure.)

1. All information herein shall be for the current Fraternal Year only.
2. Applicant must have been selected Lady of the Month during the current Fraternal Year.
3. Applicant must be involved with at least two service program activities.
4. Applications are due to the State Executive Secretary/Awards Chairman by March 1.

<i>Name:</i>	<i>Address:</i>	<i>Phone: Include area code</i>
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JUSTIFICATION: Briefly describe the Service Programs the applicant has had an active part. She must have participated in at least two of the five categories (Church, Community, Council, Family, and Youth). Use additional page if needed.

COUNCIL DATA: The award must be signed as indicated below. Only original entries will be accepted.

Council Number:	Council Name:
Date:	Grand Knight's Signature: