



Knights of Columbus

New Mexico State Council

Programs Award Rubrics



Please review this general guidance prior to submission for any award

1. The submission is to be submitted electronically in a single PDF file. The file title should include the award, council number, the first initial and sir name, and the year of submission. Example:
KoCBoyScholarship15788SB2024.pdf. For Service, Yearbook and Newsletter, omit the name:
KoCFamilyProgram15788SB2024.pdf. The file is to be sent electronically to the NM State Executive Assistant through the Council.
2. Paper Size and Orientation: Standard size paper (8.5 x 11) is to be used. Portrait print is expected. Some pages can be landscape, but they must be imbedded in the PDF. If necessary, ledger size (11 x 17) can be used in landscape only format and it also must be imbedded in the PDF. If ledger size is used and the submittal is the winner, the page will be folder to fit within a standard size 8.5 x 11 binder.
3. Type and Presentation: Standard style type is expected in a nominal size. Overly undersized or oversized type may be rejected. Fancy type (except when limited to signatures or for emphasizes) may be rejected. Spacing is limited to single or 1.15 spacing. Double spacing may be rejected. All uppercase may be rejected.
4. Winning submissions will be placed in a standard size (8.5 x 11) 3 ring binder. The submission title cover will be place on the front exterior of the binder. It will also be the first page seen when the binder is open. Therefore, the title cover shall not have a header, footer or page number. Winning submissions will be submitted to Supreme for the International Competition. Any entry that will not accommodate presentation within such a binder may be rejected.
5. All submissions are due by March 1, with the exception of the Yearbook and Newsletter Awards. The Yearbook ad Newsletter Awards are due at the start of the NM State Convention. Late submission may be rejected.
6. The order for each submission is, in part, the responsibility of those submitting the nomination. However, for uniformity, the following is highly recommended:
 - a. Title Cover page that identifies the award that includes a photo that is keeping with the award. This must be the first page.
 - b. A table of contents is optional.
 - c. The NMSC Award Form or Supreme Award Form (STSP or Family of the Year): Completed and signed by the Grand Knight.
 - d. If required, Supreme Fraternal Report Form.
 - e. If required, Picture of Nominee, Family or Group .
 - f. Contents and Attachments

Programs Award Rubrics

7. Award In-Eligible: State Officers and their immediate families are ineligible for NMSC Outstanding Catholic Boy/Girl of the Year Awards or for NMSC Individual/Family Awards. Submitting Councils must be in good standing and compliant with the **KofC Safe Environment Program** to be eligible for consideration. The Grand Knight is not eligible for the Knight of the Year Award.
8. All applications should cover material within the current Fraternal Year only.
9. Scholarship Award: One entry, per boy and/or per girl, per council.
10. Individual Awards: One entry, per award, per council.
11. Service Award: One entry, per service area, per council.

Outstand Catholic Boy/Girl of the Year Scholarship Award

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*Each council may submit one boy and/or girl for scholarship considerations

*Entry must be signed by the submitting council's Grand Knight. Scanned and submitted as part of the packet.

Presentation	4. The presentation has been typed and is easy to read. All documents are neat and in order. And includes an index.	3. The presentation has been typed and is easy to read. The documents are in no particular order.	2. The presentation has not been typed and the documents are in no particular order.	1. The presentation has not been typed and no documents are provided.
Title Cover Pages	4. The Title Cover page identifies the award to be given. Senior photo added in keeping with award.	3. The Title Cover page identifies the award. Picture NOT in keeping with the award.	2. The Title Cover page identifies the award with no picture.	1. No Title Cover page.
NMSC Outstanding Catholic Boy/Girl of the Year Entry Form	4. The Entry Form follows the title page. It is typed and complete.	3. The Entry Form follows the title page. It is typed but not complete.	2. The Entry Form does not follow the title page or it is Not typed.	1. There is no Entry Form
Picture of nominee selected for an award	4. Nomination includes a clear 8.5 x 11 professional style picture of the nominee (good school yearbook style acceptable).	3. Nomination includes a good full page picture of the nominee.	2. Nomination includes a snap shot picture of the nominee.	1. Nomination does not include a picture of the nominee.
Cover Letter (Why you think you should be selected?)	15 - 20 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.	10 - 15 Presents written statement as to why he/she should be chosen with plan of action for the next five years, but no specific details.	5 - 10 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.	0 - 5 Presents written statement as to why he/she should be chosen. No plan of action for the next five years.
GPA	8 - 10 4.0 GPA or higher and included official transcript.	5 - 7 3.8 - 3.9 (< 4.0) GPA and included official transcript.	2 - 4 3.6 - 3.7 (< 3.8) GPA and included official transcript.	1 3.0 - 3.5 (< 3.6) GPA and included official transcript.

Outstand Catholic Boy/Girl of the Year Scholarship Award

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Proof of Acceptance from Institution of Higher Learning	8 - 10 The submission includes a letter of acceptance to an institution of higher learning.	5 - 7 Student has submitted proper application forms from an institution that includes detailed information and a pending approval acknowledgement has been received.	2 - 4 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.
Letter of Recommendation from School Principal or School Counselor	8 - 10 Letter indicates student's exemplary performance and excellent recommendations for award.	5 - 7 Letter indicates good performance and excellent recommendations for award	2 - 4 Letter indicates good performance and good recommendations.	1 Letter indicates above average performance and some recommendations
Letter of recommendation from Pastor or Parish Priest or Deacon	8 - 10 Letter indicates student's detailed outstanding performance and has specific excellent recommendations.	5 - 7 Letter indicates good performance and excellent recommendations.	2 - 4 Letter indicates good performance and good recommendations.	1 Letter indicates above average performance and some recommendations
Church/Charitable Participation	8 - 10 Student actively participates as a <u>leader</u> in one or more church ministries and/or charitable events	5 - 7 Student participates in any combination of two church ministries or charitable events.	2 - 4 Student participates in one church ministry or charitable event.	1 Student attends mass regularly.
High School Activities	8 - 10 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.	5 - 7 Student has been a participant in three sports teams, or high school service clubs, or other student organizations or a combination thereof.	2 - 4 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.



Knights of Columbus

New Mexico State Council



SCHOLARSHIP AWARD OUTSTANDING CATHOLIC BOY/GIRL OF THE YEAR

REQUIREMENTS: Refer to the rubric found at www.nmkoofc.org for evaluation procedure.

1. Applicant must be a senior in high school. Include a picture of the applicant.
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 or School Counselor must submit a Letter of Recommendation.
5. The Pastor, Parish Priest or Deacon must submit a Letter of Recommendation.
6. Submit all applications to the State Executive Secretary/Awards Chairman by March 1st.

PERSONAL DATA:

Name	Address	Phone
Parent's Name	Address (if different from above)	Phone
Name of Religious Individual	Parish Name and Address:	Phone
Principal's Name:	Name of High School and Address	Phone

COUNCIL DATA: The award must be signed as indicated below.

Council Number:	Council Name:
Date:	Grand Knights Signature:

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, acceptance at a institution of higher education, etc.

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:

a. Title Cover page that identifies the award that includes a photo that is keeping with the award.

b. The NMSC Outstand Catholic Boy/Girl of the Year Award form, signed by the Council Grand Knight.

c. Picture of Nominee

d. Attachments:

1. List of involvement of High School, Catholic Church, and Community activities.

2. Letter of Recommendation from the Parish Pastor/Priest/Deacon.

3. Letter of Recommendation from the High School Principal or School Counselor

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.

4. The submission is to be submitted electronically in a single PDF file. The file title should include the award, council number, the first initial and sir name, and the year of submission. Example: **KoCBoyScholarship15977MRansom2021.pdf** The file is to be sent to the NM State Executive Assistant through the Council.

Knight of the Year

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*Each council may submit one entry for consideration. Grand Knights can not be the nominee.

*Applicant must have been selected for Knight of the Month for the current year and recruited one member.

Presentation	4. The presentation has been typed and is easy to read. All documents are neat and in order. And includes an index.	3. The presentation has been typed and is easy to read. The documents are in no particular order.	2. The presentation has not been typed and the documents are in no particular order.	1. The presentation has not been typed and no documents are provided.
Title Cover Page	4. The Title Cover page identifying the award to be given. Picture added in keeping with award.	3. The Title Cover page identifying the award. Picture NOT in keeping with the award.	2. The Title Cover page identifying the award with no picture.	1. No Title Cover page.
NMSC Knight of the Year Award Form	4. The Entry Form follows the title page. It is typed and complete.	3. The Entry Form follows the title page. It is typed but not complete.	2. The Entry Form does not follow the title page or it is Not typed.	1. There is no Entry Form
Picture of Knight nominated for this Award	4. Nomination includes a clear 8.5 x 11 professional style picture of the Knight.	3. Nomination includes a good full page picture of the nominee.	2. Nomination includes a snap shot picture of the nominee.	1. Nomination does not include a picture of the nominee.
Participation in Faith in Action Programs	15 - 20 Participated in four to five Faith in Action programs. Has a leadership role in one to two programs.	10 - 15 Participated in three to four Faith in Action programs. Has leadership role in one program.	5 - 10 Participated in three to four Faith in Action programs. No leadership role.	0 - 5 Participated in two Faith in Action programs
Positions	15 - 20 Held offices, chairmanships and/or chaired three or more committee assignments.	10 - 15 Held offices, chaired one or more committees and/or committee assignments.	5 - 10 Served in two or more committee assignments.	0 - 5 Served on a committee assignment.
Description of activities that nominee took an active part of.	15 - 20 Excellent detailed description of activity. Includes dates and captioned photos. Service hours > 50 hrs.	10 - 15 Good detailed description of activities and includes dates and some photos. Service hours > 25 hrs.	5 - 10 Some details in description of activities. Service hours > 25 hrs.	0 - 5 Brief description of activities. Service hours are not included.



Knights of Columbus

New Mexico State Council

KNIGHT OF THE YEAR AWARD



REQUIREMENTS: Refer to the rubric found at www.nmkoqc.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 Faith in Action program activities and has recruited at least one new member. Include a picture of the nominee.
4. Submit all applications to the State Executive Secretary/Awards Chairman by March 1st.

PERSONAL DATA:

<i>Applicant Name</i>	<i>Address</i>	<i>Phone (include area code)</i>
<i>Membership Number</i>	<i>If applicable, Wife's Name</i>	<i>No of Years as a Knight</i>
<i>No of Members Recruited</i>	<i>Month(s) selected as Knight of the Month (Must be selected at least once during the Fraternal Year)</i>	

JUSTIFICATION:

What Positions (office, program directorship, chairmanship, committee assignments, etc.) held.

Briefly describe the Faith in Action Programs the applicant has had an active part. He must have participated in at least two of the four categories (Faith, Family, Community, Life). Use additional pages as needed.

COUNCIL DATA: The award must be signed as indicated below.

Council Number:	Council Name:
Date:	Grand Knights Signature:

Family of the Year

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*Each council may submit one entry for consideration.

*Applicant must have been selected for Family of the Month for the current year.

Presentation	4. The presentation has been typed and is easy to read. All documents are neat and in order. And includes an index.	3. The presentation has been typed and is easy to read. The documents are in no particular order.	2. The presentation has not been typed and the documents are in no particular order.	1. The presentation has not been typed and no documents are provided.
Title Cover Page	4. The Title Cover page identifying the award to be given. Picture added in keeping with award.	3. The Title Cover page identifying the award. Picture NOT in keeping with the award.	2. The Title Cover page identifying the award with no picture.	1. No Title Cover page.
Supreme #10680 Family of the Year Entry Form	4. The Entry Form follows the title page. It is typed and with items A, B and C complete.	3. The Entry Form follows the title page. It is typed but not complete.	2. The Entry Form does not follow the title page or it is Not typed.	1. There is no Entry Form
Picture of nominated Family of the Year for this Award	4. Nomination includes a clear 8.5 x 11 professional style picture of the Family.	3. Nomination includes a good full page picture of the Family.	2. Nomination includes a snap shot picture of the Family.	1. Nomination does not include a picture of the Family.
Participation in Faith in Action Programs	15 - 20 Participated in four to five Faith in Action programs. Has a leadership role in one to two programs.	10 - 15 Participated in three to four Faith in Action programs. Has leadership role in one program.	5 - 10 Participated in three to four Faith in Action programs. No leadership role.	0 - 5 Participated in two Faith in Action programs. No leadership role.
Family's involvement with the Church & Community. Refer to B & C of Entry Form	15 - 20 (Very) Family members volunteer and are active in four or more Church and Community events. Includes leadership role in two programs.	10 - 15 (Somewhat) Family members volunteer and are active in three Church and Community events. Includes leadership role in one program.	5 - 10 (Occasionally) Family members volunteer and are active in two Church and Community events. No leadership roles	0 - 5 Participated in two Faith in Action programs. No leadership role.

Family of the Year

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Narrative	15 - 20 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.	10 - 15 Mostly active and committed family members who live their Catholic faith. Narrative included with some supporting pictures or other exhibits.	5 - 10 Somewhat active or committed Catholic family. Narrative provided and no additional supportive documentation provided.	0 - 5 Participated in two Faith in Action programs. No leadership role. Somewhat or on occasion participate in their Catholic faith. No in depth narrative is provided. No additional supportive documentation provided.
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Service Program Awards

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*Each council may submit one entry per Faith in Action category (Faith, Family, Community, Life).

*Each entry must be submitted separately. Only completed programs are to be included.

*State winners are place in a binder and forwarded to Supreme Council for International Judging.

*Entries must include Supreme Council form #STSP. Entries submitted on obsolete forms will not be accepted.

Presentation	4. The presentation has been typed and is easy to read. All documents are neat and in order. And includes an index.	3. The presentation has been typed and is easy to read. The documents are in no particular order.	2. The presentation has not been typed and the documents are in no particular order.	1. The presentation has not been typed and no documents are provided.
Title & Cover Page	4. The Title Cover page identifying the award to be given. Picture added in keeping with award.	3. The Title Cover page identifying the award. Picture NOT in keeping with the award.	2. The Title Cover page identifying the award with no picture.	1. No Title Cover page.
Supreme Council Form #STSP	4. The Entry Form follows the title page. It is typed and complete.	3. The Entry Form follows the title page. It is typed but not complete.	2. The Entry Form does not follow the title page or it is Not typed.	1. There is no Entry Form
10784 Fraternal Programs Report Form	4. The Fraternal Report Form follows the Supreme Council Form #STSP. It is typed and complete and has been submitted to Supreme.	3. The Fraternal Report Form follows the Supreme Council Form #STSP. It is not complete or has not been submitted to Supreme.	2. The Fraternal Report Form does not follow the title page or it is Not typed.	1. There is no Fraternal Report Form
Project Title and Purpose of Activity	8 - 10 The Project Title and Purpose of Activity are complementary and consistent with the Award Category.	5 - 7 The Project Title and Purpose of Activity are somewhat complementary and consistent with the Award Category.	2 - 4 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 are incomplete or inconsistent with the Award Category.
Percentage of Council member participation in the project	15 - 20 75% - 100%	10 - 15 51% - 74%	5 - 10 25% - 50%	0 - 5 Less than 25%

Service Program Awards

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Number of Man-hours expended in the project	15 - 20 Over 100 hours	10 - 15 50 to 100 hours	5 - 10 25 to 50 hours	0 - 5 Less than 25 hours
Project Details	15 - 20 The project is thoroughly described including <u>complete</u> supporting documentation consisting of scanned letters, testimonials, news clippings, photographs, pamphlets, flyers, posters, advertising and other relevant documentation or combination thereof.	10 - 15 The project is thoroughly described but includes a <u>limited</u> amount of supporting documentation consisting of scanned letters, testimonials, news clippings, photographs, pamphlets, flyers, posters, advertising and other relevant documentation or combination thereof.	5 - 10 The project is thoroughly described but <u>no</u> supporting documentation has been provided.	0 - 5 The project is <u>not</u> thoroughly described and <u>no</u> supporting documentation has been provided.

Culture of Life (LIFE)
Pro-Life Person/Couple of the Year

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*Each council may submit one entry for consideration. Scan all documents.

Presentation	4. The presentation has been typed and is easy to read. All documents are neat and in order. And includes an index.	3. The presentation has been typed and is easy to read. The documents are in no particular order.	2. The presentation has not been typed and the documents are in no particular order.	1. The presentation has not been typed and no documents are provided.
Title Cover Page	4. The Title Cover page identifies the award to be given. Picture added in keeping with award.	3. The Title Cover page identifies the award. Picture NOT in keeping with the award.	2. The Title Cover page identifies the award with no picture.	1. No Title Cover page.
NMSC Pro-Life Person/Couple of the Year Award Form	4. The Entry Form follows the title page. It is typed and complete.	3. The Entry Form follows the title page. It is typed but not complete.	2. The Entry Form does not follow the title page or it is Not typed.	1. There is no Entry Form
Picture of Pro-life Person/Couple	4. Nomination includes a clear 8.5 x 11 professional style picture of the nominee(s).	3. Nomination includes a good full page picture of the nominee(s).	2. Nomination includes a snap shot picture of the nominee(s).	1. Nomination does not include a picture of the nominee(s).
Activities	15 - 20 Presents a narrative that shows the leadership role in more than one pro-life effort such as pro-life marches, picketing clinics, setting up prayer groups, supporting the ultra-sound initiative, and donation of items to new mothers. Participates in other programs.	10 - 15 Presents a narrative that shows the leadership role in one pro-life effort such as pro-life marches, picketing clinics, setting up prayer groups, supporting the ultra-sound initiative, and donation of items to new mothers. Participates in other programs.	5 - 10 Presents a narrative that shows the participation (but not leadership) in more than one pro-life effort such as pro-life marches, picketing clinics, setting up prayer groups, supporting the ultra-sound initiative, and donation of items to new mothers.	0 - 5 Presents a narrative that shows the participation (but not leadership) in one pro-life effort such as pro-life marches, picketing clinics, setting up prayer groups, supporting the ultra-sound initiative, and donation of items to new mothers.

Culture of Life (LIFE)
Pro-Life Person/Couple of the Year

Page 2 of 2

Narrative	15 - 20 Excellent presentation and easy to read. Specifics included. Placed in a neat and sequential order.	10 - 15 Good presentation and easy to read. Some specifics. Placed in a neat and sequential order.	5 - 10 Readable and neat. Placed neatly, but not sequential order.	0 - 5 Vague and difficult to read.
Materials Included	15 - 20 Consists of pictures, bulletins, news articles, announcements, letters and other material correspondence.	10 - 15 Consist of pictures bulletins, news articles, and letters.	5 - 10 Consists of pictures, bulletins, and news articles.	0 - 5 Consists of pictures, bulletins, news articles.

*Items may include but are not limited to donation - supplies, clothing, and money - or fund raising activities.



Knights of Columbus

New Mexico State Council



CULTURE OF PRO-LIFE(LIFE)

PERSON/COUPLE OF THE YEAR AWARD

REQUIREMENTS: Refer to the rubric found at www.nmkoofc.org for evaluation procedure.

1. All information herein shall be for the current Fraternal Year only. Include a picture of the person or couple.
2. Only one (1) Person/couple per year will be nominated per Council (LIFE category).
4. Submit all applications to the State Executive Secretary/Awards Chairman by March 1st.

PERSONAL DATA:

Person/Couple Name

Address

Phone and E-mail

JUSTIFICATION: Explain or list the Culture of Life person or couples involvement in pro-life activities and why the person or couple was chosen. Use additional pages as needed.

COUNCIL DATA: The award must be signed as indicated below.

Council Number:

Council Name:

Date:

Grand Knights Signature:

Lady of the Year (FAMILY)

Page 1 of 1

*Each council may submit one entry for consideration.

*Applicant must have been selected for Lady of the Month for the current year.

Presentation	4. The presentation has been typed and is easy to read. All documents are neat and in order. And includes an index.	3. The presentation has been typed and is easy to read. The documents are in no particular order.	2. The presentation has not been typed and the documents are in no particular order.	1. The presentation has not been typed and no documents are provided.
Title Cover Page	4. The Title Cover page identifying the award to be given. Picture added in keeping with award.	3. The Title Cover page identifying the award. Picture NOT in keeping with the award.	2. The Title Cover page identifying the award with no picture.	1. No Title Cover page.
NMSC Lady of the Year Award Form	4. The Entry Form follows the title page. It is typed and complete.	3. The Entry Form follows the title page. It is typed but not complete.	2. The Entry Form does not follow the title page or it is Not typed.	1. There is no Entry Form
Picture of Lady nominated for this Award	4. Nomination includes a clear 8.5 x 11 professional style picture of the Lady.	3. Nomination includes a good full page picture of the nominee.	2. Nomination includes a snap shot picture of the nominee.	1. Nomination does not include a picture of the nominee.
Participation in Faith in Action Programs	15 - 20 Participated in four to five Faith in Action programs.	10 - 15 Participated in three to four Faith in Action programs.	5 - 10 Participated in two to three Faith in Action programs.	0 - 5 Participated in one to two Faith in Action programs
Positions	15 - 20 Supports two or more parish activities or community charities. Has a leadership role in one parish or community event. Supports a KOC event.	10 - 15 Supports two or more parish or community charities. No leadership role. Supports a KOC event.	5 - 10 Supports a parish or community charity. Supports a KOC event.	0 - 5 Supports a KOC event.
Description of activities that nominee took an active part.	15 - 20 Excellent detailed description of activity. Includes dates and captioned photos.	10 - 15 Good detailed description of activities and includes dates and some photos.	5 - 10 Some details in description of activities.	0 - 5 Brief description of activities.



Knights of Columbus

New Mexico State Council

LADY OF THE YEAR AWARD



REQUIREMENTS: Refer to the rubric found at www.nmkoqc.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 Faith in Action program activities. Include a picture of the nominee in **FAMILY** category.
4. Submit all applications to the State Executive Secretary/Awards Chairman by March 1st.

PERSONAL DATA:

<i>Applicant Name</i>	<i>Address</i>	<i>Phone</i>
<i>If applicable: Knight's/Spouse's Name and Member Number</i>	<i>Month(s) selected as Lady of the Month (Must be selected at least once during the Fraternal Year)</i>	

JUSTIFICATION: Briefly describe the Faith in Action Programs the applicant has had an active part. She must have participated in at least two of the four categories (Faith, Family, Community, Life). Use additional pages as needed.

COUNCIL DATA: The award must be signed as indicated below.

Council Number:	Council Name:
Date:	Grand Knights Signature: