

NEW MEXICO STATE COUNCIL STATE AWARDS PROGRAM GUIDE



NEW MEXICO STATE COUNCIL (NMSC) STATE AWARDS PROGRAM GUIDANCE

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NEW MEXICO STATE COUNCIL (NMSC) STATE AWARDS PROGRAM GUIDANCE

Rubrics

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: **KoC-BoyScholarship15788SB2024.pdf**. For Service, 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 embedded in the PDF. If necessary, ledger size (11 x 17) can be used in landscape-only format and it also must be embedded in the PDF. If ledger size is used and the submittal is the winner, the page will be folded to fit within a standard size 8.5 x 11 binder.
3. Type and Presentation: Standard style type is expected in nominal size. Overly undersized or oversized types may be rejected. Fancy type (except when limited to signatures or for emphasis) 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 placed 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.
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, a Picture of the Nominee, Family, or Group.
 - f. Contents and Attachments

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.

Vision Statement, NMSC

While the mission of the NMSC is to carry forward our founder's vision.

Our vision for the New Mexico Knights of Columbus is to create a Catholic, family, fraternal service organization consisting of; a council at every Parish, a Round Table at every Mission and a member in every Catholic family; who carry forward the teachings and values of our Church, while serving the needs of our communities.

Mission, Service Program

The mission of the NMSC Service Program is to aid councils wishing to fulfill their objective of "Faith in Action" in their Parishes and communities.

The NMSC Service Program seeks to accomplish this mission by providing:

- Planning tools and materials
- Training for fraternal leaders
- Information on opportunities for service
- Inspiration
- Assistance in activity with form(s) reporting as needed
- Recognition for achievements

With this in mind; the NMSC has adopted the Supreme Council's "Faith in Action" service program in categories of Faith, Family, Community, and Life as the best way for NM's councils to fulfill their mission in NM. However, it is up to individual councils and their pastors to determine the best way to apply this service program to their respective Parishes and communities. Additionally, the NMSC has adopted the Supreme Council's Awards Program as the best way to recognize the council's success and achievement in performing its mission.

This handbook was designed and written to inform our local and state fraternal leaders of some of the many programs, events, and awards that are available to them. It is in no way a complete listing and it is recommended that fraternal leaders refer to the Supreme Guidebook "Faith in Action" and the many other resources located at www.kofc.org

Communications - State Guidance

The NMSC requires councils to submit forms #185 & #365 to maintain the State Directory. The directory is password protected and posted on the state website. It is based on this directory that all the following communications are distributed. Contact State Officers & Directors, DDs, or GKs for state website access. SEA Kerry Morley. Contact numbers are in Appendix A.

Email

Email is the NMSC's primary form of communication to all fraternal leadership.

Council leadership email addresses are password protected and only shared with those NMSC personnel with a need to know. Send Assembly's FN and FC contact info on form 186 to SEA Kerry.

Surveys

Surveys are short in nature 3-5 minutes long and are used primarily to gather information as to how the NMSC Service Program can best serve the councils of NM. Your participation is greatly appreciated

Website

The NMSC maintains a website, www.nmkofc.org, to promote the Order in NM and to distribute NMSC forms, newsletters, handbooks, etc....

Prayer Requests

Councils wishing to submit prayer requests, for ill or deceased members, for distribution shall submit such requests to the NMSC SEA who will prepare a daily email prayer request for distribution.

Membership Awards - Incentives Guidelines

From time to time the NMSC provides membership awards and incentives to promote growth of the Order. Any such awards shall be announced at the beginning of the program.

Submissions

All submissions must adhere to the Rubrics and instructions listed on the State Website nmkofc.org Program Service Forms 10784 for Service Program Awards under categories Faith, Family, Community, and Life must be submitted to the Awards Chairman (SPD), State Secretary Executive Assistant (SEA), in a 3-ring binder with pictures, council newsletters, and church bulletins depicting the activity, on or before March 1st of the Fraternal Year for consideration.

Judging

The Awards Chairman (SPD) will recommend members of the NMSC to the Judging Committee. The committee will select award winners based on the pre-approved judging rubric in this guidance file at www.nmkofc.org and award forms during the annual awards selection committee meeting. No committee member may review entries from their home council.

Reporting

Monthly reporting to the NMSC is not required anymore but forms 185 and 365 are still mandatory. The NMSC will send out surveys and newsletters to gather information on how to best serve the councils of NM. Participation is appreciated. Fraternal Program Report Form 10784 is also required.

Conformity

Nothing in this handbook shall be construed as conflicting with the Supreme and/or NMSC By-Laws or their policies. Councils submit Form 10784 after each activity is completed. The donations for featured programs are a must for members of councils ASAP, Special Olympics, wheelchairs, Food for Family, and other supreme featured programs and councils' ministries. A few supreme featured programs need a donation of money and hours to supplement your annual council survey form 1728 from members who fill them out to the FS in January each year.

Service Program Awards

Every year at the NM State Convention, the NMSC awards Service Program Awards to councils for the best programs in Faith, Community, Family, and Life activities, as outlined in the Faith in Action Program. The New Mexico winners are chosen from the winners submitted by each council.

First place winners receive a plaque recognizing their achievement and their winning entry is entered into Supreme Council's International Service Award. The first-place winners of the Supreme International Service Award are recognized at the annual Supreme Council Convention.

To be considered for the award, councils must complete and submit the State Council Service Program Awards Entry Form (#STSP). The form, along with supporting materials such as newspaper articles and photographs, should be submitted to the NMSC Awards Chairman prior to the deadline. Each council may only submit one entry per service area. In order to be eligible for consideration, submitting councils must be in good standing and compliant with the KofC Safe Environment Program.

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 identifies the award to be given. Picture added in keeping with the 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.
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.

State Deputy's Award

Annually the State Deputy may present awards to those members of the State Council, who go above and beyond in their job performance. Such recipients may include (but are not limited to) State Officers and their Supporting Staff, District Deputies, State Directors, State Chairmen, and Grand Knights.

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

Every year, the NMSC presents Scholarship Awards for one Outstanding Catholic Boy and one Outstanding Girl of the Year at the NM State Convention. These awards are given to high school seniors who display the attributes of Columbianism and intend to continue their education. Councils are encouraged to present a "council scholarship" to its local winners as part of the scholarship nomination process. To be considered for the award, Councils must complete and submit the NMSC Outstanding Catholic Boy/Girl of the Year Entry Form located on www.NMkofc.org website, along with supporting materials such as newspaper articles and photographs, to the NMSC Awards Chairman before the deadline. Each council can only submit one entry per boy and girl. Councils must be in good standing and compliant with the KofC Safe Environment Program to be eligible for consideration. Please note that State Officers and their immediate families are not eligible for NMSC Outstanding Catholic Boy/Girl of the Year Awards.

Outstanding 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 the 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. The nomination includes a clear 8.5 x 11 professional-style picture of the nominee (good school yearbook style acceptable).	3. The nomination includes a good full-page picture of the nominee.	2. The nomination includes a snapshot picture of the nominee.	1. Nomination does not include a picture of the nominee.
Cover Letter (Why do 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 a statement as to why he/she should be chosen.	10 - 15 Presents a written statement as to why he/she should be chosen with a 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 specific details. No written statement as to why he/she should be chosen.	0 - 5 Presents a 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 an official transcript.	5 - 7 3.8 - 3.9 (< 4.0) GPA and included an official transcript.	2 - 4 3.6 - 3.7 (< 3.8) GPA and included an official transcript.	1 3.0 - 3.5 (< 3.6) GPA and included an official transcript.

Outstanding 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 The student has submitted proper application forms from an institution that includes detailed information and a pending approval acknowledgment has been received.	2 - 4 The student has submitted proper application forms from an institution that includes detailed information.	1 The student submitted application forms from an institution. No detailed information was provided.
Letter of Recommendation from School Principal or School Counselor	8 - 10 The letter indicates the student's exemplary performance and excellent recommendations for the award.	5 - 7 The letter indicates good performance and excellent recommendations for the award	2 - 4 The letter indicates good performance and good recommendations.	1 The letter indicates above-average performance and some recommendations
Letter of recommendation from Pastor or Parish Priest or Deacon	8 - 10 The letter indicates the student's detailed outstanding performance and has specific excellent recommendations.	5 - 7 The letter indicates good performance and excellent recommendations.	2 - 4 The letter indicates good performance and good recommendations.	1 The 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 The 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 other sport.	5 - 7 The student has been a participant in three sports teams, or high school service clubs, or other student organizations or a combination thereof.	2 - 4 The student has been a participant in two sports teams, or a high school service club, or other student organizations or a combination thereof.	1 The student has been a participant in one sports team, or a high school service club or other student organizations.



Knights of Columbus

New Mexico State Council



SCHOLARSHIP AWARD OUTSTANDING CATHOLIC BOY/GIRL OF THE YEAR

REQUIREMENTS: Refer to the rubric found at www.nmkoqc.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: KofCBoyScholarship15977MRansom2021.pdf The file is to be sent to the NM State Executive Assistant through the Council.

Individual/Family Awards

Every year, the NMSC awards individuals and families who best embody Columbian-ism at the NM State Convention. Awards are given in the categories of Family of the Year, Knight of the Year, Lady of the Year, and Pro-Life Person/Couple of the Year.

See Table of contents for awards and information

To be eligible for the award, councils must submit the NMSC Individual/Family Award Entry Form and supporting materials, such as newspaper articles and photographs, to the NMSC Awards Chairman before the deadline. Each council may only submit one entry per award. Additionally, to be considered, submitting councils must be in good standing and compliant with the KofC Safe Environment Program.

Note: State Officers and their Supporting Staff, District Deputies, State Directors, are ineligible for NMSC Individual/Family Awards.

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

Page 1 of 2

*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 the 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
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.

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

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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 snapshot picture of the nominee(s).	1. Nomination does not include a picture of the nominee(s).
Narrative	15 - 20 Excellent presentation and easy to read. Specifics included. Placed in neat and sequential order.	10 - 15 Good presentation and easy to read. Some specifics. Placed in neat and sequential order.	5 - 10 Readable and neat. Placed neatly, but not in 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
PRO-LIFE PERSON/COUPLE OF
THE
YEAR AWARD (LIFE)



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. Include a picture of the person or couple.

2. Only one (1) Person/couple per year will be nominated per Council.

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 Person/couple 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: []

Knight of the Year Award

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*Each council may submit one entry for consideration. Grand Knights cannot 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 identifies the award to be given. Picture added in keeping with the 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 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. The nomination includes a clear 8.5 x 11 professional-style picture of the Knight.	3. The nomination includes a good full-page picture of the nominee.	2. The nomination includes a snapshot 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 a 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 and 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 the nominee took an active part of.	15 - 20 An excellent detailed description of the activity. Includes dates and captioned photos. Service hours > 50 hrs.	10 - 15 A good, detailed description of activities and includes dates and some photos. Service hours > 25 hrs.	5 - 10 Some details in the 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.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 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:	

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. Title Cover page identifying the award to be given. Picture added in keeping with award.	3. Title Cover page identifying the award. Picture NOT in keeping with the award.	2. 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 snapshot 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 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. dates and photos Included.	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 for FIA 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:	

Family of the Year Page 1 of 2				
*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 the 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 snapshot 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 a 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				
Page 2 of 2				
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.

Family of the Year Form 10680



10680-family-of-year-form.pdf

Ultrasound Fund

Ultrasound machines save lives and help women choose life by giving them the opportunity to view their unborn children on ultrasound machines at local pro-life pregnancy centers around the state.

The NMSC Ultrasound Fund is a permanent program in which councils are encouraged to make modest monthly donations towards the purchase of ultrasound machines for pregnancy care centers throughout the NM jurisdiction. Funds donated are matched dollar for dollar from grants from the Supreme Council's Culture of Life Fund. Councils' checks can be sent to State Secretary. Please write "Ultrasound funds" in the memo field. Report activity using the Fraternal Programs Report Form (#10784).

People with Intellectual Disabilities Fund

The PWID Fund is a permanent program in which councils participate through local PWID fundraisers. Participating councils are required to contribute 10% of the net earnings to NMSC PWID Fund at the completion of their drive. The remaining 90% must be distributed to non-profit organizations, of the council's choice, serving people with intellectual disabilities.

Proceeds from the NMSC PWID Fund are combined with Supreme Council's donation to the NMSC earmarked for Special Olympics and is donated to the NM Special Olympics, New Mexico's largest sports organization for people with intellectual disabilities. Report activity using the Fraternal Programs Report Form (#10784).

Special Olympic Annual Donation

The Knights of Columbus partners with the Special Olympics to train and support disabled athletes worldwide. All council donations must be reported to Supreme on Form (#10784).

Annually the NMSC receives a donation from the Supreme Council earmarked for Special Olympics in NM. The amount of this donation varies from year to year and is based on councils' reporting on the Special Olympic, Report activity using the Fraternal Programs Report Form (#10784).

Star Council Award

The Star Council Award recognizes outstanding achievement in membership, insurance, and service program activities. In order to earn the Star Council Award, a council must qualify for the Father McGivney, Founder's, and Columbian Awards.

Additionally, the council must submit its Annual Survey of Fraternal Activity (#1728), its Service Program Personnel Report (#365), and remain in good standing with Supreme and State Council assessments.

*To be eligible for the Star Council Award in the United States and/or Canada, councils must be fully compliant with applicable safe environment requirements.

Columbian Award

This award recognizes excellence in your council's programming and charitable outreach. Complete and submit the Columbian Award Application (#SP-7). Councils must conduct and report at least four major programs in each of the Service Program categories: Faith, Family, Community, and Life. Completed applications must reach the Supreme Council office by June 30. Note: reporting repeated activities is accepted.

Featured Programs

In addition to meeting the traditional Columbian Award requirements, the Supreme Council has designated select programs as featured programs in each of the four program categories. When your council conducts a featured program and satisfies the program guide sheet requirements it will receive two credits towards that program category.

See www.kofc.org for more information.

Father McGivney Award

This award recognizes excellence in your council's membership growth. Your council must meet or exceed its yearly membership quota to be eligible. 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 Council Award.

Founders' Award

The Founders' Award recognizes excellence in the promotion of our insurance and fraternal benefits. Councils striving for the Founders' Award must host (or promote) two fraternal benefit seminars (in-person or virtual) per year. Each council must have a minimum number of members or member-eligible attendees at each seminar: 10 for councils with 99 or fewer members and 14 for councils with 100 or more members. These events are coordinated in conjunction with your local field agent. In order for the council to receive credit, the grand knight must submit the [Fraternal Benefit Seminar Form](#) (#11077) to the general agent within seven days of the seminar.

Safe Environment Program, KofC

1. Report suspected abuse to law enforcement;
2. Notify the local diocese of the suspected abuse; and
3. Notify the Knights of Columbus of the suspected abuse at 1-844-KOFC-SAFE (1-844-563-2723).

Additional Reporting Requirements, including State of New Mexico requirements can be found at: <http://www.kofc.org/un/en/members/programs/youth-activities/MandatoryReportersByState.pdf>

The Knights of Columbus Office of Youth Protection works collaboratively with dioceses to fulfill our shared mission to protect minors and vulnerable persons. Our cooperative approach toward diocesan safe environment programs is expressed in our guidance to council leaders concerning member compliance with diocesan safe environment requirements. **The first requirement of our safe environment program is for our members to be compliant with diocesan safe environment requirements applicable to members' volunteer activities on parish property.** We invite diocesan safe environment coordinators and victim assistance coordinators to contact the Supreme Council with all questions and concerns that relate to the Knights of Columbus.

The Knights of Columbus Safe Environment Program is operated in conjunction with PRAESIDIUM, which specializes in preventing sexual abuse in organizations that serve youth and vulnerable adults. Our online training modules cover sexual abuse awareness and prevention, reporting, and policies, and are available to all our members, but required for members volunteering in key leadership roles. Members volunteering to serve in key leadership roles are also required to complete a screening process, including a robust and comprehensive background check.

Members Required to Receive Training

- State Deputies
- State Advocates
- State Program Directors
- State Youth Directors
- State Community Directors
- State Family Directors
- State Squire Chairmen
- Grand Knights
- Program Directors
- Community Directors
- Family Directors
- Chief Counselors (Squires)
- Counsellors (Squires)

Additional information on the KofC Safe Environment Program can be found here:

<https://www.kofc.org/un/en/members/programs/youth-activities/safe-environment-program-details.html>

Safe Environment Program Training access can be found here: <http://www.kofc.org/en/members/programs/youth-activities/safe-environment-program.html>

*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 the Supreme Council.



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