



KNIGHTS OF COLUMBUS
LOUISIANA STATE COUNCIL
(Dated: May 20, 2019)

2019-2020 State Deputy's Award

OVERVIEW

Councils that satisfy the criteria set by the State Council and conduct well-rounded and high-quality service programs may be eligible for the State Deputy's Award and the Fleur de Lis Award.

1. Deadlines.

Reporting Period: April 1, 2019 to March 31, 2020.

Only activities conducted during this time period are to be reported.

Deadline to submit STSP Entry Form to the State Administrator is April 5, 2020.

The STSP Entry Form must be IN THE HANDS of the State Administrator Robert Boudreaux NO LATER THAN APRIL 5th of the reporting year. Postmarks will not be used to determine if the form is received on time. The mailing address is:

Louisiana State Council
P.O. Box 51166
Lafayette, LA 70505-1166.

Deadline for Directors to receive Activity Reports (grading forms) is April 5, 2020.

The form must be submitted using the online form by 11:59 p.m. on April 5, 2020. The online forms will be available at LouisianaKC.org. Do not mail or email the Activity Reports (grading forms) to the Directors. Only online Activity Reports (grading forms) will be accepted, unless a council obtains an exemption from the State Program Director by April 1st.

Administrative Deadlines.

Refer to the Administrative Section for additional deadlines and guidance.

2. Method to determine the winner of the 2019-2020 State Deputy's Award.

The highest cumulative score determines the ranking.

All councils will compete against each other. There will be one, single winner.

Councils will be recognized with a “FLEUR DE LIS” award if they achieve a score of 80% in each of these six major categories: Faith, Family, Life, Community, YEP, and Administration.

Overall winners for the STSP Award in each category will be recognized at the State Convention and will advance to the International competition.

3. 1,000 Possible Points.

The specific requirements are further explained on the Administration Points Section and on the Activity Reports for Faith, Family, Life, and Community.

Activity	Points
Conduct Life programs	100
Conduct Faith programs	100
Conduct Family programs	100
Conduct Community programs	100
Submit STSP Entry Forms	100
Youth Expansion Program support	100
Seminary Mission Fund support	100
Athletic/State Event participation	100
KCLS attendance	40
Grand Knights’ Day attendance	30
Submit State Convention credentials	30
CYLA participation	20
Submit Special Olympics Report	10
Submit MDF Financial Report	10
Pay Supreme Per Capita	10
Pay State Per Capita	10
Submit Form 185	10
Submit Form 365	10
Submit Form 1728	10
Recruit 1 new member	10
TOTAL POINTS	1000

4. Activity Reports (grading forms) must be submitted online.

Activity Reports (grading forms) must be submitted online. The online Activity Reports will be active until 11:59 p.m. on April 5th at LouisianaKC.org

Using the online Activity Reports (grading forms) ensures the Activity Report is sent to the appropriate Director and ensures it is sent by the April 5th deadline.

Do not mail or email the Faith, Family, Life, or Community Activity Reports (grading forms) to the Directors. Use only the online forms at LouisianaKC.org.

Exemption: For good cause, the State Program Director may grant an exemption to a council and permit hardcopies of the Activity Reports (grading forms) to be mailed. The council must request an exemption from the State Program Director by April 1st.

Mark Carver, State Program Director
(504) 452-0248
MarkCarver@aol.com

Note: STSP Entry forms must be physically mailed to and received by State Administrator Robert Boudreaux by April 5th.

5. Tie-breaker

In the event of a tie for First Place, the following tie-breakers will be used.

1st Tie-breaker:

The tie-breaker will be based on the top five (5) STSP entry forms in each of the 4 categories of Faith, Family, Life, and Community. The council having the highest, cumulative point total of those 20 STSP entry forms wins the tie-breaker. Points are stated below:

Place	Faith	Family	Life	Community
	points	points	points	points
1st	5	5	5	5
2nd	4	4	4	4
3rd	3	3	3	3
4th	2	2	2	2
5th	1	1	1	1

2nd Tie-breaker: The council with the most 1st Place STSP winning entries.

3rd Tie-breaker: The council with the most 2nd Place STSP winning entries.

4th Tie-breaker: The council with the most 3rd Place STSP winning entries.

5th Tie-breaker: The council with the most 4th Place STSP winning entries.

6th Tie-breaker: The council with the most 5th Place STSP winning entries.

7th Tie-breaker: The State Deputy uses his reasonable discretion.

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YEP and ADMINISTRATION POINTS

Points below will be based on timely receipt of the requested documents and participation forms.

Read the requirements carefully.

Meet all deadlines.

Submit forms on a timely basis to the appropriate person.

State Program Forms are available at LouisianaKC.org

Supreme Program Forms are available at KofC.org

YEP Points

Activity	Comments	Points
YEP Support	<p>Points are based on percentage of the donation and quota. 100 maximum points.</p> <p>Points are awarded based on the council YEP donation as compared to the council's quota. YEP donations must be received <u>by April 5th</u>.</p> <p>If a council's quota is \$1,000, and it donates \$700, then it is awarded with 70 points for making 70% of its quota. The Council's quota is \$10 for each "Regular Member" on the council's roster as of July 1st. It does not include Inactive Members, Honorary Members, Honorary Life Members, and Disabled Members</p> <p>YEP is a monetary donation from the council that supports the State Council's youth programs, youth contests, right to life events, and vocations.</p> <p>Checks should be payable to "Louisiana State Council." Put "YEP" and your council number on the check. Mail donations to: YEP Chairman <i>Melvin Burrell at P.O. Box 113, Hahnville, LA 70057-0113.</i></p>	100

ADMINISTRATION	Program	Points
Submit STSP Entry Forms	Supreme	100
Seminary Mission Fund support	State	100
Athletic/State Event participation	State	100
KCLS attendance	State	40
Grand Knights' Day attendance	State	30
Submit State Convention credentials	State	30
CYLA participation	State	20
Submit Special Olympics Report	Supreme	10
Submit MDF Financial Report	State	10
Pay Supreme Per Capita	Supreme	10
Pay State Per Capita	State	10
Submit Form 185	Supreme	10
Submit Form 365	Supreme	10
Submit Form 1728	Supreme	10
Recruit 1 new member	Supreme	10
TOTAL POINTS		500

Administration

Activity	Comments	Points
STSP Entry Forms	<p>25 points for each completed STSP Entry Form received by the State Administrator by April 5th.</p> <p>A council may submit only one STSP Entry forms for each category: Faith, Family, Life, and Community.</p> <p>Councils with the best program in each category will be recognized at the State Convention and will represent Louisiana in the International competition.</p> <p>Forms: http://www.kofc.org/en/members/resources/forms/council.html</p> <p>The State Deputy and his staff will evaluate the STSP entry forms. Video tapes, dvd's, digital files, etc. will not be reviewed or considered in judging the entry, but news clippings and photographs can accompany the entry form.</p> <p>The STSP Entry Form must be mailed (or FedEx'ed) to the State Administrator Robert Boudreaux so that he receives it in his hands by April 5th. The mailing address is:</p> <p style="text-align: center;">Louisiana State Council P.O. Box 51166 Lafayette, LA 70505-1166</p>	100

Activity	Comments	Points
Seminary Mission Fund Support	<p>A half-point (1/2) point is awarded for each \$1 donated or each \$1 of raffle sales. 100 maximum points.</p> <p>If a council donates \$200 or sells 40 raffle tickets (\$5 per ticket), then it earns the maximum 100 points. If a council donates \$199, it earns 99.5 points.</p> <p>The State Council conducts a raffle to raise money for its Seminary Mission Fund. The fund is used to support seminarians who are required to go on a mission to Central or South America.</p> <p>Donations must be received by the <i>SMF Chairman Delmas Forbes</i> by <u>April 5th</u>. Please submit raffle ticket stubs/money by <u>January 23, 2019</u> since the drawing is the third weekend in January at Grand Knights' Day.</p> <p>Mail donations/raffle stubs and check to: <i>Delmas Forbes, Jr., 1533 Cooper St., Denham Springs, LA 70726</i>.</p>	<p>100</p>
Athletics & Cook Offs	<p>20 points for each event. 100 maximum points (5 of 9 events).</p> <p>At least 1 council member or 1 council team must participate in any of the following individual or team State Council events at the either the Diocesan or State level. Maximum points per event are 20 points regardless how many council members or teams participate in that event. Total maximum points for this category are 100.</p> <p>Points will be based on participation lists provided by the host council or Diocesan Administrators.</p> <ul style="list-style-type: none"> • BBQ Cook-Off • Gumbo Cook-Off • Texas Hold 'Em • Horseshoes • Corn Hole Toss • Golf • Disc Golf • Nine Ball Tournament • Bowling 	<p>100</p>

Activity	Comments	Points
<p style="text-align: center;">KCLS Attendance</p>	<p>10 points for each officer required to attend. 40 maximum points.</p> <p>10 points for each of the following who attend the K.C. Leadership Seminar in July:</p> <ul style="list-style-type: none"> • Grand Knight or representative. • Membership Director or representative. • Program Director or representative. • Financial Secretary or representative. <p>An individual can only represent one person/position. Thus, 4 different individuals must attend. Attendees must sign in at the registration table.</p>	40
<p style="text-align: center;">Grand Knights' Day Attendance</p>	<p>10 points for each officer required to attend. 30 maximum points.</p> <p>10 points for each of the following who attend Grand Knights' Day in January:</p> <ul style="list-style-type: none"> • Grand Knight or representative. • Membership Dir. or representative. • Program Director or representative. <p>An individual can only represent one person/position. Thus, 3 different individuals must attend. Attendees must sign in at the registration table.</p>	30
<p style="text-align: center;">State Convention Delegates Form</p>	<p>15 points for each voting delegate. 30 maximum points.</p> <p>The State Administrator must receive, in hands, the council's Delegate Credential Registration form <u>by April 1st</u> or delegates must register online <u>by April 1st</u>.</p> <p>Send forms to: <i>Louisiana State Council, P.O. Box 51166, Lafayette, LA 70505-1166</i> or register online at <i>LouisianaKC.org</i>.</p>	30

Activity	Comments	Points
<p align="center">CYLA</p>	<p>10 points for each Council-level winning application submitted to the Diocesan Administrator by the February 7th deadline.</p> <p>20 maximum points: 10 points for Boy, and 10 points for Girl.</p> <p>The Catholic Youth Leadership Award is cash scholarship offered to Catholic 12th graders in public, parochial or private school.</p> <p>Send your Council’s Boy and Girl winning application to your Diocesan Administrator. The Diocesan Administrator will compile two lists (boys and girls) of each participating council who submitted winning applications to the Diocesan Administrator.</p>	<p align="center">20</p>
<p align="center">Supreme Per Capita</p>	<p>Not be in arrears on Supreme per capita as of April 1.</p>	<p align="center">10</p>
<p align="center">State Per Capita</p>	<p>Not be in arrears on State per capita as of April 1.</p>	<p align="center">10</p>
<p align="center">Form 185</p>	<p>Not be listed on Supreme’s official list of councils who have not submitted Form 185, as of October 15. <i>(Please also send a copy of the Form 185 to LaKC@bellsouth.net)</i></p>	<p align="center">10</p>
<p align="center">Form 365</p>	<p>Not be listed on Supreme’s official list of councils who have not submitted Form 365, as of October 15.</p>	<p align="center">10</p>
<p align="center">Form 1728</p>	<p>Not be listed on Supreme’s official list of councils who have not submitted Form 1728, as of April 1.</p>	<p align="center">10</p>
<p align="center">Recruit 1 new member</p>	<p>Not be listed on Supreme’s official list of councils who have not recorded any membership additions, as of April 1.</p>	<p align="center">10</p>
<p align="center">Special Olympics Form 4584.</p>	<p>10 points for submitting a completed form to the State Chairman.</p> <p>The council must submit a completed Special Olympics Profile Report Form 4584 to the Special Olympics Chairman <u>by January 31</u>.</p> <p>Send forms to: <i>Tim Helbling at timhelbling@bellsouth.net.</i> Also send a copy to <i>fraternalmission@kofc.org.</i></p> <p>This form generates money from Supreme for Louisiana Special Olympics. Forms are available at https://www.kofc.org/en/members/resources/forms/council.html.</p>	<p align="center">10</p>

Activity	Comments	Points
MDF Fund Reporting Form	<p>10 points for submitting a completed form.</p> <p>The council must submit a completed MDF Financial Report to the Mental Disability Fund Chairman <u>by April 5</u>.</p> <p>Form are available at <i>LouisianaKC.org</i> Send forms to: <i>Tommy Ruemker at truemker@eatel.net.</i></p> <p>MDF Awards are based on these reports.</p>	10
	TOTAL ADMINISTRATIVE POINTS	500

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FAITH ACTIVITY REPORT
April 1, 2019 - March 31, 2020

Council Number: _____

Council Name: _____

Faith		Points	Score
1	<p>Spiritual Day of Reflection Program. Did the council satisfy this mandatory Supreme program and plan and participate in prayers and reflection together as a fraternity, such as attending a retreat or day of reflection together or organize their own event?</p> <p style="text-align: center;">Yes _____ No _____</p> <p>Briefly describe the event:</p>	20	
2	<p>Name and briefly describe up to three (3) major Faith Programs conducted or hosted by your Council.</p> <p>Do not list the mandatory program in this section.</p> <p>Supreme’s recommended Faith programs include: Refund Support Vocations (RSVP); Into the Breach; Marian Icon Prayer Program; Catholic Info Service Domestic Church Kiosk & Series; Rosary Program; Holy Hours; and Sacramental Gifts.</p> <p>Councils are permitted to report programs that are not part of the recommended group as long as the program is a significant, major Faith program.</p> <p>Directors may deduct points for each program that is not a major or significant program consistent with the Columbian Award requirements.</p>	x	
	<p>(1) Program Name: Description:</p>	20	

	(2) Program Name: Description:	20	
	(3) Program Name: Description:	20	
3	The Bishop Greco Fund. Did the council support, promote, and explain the Bishop Greco Fund and the memorial cards to its members? Yes _____ No _____	10	
4	The Father Michael J. McGivney Guild. Did the council promote the Father McGivney Guild and encourage members to join the guild? Yes _____ No _____	5	
5	State Retreat. Did the council promote and inform members about the Annual Retreat at Maryhill Renewal Center? Yes _____ No _____	5	
FAITH: TOTAL ALLOWED POINTS 100		100	

Questions: Mike Rose, State Faith Director.
318.687.5706 Residence
318.525.7424 Cellular

Review the **Overview** and **Administration Points** guidance.

This form **must be submitted online** at LouisianaKC.org by April 5th.

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FAMILY ACTIVITY REPORT
April 1, 2019 - March 31, 2020

Council Number: _____

Council Name: _____

Family		Points	Score
1	<p>Consecration to the Holy Family. Did the council satisfy this mandatory Supreme program and invite families of their parish to offer the prayer of Consecration to the Holy Family?</p> <p style="text-align: center;">Yes _____ No _____</p> <p>Briefly describe the event:</p>	20	
2	<p>Name and briefly describe up to three (3) major Family Programs conducted or hosted by your Council.</p> <p>Do not list the mandatory program in this section.</p> <p>NOTE: The Keep Christ in Christmas poster contest requires the council to submit a participation form to the State Family Chairman to receive credit for the event. Send forms to: <i>Keith Gros at kjgfamily900@gmail.com.</i></p> <p>Supreme’s recommended Family programs include: Family of the Month; Keep Christ in Christmas; Food for Families; Family Fully Alive; Family Week; Family Prayer Night; and Good Friday Family Promotion.</p> <p>Councils are permitted to report programs that are not part of the recommended group as long as the program is a significant Family program.</p> <p>Directors may deduct points for each program that is not a major or significant program consistent with the Columbian Award requirements.</p>	x	

	(1) Program Name: Description:	20	
	(2) Program Name: Description:	20	
	(3) Program Name: Description:	20	
3	Louisiana’s Family of the Year Nomination Form. The council must submit the Family of the Year nomination form to the State Family Director <u>by April 5</u> . The form will be available at LouisianaKC.org. The State Deputy will select one nominee to be named as Louisiana’s Family of the Year. Send forms to: <i>Keith Gros at kjgfamily900@gmail.com</i>	10	
4	Fraternal Benefits. Did the council host or participate in a Fraternal Benefits Night or similar event to promote and inform members and families about fraternal benefits and insurance products? Yes _____ No _____	10	
FAMILY: TOTAL ALLOWED POINTS 100		100	

Questions: Keith Gros, State Family Director
985.637.9240 Cellular

Review the **Overview** and **Administration Points** guidance.

This form **must be submitted online** at LouisianaKC.org by April 5th.

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COMMUNITY ACTIVITY REPORT
April 1, 2019 - March 31, 2020

Council Number: _____

Council Name: _____

Community		Points	Score
1	<p>Helping Hands. Did the council satisfy this mandatory Supreme program and organize or participate in a program addressing the needs of disadvantaged community members, such as the homeless, the addicted, or elderly? Yes _____ No _____</p> <p>Briefly describe the event:</p>	20	
2	<p>Name and briefly describe up to three (3) major Community Programs conducted or hosted by your Council.</p> <p>Do not list the mandatory program in this section.</p> <p>NOTE: Credit for youth contests requires the council to submit a participation form to the State Community Director. See details below.</p> <p>Supreme’s recommended Community programs include: Coats for Kids; Global Wheelchair Mission; Habitat for Humanity; Disaster Preparedness; Free Throw Contest, Catholic Citizen Essay Contest; and Soccer Challenge.</p> <p>Councils are permitted to report programs that are not part of the recommended group as long as the program is a significant Community program.</p> <p>Directors may deduct points for each program that is not a major or significant program consistent with the Columbian Award requirements.</p>	x	

	(1) Program Name: Description:	20	
	(2) Program Name: Description:	20	
	(3) Program Name: Description:	20	
3	Public Relations. Did the council submit at least one announcement, article, or picture to the local newspaper, church bulletin or magazine? Yes _____ No _____	10	
4	Catholic School Tuition Lottery. Did the council promote and inform members and families about Catholic School tuition lottery program? Yes _____ No _____	10	
	COMMUNITY: TOTAL ALLOWED POINTS 100	100	

To Receive Credit for Youth Events: The council must submit a participation form to State Community Director at *michael.abbate54@yahoo.com*. The Council must have at least 1 youth participate in the event. Events include: **Free Throw Contest; Soccer Challenge;** and **Catholic Citizenship Essay Contest.**

Councils should also send the forms to Supreme at *fraternalmission@kofc.org*.

Questions: Michael A. Abbate, Sr.
(985) 652-5041
(504) 388-2452 cell

Review the **Overview** and **Administration Points** guidance.

This form **must be submitted online** at LouisianaKC.org by April 5th.

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LIFE ACTIVITY REPORT
April 1, 2019 - March 31, 2020

Council Number: _____

Council Name: _____

Life		Points	Score
1	<p>Novena for Life. (Mandatory for the Columbian Award) Did the council satisfy this Supreme program and promote 9 days of prayer for a culture of life?</p> <p style="text-align: center;">Yes _____ No _____</p> <p>Briefly describe the event:</p>	20	
2	<p>Name and briefly describe up to three (3) major Life Programs conducted or hosted by your Council.</p> <p>Do not list the mandatory program in this section.</p> <p>Supreme’s recommended Life programs include: Marches for Life, Special Olympics, Ultrasound Program, Christian Refugee Relief, Silver Rose, Mass for People with Special Needs, and Pregnancy Center Support.</p> <p>Councils are permitted to report programs that are not part of the recommended group as long as the program is a significant Life program.</p> <p>Directors may deduct points for each program that is not a major or significant program consistent with the Columbian Award requirements.</p>	x	

	(1) Program Name: Description:	20	
	(2) Program Name: Description:	20	
	(3) Program Name: Description:	20	
3	Education. Did the council provide, conduct or host Culture of Life educational opportunities for its members or members of the community? Yes _____ No _____	10	
4	Christian Refugee Relief. Did the council promote and inform members about the Order’s Christian Refugee Relief Fund and how the Order is assisting victims of religious persecution. Yes _____ No _____	10	
LIFE: TOTAL ALLOWED POINTS 100		100	

Questions: Chris Davis, State Life Director
318.349.3279 Residence

Review the **Overview** and **Administration Points** guidance.

This form **must be submitted online** at LouisianaKC.org by April 5th.