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Administrative State Chairman Community Programs
2019-2020 Organizational Meeting Villa Roma July 19,20,21 2019

Topics for Discussion

- Soccer Challenge
- Order the ***Soccer Challenge Kit (#SC-KIT)*** through Supplies Online, the supply ordering portal available on Officers Online.
- Set a date, location and time for the Soccer Challenge. If required by venue, acquire insurance.
- Contact schools and youth centers to explain and promote the program. Suggest that the schools or youth centers consider using this activity as part of their physical education classes.
- Prior to the Soccer Challenge, use the sample press release as a model to create and distribute a tailored release to local media.
- Build public interest for the event! Promote the Soccer Challenge in your parish and larger community through a variety of efforts:
 - Prominently display promotional posters (found in the ***Soccer Challenge Kit (#SC-KIT)***)
 - Bulletin announcements
 - Pulpit announcements
 - Posting on your council and parish website / social media pages
- Coordinate with the district and state/province leadership regarding date, time, and location of the next level of competition. On the day of the event, provide this information to the council-level winners.
- Preregistration is recommended, but sometimes difficult to execute.
- Hold the Soccer Challenge! Review the ***Soccer Challenge Playbook (#4576)*** for guidelines, volunteer requirements, and other information.
- On the day of the event, wear Knights of Columbus-branded apparel and have the council membership director set up a table with brochures and membership documents (including ***Prospect Cards #921A***). Do not forget that this event is a recruiting opportunity!
- Enlist a fellow Knight or community member to photograph the event.
- Following the Soccer Challenge, update the community on the success of your program by amending the Soccer Challenge sample announcement and distributing it to local media, along with energizing photographs from the event.
- Send winning ***Soccer Challenge Score Sheets (#4578)*** to the next level of competition.
- To gain credit for your program, complete the associated reporting forms and submit them to the Supreme Council Department of Fraternal Mission. Remember to retain copies for your council records.

- Immediately after your event is finished, complete the *Soccer Challenge Participation Report Form (#4567)* and *Fraternal Programs Report Form (#10784)*
- At the end of the fraternal year, complete your *Columbian Award Application (#SP-7)*

Catholic Citizenship Essay Contest –

○ **Overview**

This contest encourages today's youth to be more connected to their community and their faith. The goal of this program is to involve young Catholics in 8th through 12th grade (public, private, parochial or home schools) in civic discourse and instill in them religious and life-affirming values. The essay should be approximately 500-750 words on a specific subject, changing every other year. Entrants will be judged on grammar, style, and how clearly they present the theme – which should showcase creativity, imagination and overall development of the topic.

- 2019-2020 Catholic Citizenship Essay Contest Theme:
- **Discuss the meaning of Virtue and how you live and embody the virtue of Charity.**
- “Charity is the theological virtue which we love God above all things for his own sake, and our neighbor as ourselves for the love of God” - Catechism of the Catholic Church, 1822
- Biblically, virtue is understood as the conformity of life and conduct with the principles of morality, while Charity signifies the reciprocal love between God and man, one that is manifest in unselfish love and eloquently shown in the life, teachings, and death of Jesus Christ. “You shall love the Lord your God with all your heart, and with all your soul, and with all your mind. This is the great and first commandment. And a second is like it, you shall love your neighbor as yourself” (Matthew 22:37-39).
- In an essay of 500-750 words, consider the meaning of virtue and think about ways in which you exemplify the virtue of Charity to glorify and reflect the nature of God. This could be at home with your families or in your communities, as you enrich the welfare of others.

Action Steps

1. Order the *Catholic Citizenship Essay Kit (#EA-KIT)* through Supplies Online, the supply ordering portal available on Officers Online.
2. Use the sample press release as a model to create and distribute a tailored release to local media.
3. Build public interest for the event! Promote the Catholic Citizenship Essay in your parish and larger community through a variety of efforts:
 - Advertise at Catholic Youth Organization (CYO) meetings, in parish halls, and especially in local Catholic schools. Prominently display promotional posters (found in the *Catholic Citizenship Essay Kit (#EA-KIT)*).
 - Reach out and encourage Catholic School English teachers to use this as a class assignment.
 - Bulletin announcements
 - Pulpit announcements
 - Posting on your council and parish website / social media pages
4. Ensure that all essays are collected by the pre-determined date.
5. Assemble a team of three or more judges (consisting of clergy, teachers, and other respected members of the Catholic community) to select winning submissions.
6. Make a formal presentation of winners and invite the media to attend! On the day of the presentation, be sure to wear Knights of Columbus-branded apparel and enlist a fellow Knight or community member to photograph the event.

7. Send winning essays to the next highest level for judging. Contact your district deputy to learn where the winning essays should be mailed. If there are no higher levels in your area or jurisdiction, send the essays to the Supreme Office Department of Fraternal Mission for the final round of judging.
8. Following the Catholic Citizenship Essay Contest, update the community on the success of your program by amending the Catholic Citizenship Essay sample announcement and distributing it to local media, along with energizing photographs from the event.
9. To gain credit for your program, complete the associated reporting forms and submit them to the Supreme Council Department of Fraternal Mission. Remember to retain copies for your council records.
 - o Immediately after your event is finished, complete the *Essay Contest Participation Form (#4216)* and *Fraternal Programs Report Form (#10784)*.
 - o At the end of the fraternal year, complete your *Columbian Award Application (#SP-7)*

Coats for Kids –

Overview

Families struggling to make ends meet use their scarce resources to meet the most basic needs and cannot always afford the vital essential of a new winter coat. The goal of the Coats for Kids program is to ensure that no child in North America goes without a coat during the winter season. Through the dedication of councils across the United States and Canada, hundreds of thousands of new winter coats have been distributed to children since program inception.

Featured Program Requirements

Councils are required to distribute a specific number of coats. The requirements for each coat type are different and outlined in the table below. Councils must distribute the amount of coats shown in one of the lines of the table. Shipping cost are not included in these numbers. Report activity using the *Coats for Kids Report Form (#10675)*.

| Type of Coat | Coats in One Case | Cases Required to Satisfy Program | Total Coats (Coats Per Case * Cases Req.) |
|---------------------|-------------------|-----------------------------------|---|
| Youth Coat | 12 | 6 | 72 |
| Canadian Youth Coat | 12 | 4 | 48 |
| Teen Coat | 12 | 4 | 48 |
| Light Coat | 24 | 4 | 96 |

Action Steps

1. Contact the state council to inquire about assisting in a Coats for Kids event or coordinating one in your community.
2. Coats can be purchased through Supplies Online, the supply ordering portal available on Officers Online in the United States and www.knightsgear.ca in Canada.
3. Prior to the Coats for Kids event, use the sample press release as a model to create and distribute a tailored release to local media.
4. Build public interest! Promote the Coats for Kids event in your parish and larger community through a variety of efforts:
 - o Prominently display promotional posters

- Bulletin announcements
 - Pulpit announcements
 - Posting on your council and parish website / social media pages
5. Invite the media to attend. (For publicity reasons, councils might also consider inviting local athletes, TV personnel, and the parish priest to the distribution, as well.)
 6. On the day of the event, wear Knights of Columbus-branded apparel and have the council membership director set up a table with brochures and membership documents (including *Prospect Cards #921A*). Do not forget that this event is a recruiting opportunity!
 7. Enlist a fellow Knight or community member to photograph the event.
 8. Following the Coats for Kids event, update the community on the success of your program by amending the sample press release and distributing it to local media, along with energizing photographs from the event.
 9. To gain credit for your program, complete the associated reporting forms and submit them to the Supreme Council Department of Fraternal Mission. Remember to retain copies for your council records.
 - Immediately after your event is finished, complete the *Coats for Kids Report Form #10675* and *Fraternal Programs Report Form #10784*.
 - At the end of the fraternal year, complete your *Columbian Award Application #SP-7*

Helping Hands –

Overview

The Helping Hands program is designed to recognize the important work many councils already do to care for the most disadvantaged members of our communities – the homeless, the addicted, the elderly who may feel isolated and abandoned, and many others. Through this program, councils will aid the needy through the activities they feel best suit their community, such as serving at or running a soup kitchen, repairing the facilities of a local service organization or something entirely unique. The requirements for this program are very broad in order to allow councils to serve their community in whatever way is most needed.

Required Program

A council must conduct this required program in the Community category to be eligible to receive the Columbian Award.

Action Steps

1. Contact leaders from local nonprofit organizations to discuss how the council and parish can best assist them in their work.
2. As a council, generate program ideas that would benefit those less fortunate in the community. Efforts could include:
 - As a parish, cook and/or serve food at no charge at a local soup kitchen or parish hall. (This could be a good family activity.)
 - As a council, assist in cleaning and repairing the facilities of a local nonprofit organization (i.e., fixing broken tables, painting walls).
 - Hold classes to teach trade skills (electrical, plumbing, carpentry, etc.).
 - Organize collection drives for specific supplies such as blankets, backpacks, toiletries, and clothing.
 - Raise money for a local soup kitchen, homeless shelter or other nonprofit organization through various events. Money could go toward the purchase of specific supplies and appliances, such as a new large freezer or dishwasher, or it could be donated in bulk.
3. Build public interest for the program! Promote your Helping Hands activities in your parish and larger community through a variety of efforts:

- Prominently display promotional posters (which can be ordered through Supplies Online)
 - Bulletin announcements
 - Pulpit announcements
 - Posting on your council and parish website / social media pages
4. Conduct your Helping Hands program.
 5. On the day of the event, wear Knights of Columbus-branded apparel and have the council membership director set up a table with brochures and membership documents (including ***Prospect Cards #921A***). Do not forget that this event is a recruiting opportunity!
 6. Enlist a fellow Knight or community member to photograph the event.
 7. To gain credit for your program, complete the associated reporting forms and submit them to the Supreme Council Department of Fraternal Mission. Remember to retain copies for your council records.
 - At the end of the fraternal year, complete the ***Fraternal Programs Report Form #10784***
 - At the end of the fraternal year, complete your ***Columbian Award Application #SP-7***

Please note:

- Participating in Helping Hands does not satisfy the programming requirements for the Food for Families program. The two activities are separate and cannot be double-counted.
- This program is intended to be broad reaching within your community and not specific to certain individuals. It should address the needs of whole groups.

Free Throw Competition

Overview

Since 1972, councils have sponsored the Knights of Columbus Free Throw Championship for boys and girls between the ages of 9 and 14 to provide an athletic outlet and encourage the values of sportsmanship and healthy competition. Kids compete within their own gender and age and progress from local level to district, regional and state/province competitions. This program is a great way to introduce the Knights of Columbus to the community and recruit faithful family men of service.

Action Steps

1. Order the ***Free Throw Kit #FT-KIT*** through Supplies Online, the supply ordering portal available on Officers Online.
2. Set a date, location and time for the Free Throw Championship. If required by venue, acquire insurance.
3. Contact schools and youth centers to explain and promote the program. Suggest that the schools or youth centers consider using this activity as part of their physical education classes.
4. Prior to the Free Throw Championship, use the sample press release as a model to create and distribute a tailored release to local media.
5. Build public interest for the event! Promote the Free Throw Championship in your parish and larger community through a variety of efforts:
 - Prominently display promotional posters (found in the ***Free Throw Kit #FT-KIT***)
 - Bulletin announcements
 - Pulpit announcements
 - Posting on your council and parish website / social media pages
6. Coordinate with the district and state/province leadership regarding date, time, and location of the next level of competition. On the day of the event, provide this information to the council-level winners.
7. Preregistration is recommended, but sometimes difficult to execute.

8. Hold the Free Throw Championship! Review the ***Free Throw Playbook (#1928)*** for guidelines, volunteer requirements, and other information.
9. On the day of the event, wear Knights of Columbus-branded apparel and have the council membership director set up a table with brochures and membership documents (including ***Prospect Cards #921A***). Do not forget that this event is a recruiting opportunity!
10. Enlist a fellow Knight or community member to photograph the event.
11. Following the Free Throw Championship, update the community on the success of your program by amending the Free Throw Championship sample announcement and distributing it to local media, along with energizing photographs from the event.
12. Send winning ***Free Throw Score Sheets (#1598)*** to the next level of competition.
13. To gain credit for your program, complete the associated reporting forms and submit them to the Supreme Council Department of Fraternal Mission. Remember to retain copies for your council records.
 - Immediately after your event is finished, complete the ***Free Throw Participation Report Form (#FT-1)*** and ***Fraternal Programs Report Form (#10784)***
 - At the end of the fraternal year, complete your ***Columbian Award Application (#SP-7)***