

GUIDELINES FOR SUBMISSION OF KNIGHT OF THE YEAR NOMINATION

ELIGIBILITY: Any member of any council in the jurisdiction provided that both the member and the council are “**in good standing**” and the member resides in the jurisdiction, except when the council is located near a jurisdiction boundary and the council membership consists of Brothers residing in both this and the adjacent jurisdiction. **STATE OFFICERS ARE NOT ELIGIBLE.**

DUE DATE: Using this form **only**. Your nomination must to be turned in to the STATE GENERAL PROGRAM DIRECTOR. This can be **anytime, but no later than** the March Quarterly Meeting.

FAMILY INFO: Enter the information in the appropriate spaces. If the nominee is a widower, enter such in the space provided for the wife. When entering the children’s names and ages, it may be appropriate to number them if they are mentioned in the body. In many cases, the nominee may not have children, if so indicate “no children”.

SELECTION AT COUNCIL: The method that local Councils utilize to select their State Family of the Year nominee is at the discretion of each Council. Factors to consider are; accomplishments, dedication, character and contributions of the nominee. The items to be covered are:

1. Nominee’s involvement in the Church
2. Nominee’s involvement in the Community
3. Nominee’s involvement in the Knights of Columbus
4. Explain why the nominee was chosen as the Knight of the Year in your Council and why he deserves the distinction of being named “State Knight of the Year.”

HELPFUL HINTS: The following steps are provided to assist you in preparing and submitting your Council's nominations for competition at the state level.

Begin by making a list of your nominee's contributions, accomplishments, involvement, and participation.

When satisfied that you have listed and categorized all of your nominee's contributions, etc., make a draft of each entry and make it as readable as possible by;

- a. Listing the contributions under each item or subtopic;
- b. Presenting the contributions under each item, using the space provided; use short, concise statements. Shorter is better in this instance. Long-winded, complex and/or rambling sentences tend to confuse the reader (scorer). The reader will score the entry on substance, not writing skill.
- c. When referring to the nominee use terms such as, "our nominee", "this nominee", "our Council". Use your imagination to come up with "generic" phrases.

When satisfied that your draft truthfully and fully represents the contributions of your nominee, TYPE (preferable) or PRINT the "Body" of the nomination on the forms provided.

- a. Use only one (1) side of the paper and **DO NOT** use Council Stationary.
- b. **DO NOT SIGN THE BODY!** The signature on the cover page is sufficient.

After the Body is completed, make photocopies of the nomination (include the cover page) for your Council files.

Staple the package together with one (1) staple in the upper left-hand corner.

Place your nomination in a 9"X12" envelope. Please, do not fold. Mark the outside of the envelope "KNIGHT OF THE YEAR NOMINATION"

It is suggested that you bring your nomination to the March Quarterly meeting of the STATE COUNCIL and turn it in to the STATE GENERAL PROGRAM DIRECTOR. This will save a lot of time

WHAT NOT TO DO:

1. Do **not** refer to the nominee, his family, or council by name or council number.
2. Do **not** refer to the nominee's pastor, church, congregation or any name that would identify or indicate who the nominee is, or where they live.
3. Do **not** use your own format, use the forms supplied in this booklet and only the space provided on the forms. If you use another format or other forms your submission may be disqualified.
4. Once you have made a statement or listed an accomplishment about the nominee, **do not** repeat the same information in another category. **EXAMPLE:** In item #3, do not repeat that the nominee has held elected and/or appointed positions within their council. That information is listed on the cover page.

STATE KNIGHT OF THE YEAR

SUBMITTED BY: _____ COUNCIL _____

NOMINEE DATA:

NAME: _____ AGE _____

ADDRESS: _____

TELEPHONE: _____

NOMINEE'S COUNCIL: _____

WIFE'S NAME: _____

NUMBER OF CHILDREN: _____

PARISH: _____

GRAND KNIGHT _____ DATE _____

SEE "GUIDELINES" FOR SUBMISSION OF KNIGHT OF THE YEAR NOMINATIONS FOR INSTRUCTIONS OF THE USE THIS FORM AND DETAILED INSTRUCTIONS ON HOW TO SUBMIT YOUR COUNCIL'S NOMINATION—INCLUDE THE REMAINDER OF THE FORMAT AND NOTE: DUE DATE.

KNIGHT OF THE YEAR

NUMBER OF YEARS IN KNIGHTS OF COLUMBUS: _____

NUMBER OF YEARS IN COUNCIL: _____

LIST ELECTED AND APPOINTED POSITIONS HELD IN KNIGHTS OF COLUMBUS:

_____	_____
_____	_____
_____	_____
_____	_____

LIST COMMITTEES CHAIRED BY NOMINEE:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

1. Nominee's service to his church:

2. Nominee's service to his family:

3. Nominee's service to his community:

4. Nominee's service to the Knights of Columbus:

5. Why was nominee chosen as your Knight of the Year: