

**Knights of Columbus
Fourth Degree
Virginia District
Assembly of the Year**

The Virginia District "Assembly of the Year Program" is a comprehensive series of requirements which, if completed, will enhance your Assembly's ability to recruit new members, communicate better with your current members, and increase the visibility of the Knights of Columbus in the Church and the community. It will also increase the efficiency of the administrative process of your Assembly by requiring all Assembly reports to be submitted to the District Master and the Supreme Council on time. The time period for consideration is the fraternal year from July 1 to June 30, and the Assembly's achievements during this time period.

Criteria for Assembly of the Year

The first requirement for consideration to receive the Assembly of the Year award is that all reports required during the fraternal year were submitted on a timely basis. This includes the following:

- Report of Officers Chosen
- Civic Award Application
- Annual Assembly Audit Report
- Annual Survey of Fraternal Activities
- Assembly of the Year form ***
- Sir Knight of the Year Nomination ***
- State Directory Information Report ***

*** denotes a Virginia District Form. All other forms are Supreme Council forms

Submission of the "To Be a Patriot Entry Form" (Form TBP-1) by April 30 will earn additional credit.

Additional consideration will be given based on the activities of the Assembly during the fraternal year. Areas of specific interest are as follows:

- Patriotic activities
- Color Corps activities
- Veterans, Wounded Warriors activities
- Church activities
- Social activities
- Membership and Recruitment activities
- Memorial activities
- Assembly communication (i.e., newsletters, web site)

There is no need to attach copies of the required reports provided that a copy has previously been provided to the District Master.

The following application is submitted for consideration in the selection of "Assembly of the Year" for the Virginia District, Calvert Province, Fourth Degree Knights of Columbus.

Assembly Name and Number: _____

Faithful Navigator: _____

Part One: Assembly Reports

Please indicate if each of the following mandatory reports were submitted in a timely manner:

Form Name	Form #	Due Date	Date Submitted
Annual Assembly Audit Report	Form 1315	July 20	
Annual Survey of Fraternal Activities	Form 1728	January 10	
Report of Officers Chosen	Form 186	June 15	
State Directory Information Report	VA Form 1	June 1	
Civic Award Application	Form 2321	June 15	
Sir Knight of the Year Nomination	VA Form 2	July 31	
Assembly of the Year	VA Form 3	July 31	

Did the Assembly submit an optional "To Be a Patriot Entry Form" (Form TBP-1) by the due date of April 30th for a specific significant activity conducted by the Assembly?

Date submitted: _____

Part Two: Assembly Activities:

In this section, please provide information for each category. **Activity descriptions should include a brief description of the activity, the date it was conducted, how many people participated and any other information you want to include.** You should provide information for every activity you conducted in each category. You should include all of the activities you conducted in each category and use as much room as you want. If you did not have any activities in a specific category, just leave that section blank. Additional pages are permitted.

Patriotic activities

Color Corps activities (in this section, you should advise how many Color Corps members have been certified)

Veterans, Wounded Warriors activities

Church activities

Social activities

Membership and Recruitment activities and New member recruitment

(Membership Drives including Council visits, open houses, etc.) (Number of new Sir Knights this fraternal year) (Renewal of Obligations ceremony conducted).

Memorial Activities (include memorial services, Chalice ceremony, etc)

Assembly communication (i.e., newsletters, web site)

Other categories not already considered

This completes all of the information required for consideration as the Assembly of the Year.

Submitted by: _____

Date: _____

Submit this form and any attachments no later than July 31st:

Isaias "Cy" Alba, PSD, District Master
9310 Brian Run Lane
Springfield, VA. 22153-1339

Or via e-mail to Master@vakofc.org