



# Knights of Columbus

## Georgia State Council

### **Preparing A Program Award Entry**

Many Councils in the Jurisdiction of Georgia conduct outstanding programs annually. While winning an award isn't the reason for conducting such a program, public recognition benefits the State, the Council and our Order. Bear in mind that many International Award winners eventually became full programs sponsored by the Supreme Council.

The first step in gaining recognition for your Council's program efforts is submitting a detailed record of the program. Below are some tips from the State Program Chairman including must-have items, nice-to-have items, pitfalls, and outright disqualifiers for an entry.

### **MUST-HAVE ITEMS**

- A completed program award submission form issued by Supreme and found on the KofC website.  
<https://files.kofc.org/download/assets/State+Council+Program+Awards+Entry+Form/a6a2e85e998911f095cddef6cbe94e30> (link updated March 22, 2026)
- Names of the GK and Council Program Chairman.
- Name of the program.
- Council number.
- Contact information.
- A short—no more than 150 words—description of the activity.
- Signatures of appropriate officers.
- Number of Knight participants.
- Percentage of total membership participating.
- Timely submission to the State Program Chairman. By the posted DEADLINE, April 1, 2026.

### **NICE-TO-HAVE ITEMS**

- Color photographs showing the Council members at work and non-Knights participating in the event (for example, Free Throw, Soccer Challenges) or benefitting from the event (such as Coats for Kids, Feeding the Hungry).
- Use captions to describe who's-who in the photographs.
- Detailed description of the event.
  - Include number and names of participants.
  - Reason for the program.
  - Cost of the program if applicable.
  - How did you advertise the program.
  - Hours of planning, implementation, and clean-up after the program.
  - What is unique. For example, if it is a pancake breakfast, that's a usual program. If it is a pancake breakfast to raise money to support a disabled veteran, that's a unique event.
  - Please describe the event clearly and PROOFREAD your submission.
  - Public media stories about the event, i.e., local newspaper coverage, community bulletin boards, church bulletins. Include copies of the stories in your submission.



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- Thank you notes from your Pastor in the case of a Church event, community groups for a community event, etc., which can be a very powerful addition to your submission.

### **SUBMISSION GUIDELINES**

Use a simple binder. Put the Supreme submission form in the very front. If you can produce the submission in color, it will stand out. **DO NOT INCLUDE DVDs OR ANY FORM OF VIDEO, AUDIO RECORDINGS.** Send them so they are received by the State Program Director by April 1, 2026.

Note, the highest number of submissions comes in the Community category. Look at programs in Faith, Family, and Life, it would be nice to beef up submissions in these categories too. You may submit a single program for multiple categories. If you submit a single program for multiple categories, have a binder for each category. There is no limit to how many submissions a Council sends. We ask for a minimum of 1 submission from every Council, but if you want to submit 10 or more, please do.

### **PITFALLS**

- Submitting a program without participants, description of participants or pictures of participants. For example, a Youth event without any pictures of the children, a community event with just the pictures of Council members.
- Not identifying the photograph's content with captions. Poor documentation and no photographs.
- Selecting the wrong category. For example, a Council event like a 50th celebration of the Council submitted in the Youth category because families were invited. Consider your category submission following the Supreme published guidelines.

Please do not handicap your submission from the start!

### **DISQUALIFIERS (ABSOLUTE)**

- Audio, video recordings.
- Incomplete or missing submission form.
- Late arrival of submission, i.e., after completion of the judging.

Councils may submit their packages at any time between now and April 1, 2026.

### **SUBMISSION TO STATE PROGRAM DIRECTOR**

All program entries must be received by the State Program Director before midnight April 1, 2026.

Send 1 original of the form and any additional information to:

**Rich Parcels, SPD**  
**760 Tynsdale Drive**  
**Douglasville, GA 30134**

Or email it to: [program.dir@gakofc.org](mailto:program.dir@gakofc.org)

**DO NOT SEND THE ORIGINAL OR COPIES TO THE STATE DEPUTY. THIS WILL JUST SLOW DOWN THE PROCESS.**



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