



SURGE WITH SERVICE PROGRAM

The following guidelines are for the operation of the Surge with Service Program for the 2010-2011 Columbian Year.

A. BACKGROUND INFORMATION.

The State Service Program is aimed at establishing the Knights of Columbus as a Catholic, Family and Fraternal service organization. The principles of the State Program are outlined in the “Surge with Service” booklet that is supplied to all Councils.

B. SERVICE PROGRAM.

1. The program is administered at the State Level by a State Program Director and a Director for each category: Church, Community, Council, Family Life, **Pro-Life** and Youth. Each Director will be responsible for corresponding with all Councils and suggesting new and effective programs in his particular activity. Each Director will be submitting monthly newsletters during the year and to assist any Grand Knight or Program Director whenever needed.
2. The State Program has no compulsory activities. Councils are free to choose the areas of involvement most needed or desired for themselves.
3. Effective dates of the State Program for the State Awards at our Annual Convention will be from March 1, 2010 to March 1, 2011. Supreme’s Program runs from July 1, 2010 to June 30, 2011.
4. The Councils in the State are divided into either Division “A” with 101 members or more or Division “B” with up to 100 members as determined by Supreme as of July 1, 2010.
5. Awards to the winning Councils in each Division will be presented at the 2011 State Convention.
6. Councils should submit at least 24 reports with four in each category of Church, Community, Council, Family Life, **Pro-Life** and Youth. Outstanding projects or activities in each category will be considered for an award.

REPORTS

7. The report forms will be the same redi-set forms in four parts designed to account for the following:
 - a. Council Name, Number and Location. Please indicate whether Division A or Division B at the top of the form.
 - b. Identify the category of involvement, whether Church, Community, Council, Family Life, **Pro-Life** or Youth. Be sure to mark only one category. Ask yourself **WHO** benefits from this activity.
 - c. Total number of persons participating.
 - d. Total number of Knights participating.
 - e. Total number of project man-hours.
 - f. A complete, detailed description of the activity giving as much information and facts as possible which answers the 5 W's – Who, What, Where, When, and Why in your summary.
 - g. District Deputies should comment on all known facts about the activity and check to make sure the right category is listed. He should then forward two copies of the report to the State Program Director.
 - h. If electronic copies are prepared and used make sure that the minimum of four copies of each report is prepared with three copies being forwarded to the District Deputy.
8. All copies of the report form should be legible. Each Council should submit the white original, the yellow and the pink copy to their assigned District Deputy. The gold copy is to be retained for Council files. The District Deputy should forward the white and yellow forms to the State Program Director who then forwards the original to the appropriate State Activity Director. An additional copy is requested to be sent to the State Publicity Director to include in his potential articles.
9. Only one activity should be reported on each form. It is very important that activities be carefully identified. Projects sometimes inter-relate to more than one category. Director handbooks in most cases can help properly classify the activity. Again, ask yourself who benefits.
10. All reports should be submitted as soon as possible after the activity. The guideline should be within thirty (30) days of the activity. No reports will be considered for an award if they are received after March 1, 2011 by the State Program Director or his designee.

11. Reports that are submitted after the 30-day reporting limit will be counted in the Council total of reports, but may not be considered for Supreme Awards. Exceptions include multi-blood drives, weekly beans, monthly/weekly projects, or any ongoing project should be reported only once a year. These activities may be completed and reported at the end of the year but no later than March 1, 2011.

AWARDS

12. A certificate of Appreciation shall be made to all Councils in each of the following areas: (a) Four Reports in each Category; (b) Blood Donors Program; (c) Pro-Life Program; and (d) Tootsie Roll Program for People with Disabilities.
13. An Award from Supreme will be made for the State's Outstanding Activity in each Category of the Surge Program.
14. Two awards will be presented to the Councils in Division 'A' and in Division 'B' that have carried out an Outstanding Surge Program.
15. The 'Ron Cote Memorial Award' will be presented to the Council that has carried out the Most Unique Project.
16. A 'Yearbook Award' will be presented to one council in each Division. The Council Activities Director will send out instructions for this award.
6. "Family of the Year" will be awarded at the State Convention. The Family Life Activities Director will send out instructions for this award.