

Grand Knights and Council Program Directors are invited to submit the programs conducted by their council for consideration for one of the State Program Awards that are awarded at the annual State Convention. This is an opportunity for your council to market what your council does in service to the Faith, Community, Family and Life. The councils' programs are not judged on the number of the activities conducted by the councils but by the benefits provided and the quality of the program write-ups. When submitting a program, keep in mind that you are marketing what your council does.

Required Application

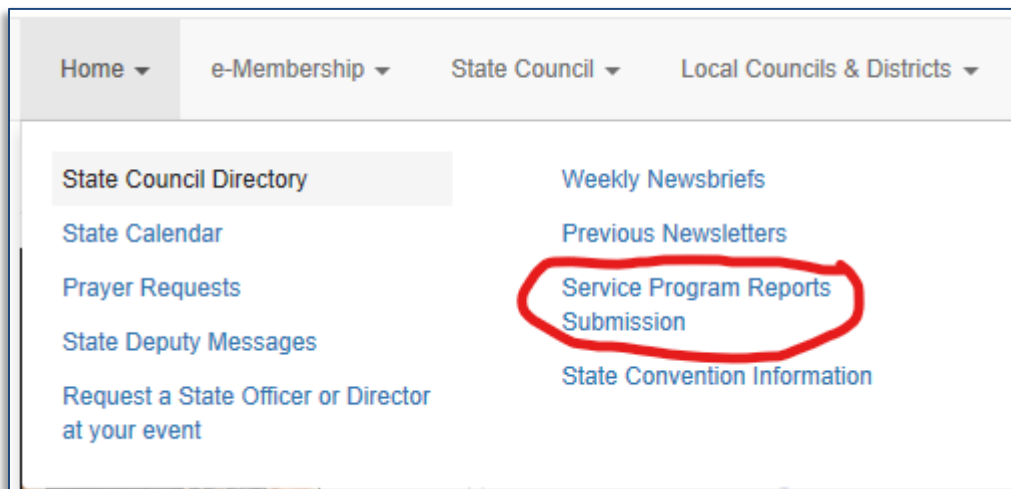
The State Program Award Submittal form is located on the New Hampshire State Council web page.

Deadline for Award Submittals:

The council programs need to be submitted by March 15th of the fraternal year. This deadline allows for the time for processing the submittals for the different program categories for judging.

Access to the State Program Award Submittal Form

The State Program Award Submittal form can be accessed from the NH State Council home page under the Programming menu.



Completing the State Program Award Submittal Form

After launching the submission form from the Programming menu, complete each of the fields. Fields marked with an (*) are required fields.

State Program Award Form

Submitter's Email (*)

Category (Mark One) (*)

Community
 Faith
 Family
 Life

Select Council Number (*)

Total Council Members (*)

Project Title (*) **Date Project Conducted**

Enter the title of the project

Next >

Click on the Next button to navigate to the Participation section. If the required fields are not completed, the required fields will be marked in red. These fields require completion.

Complete all of the fields in the Participation section. The Total Participants and Total Volunteer Horus fields are calculated fields.

State Program Award Form

Members (*)	Non-Members (*)	Total Participants
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
Number of members who participated.	Number of non-members who participated.	Calculated Field
Hours (*)		Total Volunteer Hours
<input type="text"/>		<input type="text" value="0.00"/>
Enter the number of hours spent planning and conducting the project.		This value is calculated.
Planning Cost (*)	Planning Time (*)	Members Recruited (*)
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
		Donations
		<input type="text" value="0"/>

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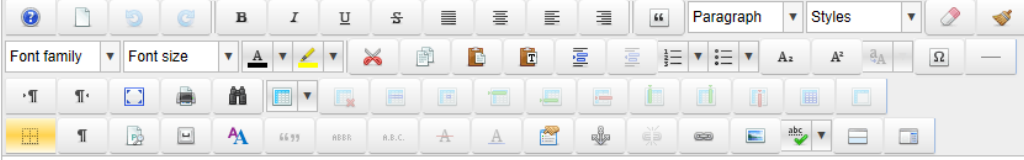
Click on the Next button to navigate to Purpose and goals of the program section.

State Program Award Form

Describe project in detail. Supplementary material may be submitted along with the nomination. accompanying materials can include letters, testimonials, news clippings, photographs, pamphlets, etc. Do not submit tapes, videocassettes, dvd's, display materials, films, etc., as they will not be considered in judging the nomination.

Purpose & goals of the program (*)

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Briefly describe the purpose and goals of the program. This section must be completed.

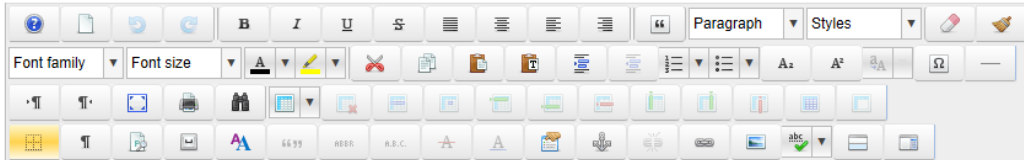
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Click on the Next button to navigate to the Whom does this project benefit? section.

State Program Award Form

Whom does this project benefit (*)

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Describe who benefitted by this program

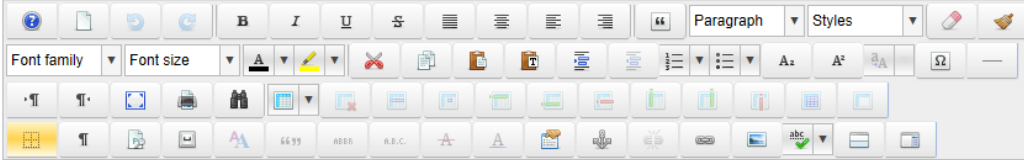
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Click on the Next button to navigate to the What problems or need did this project resolve? section.

State Program Award Form

What problems or need did this project resolve? (*)

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Describe the need of this project.

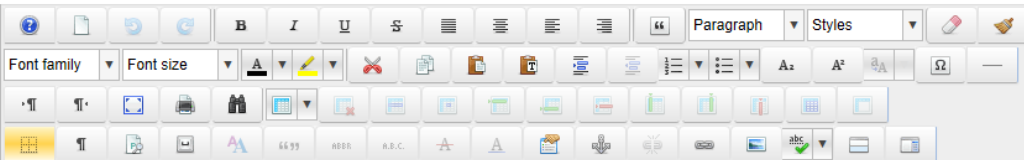
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Click on the Next button to navigate to the Why did the council select this project? section.

State Program Award Form

Why did the council select this project? (*)

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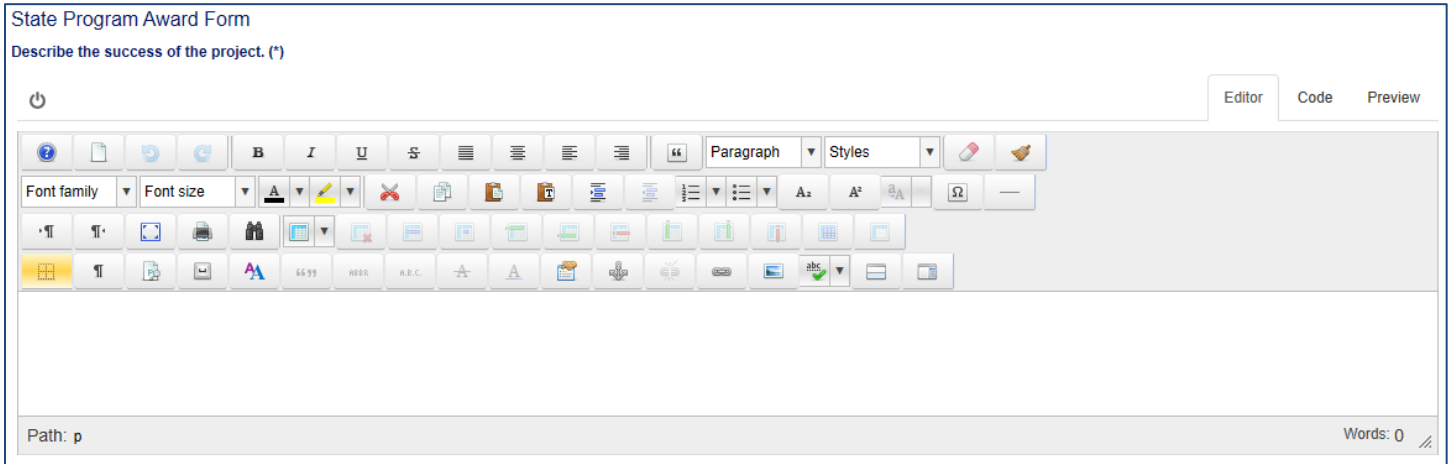


Path: p Words: 0

Describe why the council selected to do this project.

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Click on the Next button to navigate to the Why did the council select this project? section.

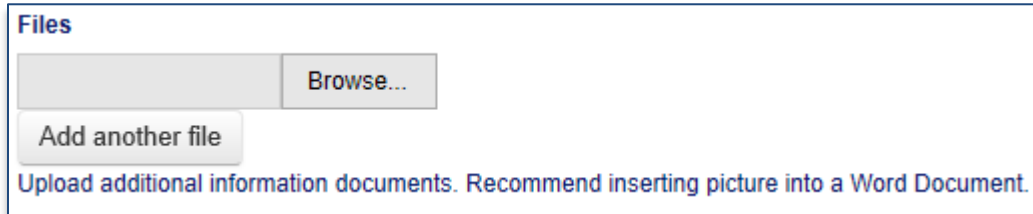


The screenshot shows a web-based form editor titled "State Program Award Form". The main instruction is "Describe the success of the project. (*)". The editor includes a toolbar with various text and image manipulation tools, a "Paragraph" dropdown menu, and "Editor", "Code", and "Preview" tabs. At the bottom, it shows "Path: p" and "Words: 0".

Attaching Files:

There are two file upload buttons. Assemble the pictures, flyers, newspaper articles, etc., that support your project. If all possible scan the attachments and insert into a Word document with captions that describe the attachments (Word Attachment Template is provided on the State Council Programming page).

In naming the file, avoid using characters (% , #, &), and use a short file name. The file will be linked to the submittal record.



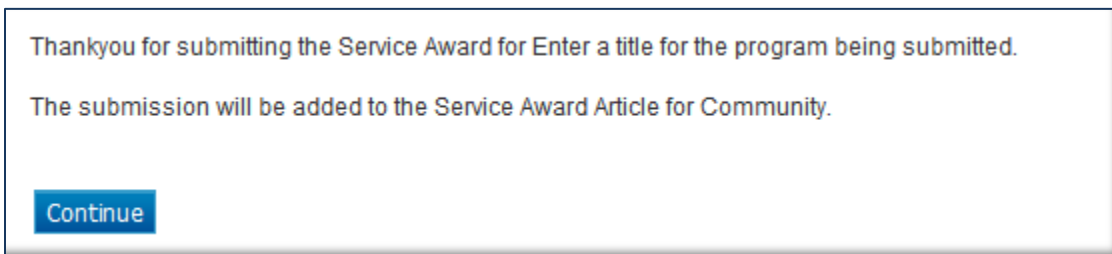
The screenshot shows a "Files" section with a "Browse..." button, an "Add another file" button, and a blue link that says "Upload additional information documents. Recommend inserting picture into a Word Document."

Multiple files can be posted by clicking on the Add another file button.

Submitting the Program:

After you have completed all of the fields in the form, the last step is to submit. Click on the Submit button.

After you submit the program, you will receive a confirmation screen, and a confirmation email.



The screenshot shows a confirmation screen with the text: "Thankyou for submitting the Service Award for Enter a title for the program being submitted." and "The submission will be added to the Service Award Article for Community." Below the text is a blue "Continue" button.

Click on the Continue button to submit another program.

Service Award Voting Criteria

- ✓ Who benefited from this program/project?
- ✓ What was the benefit to the recipients?
- ✓ How many hours were expended in planning this program/project and how many members were involved?
Council/non-council members
- ✓ Is this program repeatable from year to year & could other councils adopt this program/project?
- ✓ How many hours and how many members were required to complete this program/project?
- ✓ What was the criteria used to determine if this program/project was successful?
- ✓ What did the council do to recognize the members who participated?
- ✓ What are the future plans for this program/project and are there changes recommended?
- ✓ Pictures, mostly of the work being done, not just a group photo at the end!!