

## **Council Event Description**

**Event Title:** Catholic Citizenship Essay Contest

**Event Objective:** Encourage Catholic youth, grades 9 to 12, at Austin Catholic High School to become citizens grounded in their faith through creative writing and provide council awareness within the parish.

**Event Budget:** \$640

**Manpower requirements:** as needed

**Sign up genius format:** n/a

**Schedule:** See attached action items.

**Facility requirements:** none

**Equipment requirements:** computer with access to the internet and with a printer

**Dress requirements:** Council shirts, name tags at award presentation

**Duties:** see following link -

<http://www.kofc.org/en/programs/community/catholic-citizenship-essay-contest>.

### **Chairman Role and Responsibilities**

- Contact Supreme via website to identify the current theme.
- Contact the K of C Michigan Youth Activities Director for the submission deadline.
- Contact principal at Austin Catholic High School for permission to conduct the program.
- Set a date with Austin Catholic High School to collect all essays.
- Deliver program materials to Austin Catholic High School.
- Collect completed essays from Austin Catholic High School on agreed upon date.
- Assemble a team of three or more judges.
- Forward winning first and second essays from each grade level to the K of C Michigan Youth Activities Director for the next level of competition by the deadline date.

## Council Event Description

- Submit Citizenship Essay Participation Form (#4216) to Supreme, District Deputy, and council Grand Knight by January 31.
- Schedule with Austin Catholic High School for presentation of awards to winners. Take pictures and prepare final report.

**Coordinate with:** Austin Catholic High School principal and counselor

**Promotion:** Posters provided by Supreme in program materials kit

**Other information:** See attached action item list guideline. Scope may be changed at the discretion of the event chairman.

Event Final Report:

Date:

Number participants:

Number of awards presented:

Total Cost:

Cost per Serving: n/a

Total man-hours expended:

Total money raised: n/a

Dollars raised per man-hour: n/a

Summary report:

What went right:

What can be improved on:

## Council Event Description

### Special recognitions: Winners that advanced beyond parish: Action Items Guideline

1. Have the Financial Secretary order the *Catholic Citizenship Essay Kit (#EA-KIT)* through Supplies Online, the supply ordering portal available on Officers Online.
2. Deliver the program materials to Austin Catholic High School.
3. Ensure that all essays are collected by the pre-determined date.
4. Assemble a team of three or more judges (consisting of clergy, teachers, and other respected members of the Catholic community) to select winning submissions.
5. Make a formal presentation of winners and invite the media to attend! On the day of the presentation, be sure to wear Knights of Columbus-branded apparel and enlist a fellow Knight or community member to photograph the event.
6. Send winning essays to the next highest level for judging. Contact your district deputy to learn where the winning essays should be mailed.
7. Following the Catholic Citizenship Essay Contest, update the community on the success of your program by amending the Catholic Citizenship Essay sample announcement and distributing it to local media, along with energizing photographs from the event.
8. To gain credit for your program, complete the associated reporting forms and submit them to the Supreme Council Department of Fraternal Mission. Remember to retain copies for your council records.
  - o Immediately after your event is finished, complete the *Essay Contest Participation Form (#4216)* and *Fraternal Programs Report Form (#10784)*.
  - o At the end of the fraternal year, complete your *Columbian Award Application (#SP-7)*

SUGGESTED TIMETABLE Check with your jurisdiction (State Council) Youth Activities State Director for specific dates in your area.

- July/August: Councils and assemblies order Catholic essay Contest Kits through supplies online, which can be accessed in the officers Portal, and contact Austin Catholic High School to obtain for permission to conduct the contest at their school. At this time, the due date and means of recognizing winners should be determined.
- September: students write essay.
- October: Judges review essay for council level.
- December: Jurisdiction (State Council) judging. Essays due to the State Youth Activities Director by the State Council deadline date. (Essays will be sent by the State Council to the Supreme Council for international judging by December 31.)

## Council Event Description

Jurisdiction winners should be recognized at the jurisdiction convention or another jurisdiction event.

- February: international essay Contest winners announced by the Supreme Council office.

### K OF C CATHOLIC CITIZENSHIP ESSAY CONTEST

#### Guidelines

Essays must reflect the assigned theme and topic, and be submitted by the published deadline.

- Essays must be the student's original work.
- Essays must be typed on 8 1/2" X 11" paper, one sided, double spaced, with one-inch margins.
- Essays must be between 500 and 750 words long.
- The student's name should appear only on the official Knights of Columbus Essay Contest entry form which should be stapled to the essay.
- All entries become the property of the Knights of Columbus and will not be returned.

#### Judging

Judges will be selected by the sponsoring Knights of Columbus council, assembly or circle. Council, assembly members, clergy, civic officials and/or members of the community may serve as judges.

Essays will be judged on a 100-point scoring system:

35 points: Content — How clearly is the theme presented?

30 points: Grammar — How well is the essay written with respect to sentence structure, paragraph construction and spelling?

35 points: Style — Does the essay show creativity, imagination and development of the topic in a compelling style?

#### Sponsoring Organization

The Knights of Columbus Essay Contest is sponsored by the Knights of Columbus. The official responsible for the contest is the grand knight of the sponsoring council, or faithful navigator of the sponsoring assembly.

**Awards** Certificates will be awarded for first, second and third place winners, and certificates of participation for all entrants.

**\*\*\* Due Date: Completed essays must be returned to the council by October in order to meet the deadlines set by the Supreme Council. This change is the result of a program change at levels higher than the council. \*\*\***