

Council Event Description

Event Title: KnightLetter Editor/Publisher

Event Objective: Publish a council newsletter to keep Brothers informed about council activities

Event Budget: Copies (5x\$.12x 10=\$7) and postage (5x\$.50x10=\$25) or \$35 per year. Note: Assumes distribution via email with 10 copies by post office delivery.

Manpower requirements: 5x10 hours per edition or 50 man-hours per year.

Sign up genius format: n/a

Schedule: Bi-Monthly(Sept, Nov, Jan, Mar, May)

Facility requirements: n/a

Equipment requirements: Computer and printer with Word application

Dress requirements: n/a

Duties: Based on input from the GK, event coordinators, officers, and fellow Brothers, publish a council newsletter based on past and ongoing activities within the council. The letter usually contains a letter from the GK, a list of upcoming events, a list of birthdays and anniversaries (obtained from treasurer), a note from Insurance agent, report and pictures from recent events, and any other tidbits. Prepare an annual report due at the June meeting. Keep record copies of all publications. Send hardcopies to Brothers without email.

Coordinate with: GK

Promotion: Request to members for pictures, articles and any pertinent topics.

Other information: Knightletters must be reviewed by the GK prior to distribution. Knightletters must use the standard template provided. Knightletters must be sent to: Kolbicz, Gary, Columbian Publication Editor, Mobile (586) 939-3886, Work Fax (586) 883-9473, Home g.kolbicz@mikofc.org

Council Event Description

Event Final Report: Knightletter

Date:

Number of editions published:

Number of awards presented: n/a

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:

Special recognitions: