

REQUIREMENTS AND RECOMMENDATIONS FOR THE PREPARATION OF THE 2024 CONVENTION REPORTS

Brothers,

In this page of our website, you will find the Activity and Informational Reports that you will need to complete to compete for Awards.

These awards can be grouped by basis of the competition:

- I. **Council Size Competition:** the determining information is the membership of the Council as of 4/1/2023:
 - a. FSC04101 - Life Activities Report 2023-2024
 - b. FSC04103 - Faith Activities Report 2023-2024
 - c. FSC04104 - Community Activities Report 2023-2024
 - d. FSC04108 - Family Activities Report 2023-2024
 - e. FSC04112 - Publicity Activities Report 2023-2024
 - f. FSC04120 - Vocations Support Report 2023-2024

- II. **Diocesan Competition:**
 - a. FSC05101 - Altar Server of the Year Award (7-12)2023-2024
 - b. FSC05102 - Altar Server of the Year Award (13-18)2023-2024

- III. **State-Wide Competition:**
 - a. FSC05111 Knight of the Year Award 2023-2024

- IV. **State-Wide and International Competition:**
 - a. Family of the Year Award 2023-2024
 - b. Chaplain of the Year Award 2023-2024
 - c. Council Service Program Award Categories
 - Community
 - Faith
 - Family
 - Life

Listed below are requirements and some recommendations. Please follow them carefully.

REQUIREMENTS

1. All award applications are due April 7, 2024, disregard instructions on the State-wide and International Competition forms.
2. Councils must be current in their obligations (money and reports) with the Supreme Council and with the Florida State Council.
3. Councils must be Safe Environment Compliant by March 31, 2024. We will endeavor to update the information on Compliant Councils as frequently as the information is available.
4. Council representatives must use a computer to complete these forms. **If you print the forms and complete them by hand, the reports will not be accepted.**
5. All Report Forms have “**Required**” fields; if these fields are not completed, they will make the “SUBMIT” button malfunction. Reports submitted without the “Required” fields will not be accepted.
6. Reports submitted after the deadline (midnight, April 7, 2024) will be stamped “**LATE**” and **will not be accepted; therefore, do not procrastinate. Do not leave the reports for the last moment!**
7. The **Publicity Activities Report (FSC04112)** requires that you submit copies of **three specific newsletters**; please attach them to the email that is forwarding the Report Form, **do not** send them separately.
8. State-Wide International Competition in Council Service Program Award, **submit only one Program per Category.**
9. **Send the FSC Award Applications to the Directors designated in the Instructions to each Form.**
10. **Send the State-wide and International Forms to the following email addresses:**
 - **Community:**
 - **statecommunitydir@floridakofc.org;**
 - **stateprogramsdir@floridakofc.org;**
 - **reports@floridakofc.org.**
 - **Faith:**
 - **statefaithdir@floridakofc.org;**
 - **stateprogramsdir@floridakofc.org;**
 - **reports@floridakofc.org.**
 - **Family:**
 - **statefamilydir@floridakofc.org;**
 - **stateprogramsdir@floridakofc.org;**
 - **reports@floridakofc.org.**

- **Life:**
 - **statelifedir@floridakofc.org;**
stateprogramsdir@floridakofc.org;
reports@floridakofc.org.
- **Family of the Year:**
 - **statefamilydir@floridakofc.org;**
stateprogramsdir@floridakofc.org;
reports@floridakofc.org.
- **Chaplain of the Year**
 - **stateprogramsdir@floridakofc.org;**
reports@floridakofc.org.

DO NOT SEND APPLICATIONS TO THE STATE DEPUTY.

RECOMMENDATIONS

1. You **must** download the Report Form to your computer before you begin to complete the form.
2. When you download the form, you should save it as recommended on the last page of the form.
3. **Do not** attempt to complete the form on your phone, the form has not been optimized for completion on the telephone.
4. Read the entire report form before starting to fill the form.
5. As you complete the form, save the form often to avoid losing the work performed.
6. Prior to entering information on any field, move the mouse pointer

over the field to see the instructions for the specific field, then do as advised.

7. **Do not** attempt to overwrite the fields “**Membership on 4/1/2022**” or “**Division**” as it will make the form malfunction.

RECOGNITION FOR WHEELCHAIRS AND PREGNANCY CENTERS SUPPORT

The following threshold levels have been established for the recognition of moneys raised and/or donated to the above listed programs:

<u>Award Level</u>	<u>Amount</u>
Platinum	\$15,000
Gold	\$ 7,500
Silver	\$ 3,750
Bronze	\$ 2,000
Supporting	\$ 1,000

Vivat Jesus!

Kris Elliott
State General Program Director