

The goal of every Council should be the Star Council Award, and one of its components is the Columbian Award which demonstrates excellence in service programs and charitable outreach. Every functioning council should be able to fulfill this program requirement for the Columbian Award with some thoughtful planning!

The items required for the Columbian Award are as follows:

Item	Timeline	Description	VISIT: http://www.kofc.org/forms
1	Due 08/01/2018	File the Service Program Personnel Report – Form 365	
2	Due 01/31/2019	File the Annual Survey of Fraternal Activity – Form 1728	
3	Due 6/30/2019	File the Columbian Award – Form SP-7 (FILE EARLY!)	
4	Throughout the Year	Remain in Good Standing with Supreme Council Assessments	

Most importantly, there are three additional requirements for the Columbian Award which are explained further in the [Faith in Action Guidebook \(Form 10590\)](#):

Item	Timeline	Description
5	Within 30 days of Notice AND BEFORE MAY 1	Fully comply with SAFE ENVIRONMENT requirements including prompt training for the Grand Knight and Program Director, as well as prompt training and background checks for the Family Director and Community Director. (2 separate persons must have background cks) Training is by: Praesidium Armatus (Login here), (Details)
6	Anytime	Conduct FOUR MANDATORY programs: Faith: Spiritual Reflection (Guide) , Family: Consecration to the Holy Family (Guide) , Community: Helping Hands (Guide) , and Life: Novena for Life (Guide)
7	Anytime	Conduct a total of FOUR MAJOR PROGRAMS in EACH of the Service Program categories: FAITH, FAMILY, COMMUNITY, and LIFE. (16 programs in all.) (One Mandatory pgm and 3 other Major pgms in EACH category.) Report each pgm appropriately on Form 10784 or other specific form. (Only one category per pgm. Only one pgm per form.)

Further details: [Faith in Action Guidebook \(Form 10590\)](#). **Visit: www.kofc.org/faithinaction**

PLEASE NOTE: A **newly-developed** [Program Report Form \(Form 10784\)](#) ([Instructions](#)) must be submitted for each program (copy to fraternalmission@kofc.org, forms@njkofc.org, and the DD), especially if claimed for credit on the **newly-designed Columbian Award Application (Form SP-7) (Announcement)**, unless there is a dedicated form for that program such as Featured Programs, Free Throw, Soccer Challenge, Essay Contest, or Poster Contest, etc. **Also, note: These programs MUST be tangible council programs that engage the membership base, enhance faith and spirituality, and strengthen family life within the parish.** **Not eligible** are items such as: Eucharistic minister, lector, ushers, choir, coaching, school board volunteering, donations (monetary & goods), scholarships, sponsoring of trips and teams, etc.



SAFE ENVIRONMENT REQUIREMENT

<http://www.kofc.org/safe>

Full compliance of the following key personnel is required:

Grand Knight – Prompt Training

Program Director – Prompt Training

Family Director - Prompt Training and Background Check

Community Director - Prompt Training and Background Check

The Safe Environment Program safeguards children and other vulnerable persons, assures members and their families that we maintain a safe environment, protects members from awkward situations, misunderstandings, and appearances of impropriety, builds trust with arch/dioceses and parishes, and protects the good name of the Knights of Columbus.

By submitting the name of the Grand Knight on the Report of Officers Chosen (Form 185), and the names of the Grand Knight's appointees to the above positions on the Service Program Personnel Report (Form 365), this triggers the sending of an e-mail from the Armatus Administrator (armatusadmin@praesidiuminc.com) advising the recipient that as a fraternal leader in the Knights of Columbus, he is required to take several modules of training for the Safe Environment Program which is delivered electronically by Praesidium's Armatus online training program. The modules include:

For first-time training: “Meet Sam”, “Duty to Report” and “K of C Safe Environment Policies”

For refresher training, “Abuse Prevention Refresher”

Also, if needed, a confidential Criminal Background Check request.

The training notice e-mail contains specific instructions that are easy to follow allowing the user to login and take the training modules. Logins are unique to the recipient and must not be shared. Technical difficulties, if any, can be resolved through the Praesidium Support Hotline at 1-800-743-6354 Monday to Friday 9am to 5pm or via e-mail:

support@praesidiuminc.com. Each recipient has 30 days to complete all of the training modules, otherwise the Brother Knight is removed from the position by the Supreme Council, and the name reporting process on Forms 185 and/or 365 must be started again. Please be sure that the Grand Knight and his appointees check their e-mail “spam” folder in case the important Praesidium's Armatus e-mail is erroneously flagged as “spam” by their e-mail provider.