

INSTRUCTIONS FOR THE PREPARATION OF THE 2025 CONVENTION REPORTS

These are the requirements for completing the International and State-Wide Awards.

- I. **State-Wide Programs Awards given in accordance with Council Size (as determined by membership numbers as of April 1, 2024):** Division 1 – members below 75; Division 2 – members 76 - 150; and, Division 3 – members above 150.
 - a. FSC04101 - Life Activities Report 2024-2025
 - b. FSC04103 - Faith Activities Report 2024-2025
 - c. FSC04104 - Community Activities Report 2024-2025
 - d. FSC04108 - Family Activities Report 2024-2025
 - e. FSC04112 - Publicity Activities Report 2024-2025
 - f. FSC04120 - Vocations Support Report 2024-2025
- II. **Diocesan Competition:**
 - a. FSC05101 - Altar Server of the Year Award (7-12) 2024-2025
 - b. FSC05102 - Altar Server of the Year Award (13-18) 2024-2025
- III. **State-Wide Competition:**
 - a. FSC05111 Knight of the Year Award 2024-2025
- IV. **State-Wide/International Competition:**
 - a. Family of the Year Award 2024-2025
 - b. Chaplain of the Year Award 2024-2025
 - c. Council Service Program Award Categories 2024-2025
 - Community
 - Faith
 - Family
 - Life

REQUIREMENTS

1. All award applications are due April 7, 2025.
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, 2025. 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, 2025) **will not be accepted. 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. For FSC and State-wide/International Competition in Council Service Programs and Activities Awards, **submit only one Program per Category**, a second or third application for the same category will not be evaluated.
9. **Send the FSC Award Applications to the Directors designated in the Instructions to each Form.**
10. **Send the State-wide/International Forms to the following email addresses:**
 - **Family of the Year:**
 - **statefamilydir@floridakofc.org;**
 - stateprogramsdir@floridakofc.org;**
 - reports@floridakofc.org.**

- Chaplain of the Year
 - stateprogramsdir@floridakofc.org;
reports@floridakofc.org.

Council Service Program Awards

- 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.

DO NOT SEND ANY APPLICATIONS TO THE STATE DEPUTY!

RECOMMENDATIONS

1. Download the Report Form to your computer before you begin to complete the form.
2. Save the form (for FSC forms, save it as recommended in the text box 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 a mobile device.
4. Read the entire form before starting to fill the form.
5. Save the form often to avoid losing the work performed.

RECOGNITION FOR WHEELCHAIRS AND PREGNANCY RESOURCE CENTERS SUPPORT

The following minimum threshold levels have been established for the recognition of moneys donated to the Wheelchair and PRC programs:

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

Good luck and
Vivat Jesus!

Kris Elliott
State General Program Director