



GUIDELINES FOR SUBMISSION OF FAMILY OF THE YEAR NOMINATIONS

ELIGIBILITY: Any member of any council in the jurisdiction provided that both the member and the council are “in good standing” and the member resides in the jurisdiction, except when the council is located near a jurisdiction boundary and the council membership consists of Brothers residing in both this and the adjacent jurisdiction. **ELECTED STATE OFFICERS ARE NOT ELIGIBLE.**

DUE DATE: All nominations should be sent to the Illinois State Council by **April 30.**

FAMILY INFO: Enter the information in the appropriate spaces. If the nominee is a widower, enter such in the space provided for the wife. When entering the children’s names and ages, it may be appropriate to number them if they are mentioned in the body. In many cases, the nominee may not have children, if so indicate “no children”.

SELECTION AT COUNCIL: The method that local Councils utilize to select their State Family of the Year nominee is at the discretion of each Council. Factors to consider are; accomplishments, dedication, character and contributions of the nominee. The items to be covered are:

1. Nominee’s family involvement in the Church
2. Nominee’s family involvement in the Community
3. Nominee’s family involvement in the Knights of Columbus
4. Explain why the nominee and his family was chosen as the Family of the Year in your Council and why they deserve the distinction of being named “State Family of the Year.”

HELPFUL HINTS: The following steps are provided to assist you in preparing and submitting your Council’s nominations for competition at **the state level.**

1. Begin by making a list of your nominee’s contributions, accomplishments, involvement, and participation.
2. When satisfied that you have listed and categorized all of your nominee’s contributions, etc., make a draft of each entry and make it as readable as possible by;
 - a. Listing the contributions under each item or subtopic;
 - b. Presenting the contributions under each item, using the space provided; use short, concise statements. Shorter is better in this instance. Long-winded, complex and/or rambling sentences tend to confuse the reader (scorer). The reader will score the entry on substance, not writing skill.

- c. When referring to the nominee use terms such as, “our nominee”, “this nominee”, “our Council”. Use your imagination to come up with “generic” phrases.
3. When satisfied that your draft truthfully and fully represents the contributions of your nominee, TYPE (preferable) or PRINT the “Body” of the nomination on the forms provided.
 - a. Use only one (1) side of the paper and **DO NOT** use Council Stationary.
 - b. **DO NOT SIGN THE BODY!** The signature on the cover page is sufficient.
4. After the Body is completed, make photocopies of the nomination (include the cover page) for your Council files.
5. Staple the package together with one (1) staple in the upper left-hand corner.
6. Place your nomination in a 9”X12” envelope. Please, do not fold. Mark the outside of the envelope “FAMILY OF THE YEAR NOMINATION”.
7. **Mail your nomination to:**

**Family of the Year Nomination Committee
Illinois State Council
Knights of Columbus
P O Box 681
Kankakee, IL 60901-0681**

WHAT NOT TO DO:

1. Do **not** refer to the nominee, his family, or council by name or council number.
2. Do **not** refer to the nominee’s pastor, church, congregation or any name that would identify or indicate who the nominee is, or where they live.
3. Do **not** use your own format, use the forms supplied in this booklet and only the space provided on the forms. If you use another format or other forms your submission may be disqualified.
4. Once you have made a statement or listed an accomplishment about the nominee, **do not** repeat the same information in another category.
EXAMPLE: In item #3, do not repeat that the nominee has held elected and/or appointed positions within their council. That information is listed on the cover page.