



## ULTRASOUND PROGRAM GUIDELINES MARYLAND STATE COUNCIL



There are two ways your council can participate in the Ultrasound Program: 1) Make a donation to the State Ultrasound Program Fund; and 2) Take the lead in raising the funds and working with a Pregnancy Care Center (PCC) to obtain an ultrasound machine for the Center.

### Make a Donation

1. Hold an event (e.g., dinner, dance, bingo, golf tournament, baby-bottle campaign, silent auction, raffle, pancake breakfast, etc.) to raise funds.
2. Have the council write a check for the amount of the donation. Make it out to the Maryland State Council Charity Fund; on the "For" line, write State Ultrasound Fund.
3. Mail or otherwise provide the check to the Chairman of the State Ultrasound Program (Lawrence P. Grayson at [LPGrayson@verizon.net](mailto:LPGrayson@verizon.net) or 301-933-8731).

### Take the Lead for a Specific PCC

1. Identify a Pregnancy Care Center that needs an ultrasound machine.
2. Notify the State Ultrasound Fund Chairman (Lawrence P. Grayson at [LPGrayson@verizon.net](mailto:LPGrayson@verizon.net) or 301-933-8731) that your council will be partnering with a PCC to obtain an ultrasound machine donation, and seek his guidance.
3. Complete the [Diocesan Evaluation \(#10715\)](#) form, and obtain the signature of the diocesan pro-life director (Baltimore Archdiocese – Johanna Coughlin at [johanna.coughlin@archbalt.org](mailto:johanna.coughlin@archbalt.org) or 410-707-9842; Washington Archdiocese – Mary Forr at [form@adw.org](mailto:form@adw.org) or 301-853-4500; Diocese of Wilmington – Fr. Leonard R. Klein at [lklein@cdow.org](mailto:lklein@cdow.org) or 302-295-0626).
4. Submit the Diocesan Evaluation to the Supreme Council Department of Fraternal Mission ([FraternalMission@kofc.org](mailto:FraternalMission@kofc.org) or Knights of Columbus, 1 Columbus Plaza, New Haven, CT 06510)
5. Supreme Council Life office will send a letter of acceptability to the state/local council.
6. Ask the pregnancy center to obtain a manufacturer's price quote for a desired ultrasound machine or ultrasound machine. Note the Supreme council has developed written agreements for preferential pricing for three types (portable 2D tablet-based, value-point 2D stand-alone, and mid-point 3D stand-alone) of ultrasound machines with three national vendors: Neurologica, Philips, and Esaote. These preferred pricing agreements will be provided along with Supreme's initial approval letter. It is recommended that one of these vendors be selected. If another vendor is to be used, a justification must be provided to the State Council.

7. Fifty-percent of the cost of the Ultrasound must be raised by the council(s), including the State Council, to receive a matching grant from Supreme. Work with the Chairman of the State Ultrasound Program (Lawrence P. Grayson at [LPGrayson@verizon.net](mailto:LPGrayson@verizon.net) or 301-933-8731) to determine the local council's portion of the cost.
8. If necessary, create a fundraising partnership with a chapter, district or other local councils.
9. Lead the fundraising campaign.
10. Build public interest for the Ultrasound Program. Promote it in your parish and larger community through a variety of efforts (e.g., bulletin announcements, pulpit announcements, posting on your council and parish website, social media pages, etc.)
11. When the local portion of the funds is collected, submit the [Ultrasound Application \(#10716\)](#) for matching funds to the Chairman of the State Ultrasound Program (Lawrence P. Grayson at [LPGrayson@verizon.net](mailto:LPGrayson@verizon.net) ) for approval/signature of the State Deputy and forwarding to the Supreme Council office.
12. Expect three to six weeks for application processing and check approval.
13. Upon check receipt from Supreme, make check presentation to pregnancy center with Catholic and local press invited. Refer to [Public Relations and Publicity Guidelines \(#2235\)](#).
14. The pregnancy center should buy the machine directly from the vendor and take title to the unit.

NOTE: It is important to keep the State Council aware of your activities throughout the process. Whenever a form is sent to the diocese (i.e, step 3) or the Supreme Office (i.e., step 4), send a cc to the Chairman of the State Ultrasound Program (Lawrence P. Grayson at [LPGrayson@verizon.net](mailto:LPGrayson@verizon.net) ) for information.

For any additional questions or concerns, view the Ultrasound Program Guidebook: <http://www.kofc.org/un/en/resources/programs/ultrasound/10699-ultrasound-guidebook.pdf>

#### After the Event

To gain credit for your program, complete the associated reporting forms and submit them to the Supreme Council Department of Fraternal Mission. Remember to retain copies for your council records.

At the end of the fraternal year, complete the [Fraternal Programs Report Form \(#10784\)](#) and your [Columbian Award Application \(#SP-7\)](#).

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