



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 Maryland State Treasurer (John F. Winfrey, 96-B Mary Lou Drive, Lothian, MD 20711). For any questions, contact him at JWinfrey@verizon.net or call 301-332-9173.

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 (Mike Ragolio at mcragolio@gmail.com or 443-520-3517) 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 – Erin Younkings at Erin.Younkings@archbalt.org or 410-547-5537; Washington Archdiocese – Kathryn Yanik at yanikk@adw.org or 301-853-5318; Diocese of Wilmington – Linda Jackson at ljackson@cdow.org or 302-295-0657).
4. Submit the Diocesan Evaluation to the Supreme Council Department of Fraternal Mission (FraternalMission@kofc.org or Knights of Columbus, 1 Columbus Plaza, New Haven, CT 06510). Send a copy to mcragolio@gmail.com.
5. Supreme Council will send a letter of acceptability to the state/local council. The council should not begin fundraising activities to purchase an ultrasound machine or mobile unit until receiving notice from the Supreme Council office that it may proceed.
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: Samsung/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 local council(s), including aid from the State Council, to receive a matching grant from Supreme. Work with the Chairman of the State Ultrasound Program (Mike Ragolio at mcragolio@gmail.com or 443-520-3517) 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 fundraising. 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 has been collected, submit the [Ultrasound Application \(#10716\)](#) for matching funds to the Chairman of the State Ultrasound Program (Mike Ragolio at mcragolio@gmail.com for approval/signature of the State Deputy and forwarding to the Supreme Council office.
12. Expect three to six weeks for application processing and grant approval at Supreme.
13. Supreme will send a check to the Maryland State Council, which will add the amount of the State Council contribution and present a combined check to pregnancy center.
14. The pregnancy care center should buy the machine directly from the vendor and take title to the unit.
15. Arrange for a formal presentation, either at the time of check presentation or when the ultrasound machine is unveiled at the PCC. Invite Catholic and local press. Refer to [Public Relations and Publicity Guidelines \(#2235\)](#).

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 (Mike Ragolio at mcragolio@gmail.com) 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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