



# Knights of Columbus

## Maryland State Council

Worthy Grand Knights,

The Keep Christ in Christmas Poster Contest is an excellent opportunity to promote Faith and Family. For a successful program, Councils need planning, publicity and recognition.

October, Councils should:

- Designate a chairman
- Order supplies from Officers Online > Supplies Online > Faith in Action > Keep Christ in Christmas. Kits, forms, and posters available.
- Determine your Council's deadline for obtaining poster, judging, recognition of winners and participants, and delivering to State Council office by Dec. 23.
- If your budget permits, determine monetary awards (1<sup>st</sup> place only or 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, / amounts, example: 1<sup>st</sup> \$25-\$50 range, 2<sup>nd</sup> \$20-\$35 range, 3<sup>rd</sup> \$15-\$25.)
- Start contacting Catholic grade schools and parishes informing them of the program and requesting their participation.
- Discuss with the school or parish: time line for submissions, how and when Council will pickup submissions; how and when Council will announce awards. School example: during morning announcements, at assembly (Christmas concert, Christmas pageant). Parish example: announcements before or after mass, Sunday coffee and donuts, parish Christmas pageant, breakfast with Santa, Council Christmas party.

November,

- Prepare info for school and parish to put in their announcements and bulletins. Provide school and parish with Keep Christ in Christmas info posters with deadline and Council chairman contact info, along with sufficient Entry Forms (form #5025), a PDF of the Entry Form can also be emailed to school/parish to be included with their email announcements. Note, while there is a suggested poster size of 11 x 17, there is no required size, and no required paper type (can be poster, construction, drawing, notebook paper).

December,

- Collect and judge posters.

- Announce and present winners. Publicize winners on Council social media, website and newsletter, send brief summary of program and winners to parish for submission into bulletin. Note, posters can be returned to families. First place winning posters that are sent to State, will be returned at the Mid-Term meeting. Only the State First Place winning posters that will be sent to Supreme will not be returned.
- Send 1<sup>st</sup> Place winning posters to State Council office by Monday December 23.

Posters can be:

- dropped off at the State Council Christmas Party on Saturday, December 14 (even if you have not made your presentation of winners by Dec. 14, you can still drop off winning posters)
- mail to State Council office: Maryland State Council, P.O. Box 1468, Bowie, MD 20717-1468, or
- dropped off at Maryland State Council office: 6111 Columbian Way, Bowie, MD 20715 (which is located at Sacred Heart Council 2577's hall). If dropping off, please email or call Executive Secretary to the State Council Dale Trott, PSD, at [kofc-md@hotmail.com](mailto:kofc-md@hotmail.com) / 443-968-0428 to check if someone will be at the office.

January,

- State winners announced at Mid-Term Meeting on Saturday, January 4. With exception of State First place winners, that will be sent to Supreme for the international judging, posters will be available for pick-up. If a Council representative is not present at Mid-Term, District Deputy can pick up.

Thank you for your efforts in this worthwhile program.

Fraternally,

Tim Fitzmaurice  
Keep Christ in Christmas, Chairman