

**KNIGHTS OF COLUMBUS COUNCIL 8183
GUIDELINES FOR SUBMISSION OF OUTSTANDING
YOUNG MAN / WOMAN OF THE YEAR NOMINATION PACKAGE**

PURPOSE: To recognize the excellence of the young men and women of our communities and to promote the recognition of their contribution within their community and the Jurisdiction of Virginia.

ELIGIBILITY: Any young man or woman between the ages of **12 & 18** on the due date and residing within the general community jurisdiction of St. Elizabeth Ann Seton Knights of Columbus Council 8183 will be considered for the award.

WHO MAY MAKE NOMINATIONS? Parents, Lay Leaders, Scout Leaders, or Teachers may make nominations.

DUE DATE: The nomination package must be turned in to one of the POC's listed below by **NLT March 1, 2010**, via email to one of the POC's listed below.

HELPFUL HINTS: The following steps are provided to assist you in preparing and submitting your nomination package.

Begin by making a list of your nominee's contributions, accomplishments, involvement, participation, awards/recognition, achievements, and categorize those lists by item number and name. Include everything that you can under each item. Simply state the individual's academic achievement.

When satisfied that you have listed and categorized your entire nominee's contributions 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.

WHAT NOT TO DO:

1. Do **not** refer to the nominee by name.
2. Do **not** refer to the council name or number.
3. Do **not** use the nominee's parents, school, city, town, or county name.
4. Do not use the nominee's pastor, church, congregation, or any name that would identify or indicate who the nominee is or where they live.
5. Do **not** use your own format. Use the forms supplied in this package and only the space provided on the forms. If you use another format or forms your submission may be disqualified.

Once you have made a statement or listed an accomplishment about the nominee, **do not** repeat the same information in another category.

POC: If you have any question about the nomination package or process, please contact one of the following individuals:

PGK George Clark
gclark168@verizon.net
(H) (703) 494-1607

GK Jay Schaeufele
jay_elaine@yahoo.com
(H) (703) 497-2226



STATE COUNCIL USE

ID# _____

2009-2010

**OUTSTANDING YOUNG MAN / WOMAN OF THE YEAR NOMINATION
(circle one)**

SUBMITTED BY: _____ DISTRICT 12 COUNCIL 8183

NOMINEE DATA:

NAME: _____ AGE: _____

ADDRESS: _____

SCHOOL: _____ GRADE/YEAR: _____

PARENTS NAME:

FATHER: _____

MOTHER: _____

PARISH AFFILIATION: St. Elizabeth Ann Seton

ADDRESS: 12805 Valleywood Dr.

Woodbridge, VA 22192

SIGNATURE: _____

GRAND KNIGHT: _____ DATE: _____

PLEASE FOLLOW THE GUIDELINES OF OUTSTANDING YOUNG MAN/ WOMAN OF THE YEAR. YOUR COUNCIL MUST SUBMIT BOTH A YOUNG MAN AND YOUNG WOMAN. INCLUDE THE REMAINDER OF THE FORMAT THAT IS PROVIDED.

FORWARD TO: STATE GENERAL PROGRAM DIRECTOR
COPY TO: COUNCIL FILES, DISTRICT DEPUTY

1. Outstanding contributions made by nominee:

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2. Academic Excellence

3. Civic, Religious, and/or School Related Involvement:

4. Participation in Extracurricular Activities:

5. **Special Achievements - Any Awards/recognition Received:**

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6. **Participation with his/her Family in Performing any of the above:**