

Calgary Chapter, Religious Vocations Poster Contest Checklist 2011-2012

These guidelines are for Knights in Calgary Chapter use and are intended as a guideline.

Deadlines are strictly enforced. 4th Degree Assemblies are also encouraged to participate as some Councils do not have the manpower. Contact John Leszkowicz at calgarychapterkc.vocations@gmail.com or call (403) 809-7928 with any questions.

1. Grand Knight or Faithful Navigator appoints a parish Council representative to co-ordinate the poster contest.
2. Council or Assembly Vocations Representative should co-ordinate with the Basketball Free Throw Chairman and any other project coordinators before approaching the principals of elementary schools.
3. Send or leave the Letter of Introduction and Teacher & Parent Instructions. Ask them to provide copies to all Grade 5 teachers in the school.
4. Check back in a few weeks to see if the Grade 5 teachers require any further assistance or additional information.
5. Deadline for schools to submit the best three girls' and best three boys' poster is **February 29, 2012**. Only six posters per school regardless of how many Grade 5 classes.
6. Ask the school if they can scan the six posters (300X300 DPI resolution) and submit electronically.
7. Provide six certificates for the top 6 student posters to the school, signed by the Grand Knight or Faithful Navigator. The students' names need to be filled in before printing them out for signature, unless the GK/FN allows his scanned signature to be used.
8. Provide participation certificates to all students that drew a poster. It is important to tell them how much we appreciate their hard work
9. Ask your Council Chaplain or parish priest to participate in the judging of the posters for all schools. Select one poster for submission to the State Vocations Chairman, regardless of how many schools are participating under the sponsorship of that Council.
10. Deadline for Councils or Assemblies submission to Stage 2 competition **March 30, 2012**. Try to scan the poster if it is in hard copy (300X300 DPI resolution) and submit preferably via e-mail along with the State Entry form signed off by your Grand Knight.
11. Ask the school to give the student a FOIP form asking parents' permission to publish the student's name in Knights newsletters, Knights websites and potentially the Carillon.
12. Public displays of the selected six posters from every school. Some Councils or Assemblies will have more than one school. Recognition events encouraged at the local and parish level. For example, the school may choose to recognize the six winners in a "Community of Caring" event or the Knights may ask the local parish priest to hold a presentation of certificates before or after mass. Councils and/or schools should display copies of Stage 1 level winners and runners up in the schools, churches, community halls and any other appropriate place where people

gather and may enjoy the students' ideas and works. The next observance of World Day of Prayer for Vocations will be on Sunday, April 29, 2012. Some parishes like to display the posters that weekend.

13. The Calgary Chapter Vocations Chairman 2011-13, John Leszkowicz, will be in touch with councils or assemblies that have submitted posters selected as a winner by State Council. The original poster, a blank certificate and the prize will be provided to the parish Council in a timely manner so the Council can arrange to present the winner at a general school assembly with an (optional) 4th degree member dressed in full regalia or parish event.

2011 – 2012 Religious Vocations Poster Contest Council Kit for Calgary Chapter Councils or Assemblies

A "kit" contains the following 6 files:

- Council Checklist (this document, in pdf format)
- Template Letter of Introduction (in Word 97-2003 format)
- Teacher and Parent Instructions (pdf format)
- Certificates (in Power Point 97-2003 format) - There are two kinds of certificates; one to be used to give to the teachers to give to all participants and one for awarding top achievers. You can enter the child's name on your computer and print them out with the names filled in.
- Entry Form for State Vocations (pdf format) modified for Calgary Chapter Councils – for Grade 5 only.
- FOIP form (pdf format)

These items will hopefully be posted by January 15th 2012 on the Calgary Chapter Council's website www.kofc.ab.ca. If State webmaster or website administrator have difficulty posting these documents, please e-mail a request for items to John Leszkowicz at calgarychapterkc.vocations@gmail.com or if urgent call (403) 809-7928, and leave a message for John.