

## **HISTORY BOOK INDIVIDUAL PAGE DESCRIPTIONS AND RECORDED DATA SUGGESTIONS AND RESTRICTIONS**

### **Title Page**

No points – Insert Council number

### **10 Year Supplement**

Maximum Points – 100

This page counts as 50 points for completing and 50 additional points if sent to the State Historian. It is to cover the FRATERNAL YEAR ENDING JUNE 30 during the calendar year of the history book. Be sure to include a second sheet to serve as a summary of the council activities for that year. This information will be used for the 10 Supplement.

### **PAGE “A” – ORGANIZATIONAL**

Maximum Points for the Page – 131. + 20 points bonus

#### **Importance of Data on the Page:**

- Page “A” contains all of the organizational data for the council. The page also is a record as to whether the “185 “and “365” reporting forms have been filed, and if they have been filed on time.

**Include copies of these two SUBMITTED forms behind the page – 10 point bonus per form.**

#### **Data Suggestions and Restrictions:**

The majority of the data on this page is automatic in the organization of a council. The only thing that has to be done is to record the data. Do not forget the 10 point bonus for including copies of the SUBMITTED 185 and 365 forms.

### **PAGE “B” – FISCAL**

Maximum Points for the page - 62.

#### **Importance of the Data on the Page:**

Page “B” contains the recording of the council fees, financial reports and charitable donations. Special importance has also been given to the programs which are state sponsored.

#### **Data Suggestions and Restrictions:**

- All fees and reports are paid and filed by all councils. Make sure that the proper deadlines are met for the bonus points.
- Be sure that the council partakes in the State sponsored programs and fill in the data.
- For the record, put in all of the council’s donations. There is only a maximum of 16 points for the donation, but the record for the future is invaluable.

### **PAGE “C” – DEGREES AND MEMBERSHIP**

Maximum Points for the Page are infinite.

#### **Importance of the Data on the Page:**

- Page “C” contains the council’s annual membership history

#### **Data Suggestions and Restrictions:**

- (1) point is received for each candidate from your council that receives the first degree.
- (5) points are received for each candidate from your council that receives the Second Degree
- (10) points are received for each candidate from your council that receives the Third Degree
- Make note that there are no points involved in detailing the deceased or the transfer of members but it is valuable history.
- A debit of (6) points is assessed for each suspension and/or withdrawals.
- Points are awarded for reinstatements on the following basis:
  - (6) points if the reinstatement is a former member of your council that withdrew or was suspended.
  - (1) point if the withdrawal or suspension took place from a different council.

**PAGE “D” – KNIGHT AND FAMILY AWARDS AND TOP PROGRAMS**

Maximum Points for the Page are - 168. + possible 60 point bonus.

**Importance of the Data on the Page**

- Each council should give recognition to its members. The purpose of page “D” is to record these important people.

**- 5 point bonus for each SUBMITTED FOY Supreme form**

- Each council should have at least one activity in each of the service categories and should have it recorded.

**PAGE “E” – MEETING SYNOPSIS**

Maximum points for each page are 40.

A total of 480 points maximum for Category “E” of the History Book

**Importance of the Data on the Page**

- Having a good history of a council’s functions and activities gives vitality to a council.

**Data Suggestions and Restrictions:**

- Record all of your attendees/guests.

- When filling in the meeting summaries, make sure all the lines are filled.

**PAGE “F” – CHURCH ACTIVITIES**

**PAGE “G” – COMMUNITY ACTIVITIES**

**PAGE “H” – COUNCIL ACTIVITIES**

**PAGE “I” – YOUTH, FAMILY, SQUIRES ACTIVITIES**

**PAGE “J” – MEMBERSHIP ACTIVITIES**

Maximum points for EACH page are 72.

**Data Suggestions and Restrictions:**

- Each listed activity will receive a two point value.

- An activity may be credited only once a year, even if it is repeated program.

- An activity may only be credited under one category or page.

- Activities listed are to be performed as a council function. If a member does an activity personally, as a personal activity, the council does not get credit for it. If the council sponsors the activity, credit can be taken.

\*Squires activities are counted as a council function for all pages, but may not be counted twice, on page “I” for Squires and on the other pages as a council function.

**PAGE “K” – COUNCIL BULLETINS**

Maximum points for the page are 60

(5) point value for each month one is mailed.

(1) point value each additional leaflet is mailed (SEPARATE MAILING)

All Newsletters/Bulletins should be attached in History Books, otherwise deduct (1) point for each one not included.

**PAGE “L” – TELEPHONE**

Maximum points are 110.

- (25) points are awarded for having a functional calling tree. A simple roster with telephone listings does not meet the intention.

- (5) points are awarded for each time the pyramid is used – 85 point maximum. Each instance should be a complete implementation of the calling tree with the intention of contacting every member.

**Data Suggestions and Restrictions:**

If this telephone pyramid is not practical for your council, create one that is and include it in the History Book and use it. DO NOT GET SIDETRACKED BY THE SOPHISTICATION OF THE PYRAMID. DOCUMENT YOUR ORGANIZED PROCEDURE FOR CONTACTING THE MEMBERSHIP.

### **PAGE “M” – PHOTOS AND ARTICLES**

Maximum points for the page are infinite

Data Suggestions and Restrictions:

It is good to have as much documentation as possible on council functions. Remember, each function gets credit for only one of its entries per function.

2 points per photo + 1 point for a caption with the picture

5 points for each newspaper article per function. Multiple newspaper **outlets** receive points.

### **PAGE “N” – STATE PROGRAMS**

Maximum points for this page is 210.

It is a summary page of the state activities in which the council participated.

**5 point bonus for each SUBMITTED Supreme and State Program Form**

### **HISTORY BOOK PREPARATION AWARD**

The History Book Preparation Award is a separate award that is based on the design, style, and originality of the History Book. To be seriously considered for this award, thought must be given as to the appearance and the style of its presentation.

Remember, this is the History of your council. Future prospective members and Knights will view your History Book and make judgments accordingly. If the competition is important to you, points accumulation must be considered, but remember, you are also keeping a History of your council activities.

- If an event occurs several times during the year, even though it gets credit only once on the activity pages, it should be included for each month it occurred.
- Although photos and articles only receive credit once, there may be additional photos worthy of being included for a particular event regardless of adding points.