

2009-10 State of Ohio Program Grid– Council 13517

Church 300 Points	Community 300 Points	Council 300 Points	Family 300 Points	Youth 300 Points	Membership 500 Points
#1 Religious of the Year	#11 Volunteer of the Year - Due April 1	#21 Knight of the Year - Due April 1	#31 Family of the Year Due April 1	#41 Youth of Year Due April 1	#51 Oct/March Blitz
#2 Divine Mercy Day	#12 Care for the Less Fortunate	#22 Ladies Appreciation Night	#32 Family Memorial Mass	#42 Free Throw and/or Soccer Challenge Planned Activity January 31 – TBD	#52 No Less - Orders Gain
#3 Keep Christ in Christmas	#13 Blue Coat of the Year Due April 1	#23 Council Patriotic Event	#33 Family Holiday Event	#43 Drug Awareness	#53 Outreach to the Sick/Distress
#4 Pastor's Request	#14 Special Friends	#24 Council Social Activity	#34 Family Fun Activity	#44 Youth Holiday Social	#54 Develop Admissions Committee
#5 Chlain of the Year Due April 1	#15 Emergency Relief Management	#25 Lady of the Year Due April 1	#35 Caring for the Community	#45 Youth Academic Activity	#55 Re-Activate Inactive Mem
#6 Lay Minister Recognition	#16 Wheelchairs Make the World go Around	#26 Council Work Party	#36 We believe in Marriage	#46 Youth Religious Activity	#56 New Members Welcome Committee
#7 Parish Round Table Program	#17 Support Our Veterans and Service Personnel	#27 PGK or Awards Dinner	#37 Family Corporate Communion	#47 Youth Service Activity	#57 Gratitude-Recognition Activity
#8 Council Choice	#18 Council Choice	#28 Council Choice	#38 Council Choice	#48 Council Choice	#58 Council Open House
#9 Vocations Committee Formation	#19 Pro-Life Activity	#29 Council Communication	#39 Meet Insurance Quota	#49 Promote/Sponsor Squires Circle	#59 Recruit a Youth
#10 Financial Support Seminarian/Religious	#20 Day of the Unborn Child	#30 Community Communications	#40 Estate Planning Night	#50 Knights/Squires Joint Activity	#60 Council Choice

FILING REPORTS ONLINE AT www.kofcihm.org

Using your browser application go to <http://www.kofcoho.org>. At the initial page of the website, you will see the current Ohio State Council logo. Click on the State Logo image to enter the K of C Ohio State Council Web site where you will see a photo of the current State Deputy.

1. On the top of this page, you will see a list of menu choices. Select the **"STATE PROGRAMS"** menu button at the top center of the page; then scroll to the **"STATE WEB FORMS"** menu tab, then to the **"GRAND KNIGHTS COUNCIL PROGRAM FORMS"** menu tab and left Click. You will see the **"SCOOTER APPLICATION"** login web page.
2. Enter the user name-- **kofcgks** and the password **charity**. Then click on the "submit" button which will take you the **"COUNCIL REPORTING FOR ALL ACTIVITIES"** web Page
3. Select the **"ENTER PROGRAMS"** drop down menu and select **"NEW REPORT"**. This will take you the **"COUNCIL CREATE NEW REPORT"** web page.
4. Select your council number from the **"Council Number"** drop down menu, select the program you reporting from the "Program" drop down menu, and click the **"Submit"** button.
5. The next web page is the report form for the Program Activity. On this web page each activity in the program group is explained in detail. Select the **"Go to Program Report"** link or scroll down to the **"New Program Entry Form"** at the bottom of the page.
 - a. In the **"Reporting Period"** row, use the drop down menu to select your reporting period.
 - b. In the **"Activity Number"** row use the drop down menu to select the Activity Number you are reporting.
 - c. In the **"Description of Activity"** column, provide a narrative of the action taken for this activity. (**Warning: Do not Copy / Paste from PDF Files into your program reports!**)
 - d. In the **"Activity Date"** row, enter the date of the activity.
 - e. In the **"Submitted by"** row enter your Name
 - f. In the **"Telephone"** row, enter your phone number.
 - g. When all information is provide, select the **"Save"** button
6. You will return to the **"COUNCIL REPORTING FOR ALL ACTIVITIES"** web Page.
7. On this page by selecting the **"ENTER PROGRAMS"** drop down menu you can enter a new report, review submitted reports or add photos.
8. If you wish to add photos, select the **"Up Load Pictures"** menu item and you will see the **"COUNCIL PICTURE UPLOAD"** web page.
9. Select your council number from the **"Council Number"** drop down menu, select the program you reporting from the "Program" drop down menu, and click the **"Submit"** button. You will see the **"COUNCIL REPORTS AVAILABLE FOR UPLOAD"** web page.
10. In the **"Activity Number"**, row select the activity number you which to upload photos.
11. On the next screen select the Browse button, go to the Folder on your PC that contains the photo, and select the photo. When finished, select the "Submit" button
12. You will return to the **"COUNCIL REPORTING FOR ALL ACTIVITIES"** web Page.
13. On this page by selecting the **"ENTER PROGRAMS"** drop down menu you can continue to enter new reports, review submitted reports or add photo's to submitted reports.