

GUIDELINES FOR ALL STATE SPONSORED EVENTS:

1. State Council annual sponsored events are Hockey, Golf, Curling Bonspiel, Slow-pitch, Family Campout, Basketball Free Throw, Respect-Life Oratorical Contest, and Annual State Council Meeting.
2. The main objectives of all these State Council Events are to promote COLUMBIANISM and to have FUN.
3. Subordinate Councils, Districts or Chapters that wish to host any of the above activities must submit an “ALBERTA/N.W.T. STATE COUNCIL EVENT APPLICATION FORM” to the State Deputy for action and copies forwarded to the State Council Office (Red Deer), District Deputy, and Council File.
4. The Chairmen representing the hosting Council, District or Chapter will liaise with the individual listed below as appropriate:
 - a) State Council Director - Hockey, Golf, Curling Bonspiel, and Slow-pitch.
 - b) State Family Director - State Family Campout.
 - c) State Youth Director - State Basketball Free Throw and Respect Life Oratorical Contest
 - d) State Deputy - Annual State Council Meeting

Note: The State Deputy is in charge of the Annual State Council Meeting with assistance from the Convention Chairman and the State Board.

5. A hosting Council, District or Chapter will recommend a Chairman to the State Deputy for his approval and the event chairman will report directly to him.
6. Together with its application, each chairman shall submit a detailed financial budget, which would include its required registration fee, mailing, promotional and keeper trophies' costs and other related expenses.
7. Each chairman shall submit a summary report of the event within 30 days after its completion to the State Deputy for inclusion in the Business Session Reports of the Annual State Council Meeting.
8. Each hosting Council, District or Chapter shall assume all liabilities as well as all profits, if any, with the exception of the following:
 - a) State Basketball Free Throw Competition.
 - b) State Respect-Life Oratorical Contest.
 - c) Annual State Council Meeting.
9. On approval of the sponsored event application by the State Executive Board a cheque of \$100.00 will be forwarded to the applicable council, district or chapter to assist with start-up costs for events covered by item (4) (a) and (b)

Effective: 1982
Revised: 06/2005



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GRAND KNIGHT'S MANUAL

STATE COUNCIL GUIDELINES

ALBERTA/NWT STATE COUNCIL SPONSORED EVENT APPLICATION

APPLICATION FROM: COUNCIL NAME: _____

COUNCIL NUMBER _____ DISTRICT NUMBER: _____

CHAPTER: _____

CATEGORY: _____ GOLF _____ HOCKEY _____ CURLING
(MARK ONE) _____ SLOW-PITCH _____ FAMILY CAMPOUT
_____ BASKETBALL FREE THROW
_____ RESPECT LIFE ORATORICAL CONTEST
_____ ANNUAL STATE COUNCIL MEETING

COORDINATORS:

STATE COUNCIL DIRECTOR: Hockey, Golf, Curling Bonspiel, and Slow-pitch

STATE FAMILY DIRECTOR: State Family Campout

STATE YOUTH DIRECTOR: State Basketball Free Throw and Respect Life Oratorical Contest

STATE DEPUTY: Annual State Council Meeting

CHAIRMAN'S NAME: _____ TELEPHONE NO.: _____

ADDRESS: _____

DATE SUBMITTED: _____

LOCATION OF EVENT: _____

DATE OF EVENT: _____

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STATE COUNCIL GUIDELINES

DESCRIBE AVAILABLE FACILITIES: (Photographs, testimonials, letters, pamphlets, and video tapes are acceptable materials to accompany this application form.)

REASONS WHY THIS EVENT SHOULD BE AWARDED TO YOUR ORGANIZATION:

Forward to: State Deputy

Copies to: State Council Office (Red Deer), State Program Director, State Director, District Deputy, (5) and Council File.

(For State Council Office Use Only)

ACTION TAKEN: _____

REASON(S), IF ANY: _____

STATE DEPUTY'S SIGNATURE: _____

DATE: _____

REPLY SENT TO: _____

DATE: _____