

Keep In Mind...

■ **ACKNOWLEDGMENT** Every item sent to *Columbia* for publication is acknowledged. If additional information is needed, a member of the editorial staff will contact you.

■ **ANNIVERSARIES, EXEMPLIFICATIONS, OFFICERS** Because so many councils celebrate anniversaries each year, we only publish items on service projects undertaken or charitable contributions made in observance of anniversaries. We do not report on exemplifications or the installation of officers.

■ **AWARDS** The Supreme Council annually recognizes councils for their outstanding contributions to Columbianism via the *Columbian*, Founders' and Father McGivney awards. These winners are published each year by the Department of Fraternal Services. Star Council Award winners and their grand knights, along with scholarship winners, are typically listed in an autumn issue of *Columbia*.

■ **MEMORIALS TO UNBORN CHILDREN** Knights of Columbus units have reported erecting thousands of memorials to unborn children. In 2000, the Supreme Council published the book, *Tombs for the Unborn* (item #9237), which featured more than 1,600 photos. With the publication of this book, *Columbia* discontinued printing reports of such memorials in the magazine.

■ **WEDDINGS AND OBITUARIES** With more than 1.78 million members throughout the Order, *Columbia* regrettably cannot publish obituaries or wedding notices.

■ **ONLINE-ONLY PUBLICATIONS** Due to the high volume of reports that we receive and the limited number of pages in the magazine, several reports are made available only on the Internet. The Knights of Columbus Web site has become an invaluable tool

Reports online at www.kofc.org/knightsinaction

Each month, the reports we receive are placed on the Order's Web site, www.kofc.org/knightsinaction. At the bottom of each Knights in Action page on the Web site is a link labeled "Submit Knights in Action News." There, you will find an easy-to-use form and instructions for submitting "Knights in Action" reports and electronic images to *Columbia* via e-mail. Each digital image must be at least 5.5 inches wide/tall with a resolution of 300 dpi or greater.

for councils throughout the world. Your reports help us keep a strong presence on the Web and reach a wider audience than the magazine alone.

■ **ADVANCES** Due to limited space, we cannot advertise council events or cover them before they take place.

■ **PUBLICIZE LOCALLY** Your unit's programs will be of special interest to members of your own parish, diocese and community. Be sure to develop press contacts locally and keep them informed about your activities via press releases and news alerts. Local television and radio producers may wish to cover your event. Send a news alert with your unit's contact information several days in advance of the activity. Also remember that the Catholic men you are seeking to recruit will read about your events in the parish bulletin or community or diocesan newspaper. Make sure your programs are covered by these outlets.

■ **CONTACT US** The editorial staff of *Columbia* is available to answer your questions. Our contact information is listed on page 2 of each issue.

Knights of Columbus — *Columbia* Magazine
1 Columbus Plaza
New Haven, CT 06510-3326
203-752-4398 (voice), 203-752-4109 (fax)
columbia@kofc.org
www.kofc.org/columbia



YOUR STORY IN COLUMBIA

GUIDELINES FOR SUBMITTING REPORTS AND PHOTOGRAPHS TO THE "KNIGHTS IN ACTION" SECTION OF COLUMBIA MAGAZINE

KNIGHTS IN ACTION REPORTS FROM COUNCILS, ASSEMBLIES AND COLUMBIAN SQUIRES CIRCLES



Members of Father McGivney Assembly in Ukraine, U.S., prepare for the assembly's annual charity project.

OFFICER TRAINING Archbishop Lamy Council 4227 in Albuquerque, N.M., held a benefit breakfast to support the Officer Street Survival Training Fund, a seminar and workshop that provides advanced training for police officers. The council was contacted about the project by Jim and Rita McGivney, whose son was killed in the line of duty. The event raised \$3,100 to assist officers who want to attend the seminar with travel and incident expenses.

BUILDING FUND Bishop Ryan Council 10,122 in Aurora, Colo., donated \$10,000 toward the Queen of Peace Church building fund. The money will help build a new social and education center for the parish. Additionally, San Juan Bosco Council 10087 in Miami presented Our Lady of Divine Providence Church with \$2,000 in support of its parish building fund.



Members of the Ontario Star Council and their families traveled to Mexico to distribute 2001 scholarships through the Global Scholarship Initiative. Knights distributed wheelchairs that were purchased with funds raised by council members through the province.

SUPPORTING VOCATIONS Father Diego Knight from throughout the Diocese of Fortia, Ill., raised more than \$49,000 for the diocesan vocations fund. The funds, which were presented at a cocktail for 27 seminarians, will support vocations education throughout the diocese.

FOR THE DIOCESE Major Anthony Pleggy Assembly in Alexandria, La., donated \$2,000 to the Diocese of Alexandria. The funds will provide financial aid to four seminarians.

BANKING ON IT Over two years, Cardinal Bernardini Council 12265 in Bluffton, S.C., collected more than 20,000 pounds of food and \$12,500 for the Holy Family Food Bank.

POURING CONCRETE Major Father C. Cabella Council 12412 in Nagu, Visayas, poured concrete for a paved path at Our Lady of the Holy Spirit Church before completing the path. Parish members had to contend with mud and weeds.



Members of the Ontario Star Council and their families traveled to Mexico to distribute 2001 scholarships through the Global Scholarship Initiative. Knights distributed wheelchairs that were purchased with funds raised by council members through the province.

Charles Williams Sr. and Bishop Dileo of Father Andrew's Holy Family in Chicago, Ill., announced among the steps of Holy Family. The assembly adopted a one-mile stretch of highway that passes the Holy Family Memorial, where the Holy Family will have a new parish in the future.

Columbia magazine, the official publication of the Knights of Columbus, welcomes news of the volunteer, charitable, spiritual and fraternal activities of Knights of Columbus councils, Fourth Degree assemblies and Columbian Squires circles. We especially welcome high-quality, dynamic photos of these activities for publication in the magazine, for posting on the Order's official Web site (www.kofc.org) and for use in other Supreme Council materials.

Chiefly, we are looking for material for the "Knights in Action" section of *Columbia* and for the Order's Web site. "Knights in Action" is a showcase for the Order's grassroots involvement in the community and the Catholic Church. We want K of C units to share news with brother Knights who are interested in learning how Columbianism is being lived and practiced throughout the Order. One council's report may inspire another council to conduct a similar program in its parish or community. We also want prospective members and anyone else interested in the Knights of Columbus to see the imaginative ways that Knights live out the ideals of charity, unity, fraternity and patriotism every day.

Here's How:

You may submit your news item by mail, e-mail or fax using the contacts listed in this flyer.

- Keep explanations brief, but include all pertinent details: who, what, when, where, why and how.
- Give the full name, number, city and state of your council, assembly or circle.
- Provide the first and last names of all people mentioned. Titles are helpful, too.
- Identify all places and organizations by their full and proper names, and by their location.
- The editors of *Columbia* fact check all reports before publication, but we appreciate your help in getting names and places correct.

BY THEIR WORKS

Tell the story behind the Order's impressive service numbers by sending us reports of today's Knights in Action. In the past 10 years, Knights have reported:

- Billions of dollars donated to charity
- Millions of hours of volunteer activity and visits to the sick and bereaved
- More than 3 million blood drives

Keep Your Camera Handy

Compelling photos are always the first to catch our eye.

- Action photos illustrate the activity. They are not posed. Photos of people lined up in rows staring back at the camera are not action photos and do not depict all of the ways the Knights are active in the parish and community. Similarly, photos of check presentations may be easy to arrange but are not very imaginative. When possible, take a photograph of the program or item that the funds helped purchase: children with toys, students using new computers, Knights dishing out food, etc.
- We accept all types of color prints, except for Polaroid photos, which reproduce poorly. We do not reprint black-and-white photographs.
- We accept photos via e-mail or submitted through the Order's Web site. Be sure to include caption information in your message. Photos should be sent as separate attached .jpeg files. We cannot reproduce photos that are sent as embedded files or through a third-party online photo service. Images should be at least 5.5 inches wide/tall and have a resolution of 300 dpi or greater. The greater the resolution, the better the image will reproduce in print. Do not submit pictures taken with a cell phone camera, which are unsuitable for print.

Helpful Tips

- Photograph people while they are involved in an activity. Do not stop what people are doing to set up a posed shot.

PHONE

203-752-4398 (voice)
203-752-4109 (fax)

ON THE WEB

columbia@kofc.org
www.kofc.org/columbia

ADDRESS

Columbia
1 Columbus Plaza
New Haven, CT
06510-3326

- Wear your Knights of Columbus gear! If your members have T-shirts, aprons or other items printed with the emblem of the Order, encourage them to wear these items at all of your events.
- Get close to the action. When you think you're too close, move a bit closer. People's faces are perhaps the most interesting part of a photo; they should be prominent.
- Limit the number of people in each shot and identify each by their full name and title.
- Charity is about people. Show readers how you have helped people through the funds you worked so hard to raise; do not show them a signed check.
- Photos should be clear and in focus. Be mindful of lighting. Use a flash indoors but remember that the flash range is limited.

More Opportunities to Shine



Knights are involved in the life of the Church and the community in so many ways that the editors of *Columbia* use photos from K of C units throughout the magazine, including the inside back cover (shown left) and the popular "Columbianism by Degrees" section on page 32 of each issue.

Submit your photos for use in these sections as you would for "Knights in Action."