

# Completing the Program Activity Report

December 2018

Questions? Ben Mokry, [bwmokry@gmail.com](mailto:bwmokry@gmail.com)

Submit Council Program Activity report using the online application. The application captures your activities as you go. You will not print out or submit any documents for the State Program Report.

## How to Log In

The Program Activity Report is accessed through the State Directory and requires a secure web connection to the State Directory to operate correctly.

When logging in use this link:

[https://www.kofc-ms.org/state\\_directory/](https://www.kofc-ms.org/state_directory/) Save this link in your favorites.

You will also find this link here:



Log in to the State Directory using your Grand Knight, Financial Secretary, or (Council) Program Director user account. If you don't have access, forgot your password, or need assistance with log in, contact Elvis Gates, the State Directory Administrator, [elvistgates@gmail.com](mailto:elvistgates@gmail.com).



The login page features the Knights of Columbus logo and the motto "IN SERVICE TO ONE. IN SERVICE TO ALL." Below the header is a "Help" link and a "Log In" button. A disclaimer states that the directory is for Knights of Columbus officers and that unauthorized distribution is prohibited. The login form includes fields for "User:" and "Password:" with a "Login" button. Below the form are links for "Reset Password", "Request Help", "New To Position", and "Request Access". The footer includes copyright information for Shinig 2006 and a Get Adobe Reader link.

Help Log In

I certify that I am a member in good standing with the Knights of Columbus and will not copy, merge, disseminate, distribute, transmit or make available information from this directory to anyone not involved with the Knights of Columbus or to anyone for non-Knights of Columbus-related business and I will take the appropriate measures to protect the information. These materials are solely intended for the use of Knights of Columbus officers in the conduct of Knights of Columbus business. Unauthorized distribution or reproduction for non-Knights of Columbus business is strictly prohibited.

User:

Password:

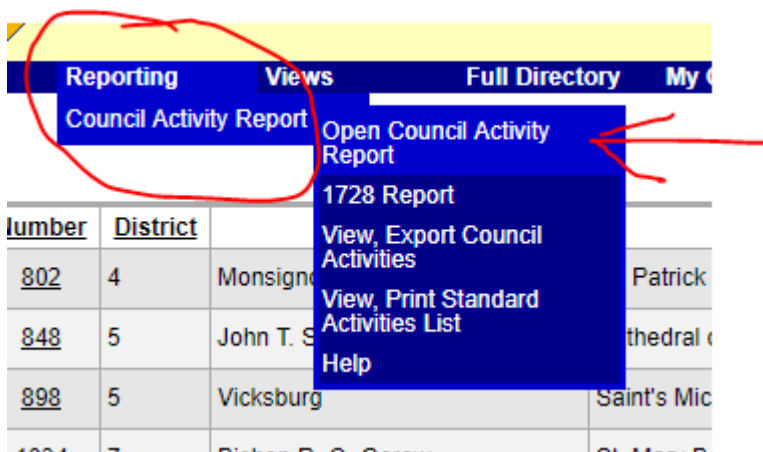
Login

OPTIONS:  
[Reset Password](#) | [Request Help](#) | [New To Position](#) | [Request Access](#)

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Get Adobe Reader

Open the Program Report Tool from the **Reporting** menu option. Options shown are for Council Officers. State Officers and District Deputies see different options.



## What's New in 2018

The Activity Categories have been updated to follow Supreme's new Program categories: Community, Faith, Family, Life. Supreme priority activities for the Columbian Award are shown with an **S** after the activity title.

Council 8285 Community Activities				
 <b>S</b> Counts toward Supreme Columbian Award requirement.				
	Description	Points	Date Completed	Action
1	Catholic Citizenship Essay Contest <b>S</b> 	1		<input type="button" value="Add"/>
2	Coats for Kids <b>S</b>	2		<input type="button" value="Add"/>
3	Disaster Preparedness <b>S</b>	1		<input type="button" value="Add"/>
4	Free Throw <b>S</b>	1		<input type="button" value="Add"/>
5	Global Wheelchair <b>S</b>	2		<input type="button" value="Add"/>

The **Reports** category is used to enter the date the Council submitted required Supreme reports. It has only one field, which is used to enter the date the report was filed.

My Options Help Log out

Points Earned by Council 8285

Community	Faith	Family	Life	Reports
2	2	1	1	4

Enter Program Activities

Community Faith Family Life Reports 

Save Cancel Delete

**Category:** Reports  
**Activity:** Form 185: Report of Council Officers (Jul 1)  
**For Program Report**  
 Required  
 \* Event Date:

Council 8285 Reports Activities				
S Counts toward Supreme Columbian Award requirement.				
	Description	Points	Date Completed	Action
1	Form 185	1	2018-06-29	Edit
2	Form 365	1	2018-07-30	Edit
3	Form 1295	1	2018-08-22	Edit
4	File Mid-Year Activity Report	1	2018-08-15	Edit
5	Form 4584	1		Add
6	Form 1728	1		Add
7	Form 1295	1		Add
8	Year-End Activity Report	1		Add
9	SP-7	1		Add

Data between January 2018 and July 1, 2018 will appear in the Council 1728 Report. Data on activities entered prior to July 1, 2018 has been moved from Council and Youth into one of the current categories.

Data on activities prior to December 31, 2017 is not currently available for access by Councils. Watch for new menu option under Reporting that will open a report with this data.

The **District Deputy report** now accurately reports points earned by each Council. The Council number is a live link that opens a detailed list of activities reported by each Council.

## What's New 2017

Council Program Directors now have access to enter activities. A new login has been set up for each Council in the form "pdNNNN" where the N represents the 3, 4 or 5-digit council number. Grand Knights and Financial Secretaries continue to have rights to edit or update program activities as before. District Deputies continue to have access to view Council Activity information.

nickname	cnum	lname
pd1583	1583	
pd7087	7087	
pd2134	2134	
pd6872	6872	
pd6592	6592	
pd4898	4898	
pd5654	5654	

related business and I will take the appropriate measures to protect the information. These materials are solely the property of the Knights of Columbus and are not to be distributed or used for non-Knights of Columbus business. Unauthorized distribution or use of these materials is strictly prohibited.

User:

pd1583

Password:

Login

OPTIONS:  
[Reset Password](#) | [Request Help](#) | [New To Position](#) | [Request Access](#)

User: pdNNNN  
Password pdNNNN (1<sup>st</sup> time)  
After you log in the 1<sup>st</sup> time, you must create a new password

Only Council Officer logins with “gk”, “fs”, or “pd” as part of the UserID have access to the program report. Any other account you may have to log into the State Directory will not provide you access to the Program Report.

You are strongly encouraged to add your Program Director’s name and contact information in the Council information screen.

### Council List

Council Number:  District Number:

number	District	Council Name	Parish	City	Last Updated	View All (pdf)
02	4	Monsignor John J Burns	St. Patrick	Meridian	09/19/2017	   
48	5	John T. Savage	Cathedral of St. Peter the Apostle	Clinton	08/05/2017	   
			Saint's Michael, Paul, Mary, Joseph and			   

The Program Report pulls information from this table to track who enters or updates program activities.

## Program Director

Title	<input type="text" value="Mr."/>
First:	<input type="text" value="Bob"/>
MI:	<input type="text"/>
Last:	<input type="text" value="Tester"/>
Wife:	<input type="text" value="Jane"/>
Address:	<input type="text" value="1234 Main"/>
City:	<input type="text" value="Anytown"/>
State:	<input type="text" value="MS"/>

Councils can easily extract information from Program Activities database using the “View, Export Council Activities” option under the “Reporting” menu option.



Council Activity information can be saved to an Excel file or printed.

Full Directory My Options Help Log out							
Council 8285 Activity							
Column visibility		Excel	Print	Search: <input type="text"/>			
Category	Event date	Knights Count	Hours Count	Money	projectTitle	purposeActivity	Coordinator
Church							
+ Church	2017-07-30	5	6	0	Rosary	Emcourage parish to gather for rosary before Mass	
+ Church	2017-08-01	5	120	0	Roundtable	Created one and assisted members get active	
+ Church	2017-07-15	0	0	0	Reception	Served at reception for visiting Bishop Kopacz.	Bill Smith
+ Church	2017-06-17	4	8	0	Clean church	KC council assisted cleaning outside windows	
Community							

Click the "plus" sign to show additional fields.

The system now accurately tracks who created an entry and when, and who last updated it and when. This information appears on the Edit screen for each activity. It is also in the export file described above.

Save Cancel Move Delete

**Category:** Family  
**Activity:** Assist or adopt a needy family

**For Program Report**

**Required**

- \* Event Date: 2017-08-27
- \* Project Title: Blood drive
- \* Purpose of activity: MS Blood Services for family in car wreck

Notes:

Submitted by: Ben Mokry  
Submitted on: 2017-08-25  
Last updated by: Ben Mokry  
Last updated on: 2017-09-15

There are no other changes to Program Activity Report at this time.

Log in to State Directory

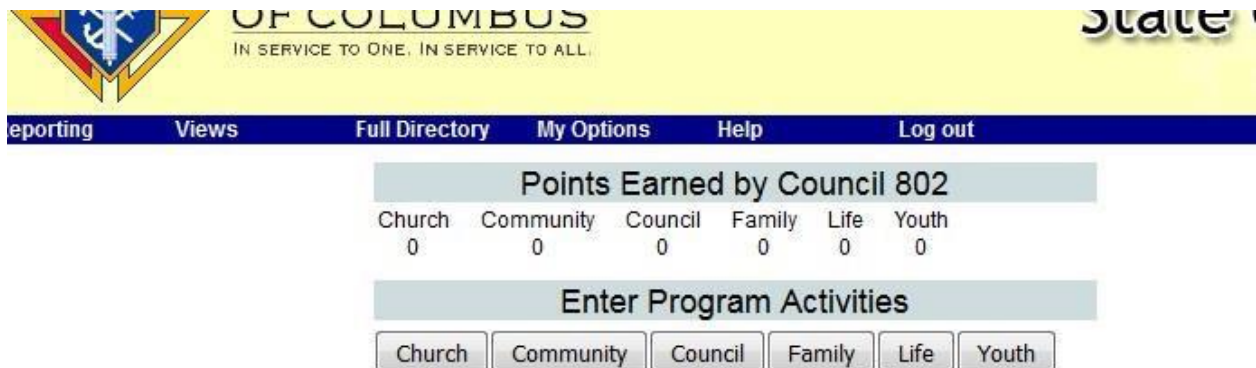


## What's new in 2016

Select "Open Council Activity Report" from new menu option "Reporting"



You will see this screen. Until you enter an activity, all the activity points will be "0"



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Click the button for Program Area where you want to enter a Program Activity.  
Click the "Add" button for the Activity you want to record.

### Enter Program Activities

[Church](#)[Community](#)[Council](#)[Family](#)[Life](#)[Youth](#)

#### Council 802 Church Activities

	Description	Points	Date Completed	Action
1	Supreme RSVP	2		<a href="#">Add</a>
2	5th Sunday Rosary	2		<a href="#">Add</a>
3	Host a Family Reconciliation Service	2		<a href="#">Add</a>
4	Sponsor Parish Round Table	1		<a href="#">Add</a>
5	Participate in the life of the Parish	1		<a href="#">Add</a>
6	Recognize or assist Clergy	1		<a href="#">Add</a>
7	\$100 Christopher or Bishop Gerow	1		<a href="#">Add</a>
8	Marian Hour of Prayer	1		<a href="#">Add</a>
9	Sponsor Parish retreat or mission	1		<a href="#">Add</a>
10	Assist Catholic Mission	1		<a href="#">Add</a>
11	Keep Christ in Christmas	1		<a href="#">Add</a>
12	Sponsor prayer service	1		<a href="#">Add</a>
13	Rosary Devotion	1		<a href="#">Add</a>
14	\$100+ to Military Seminarian Education Fund	1		<a href="#">Add</a>
15	Other Local Activity	1		<a href="#">Add</a>

The Add Record screen opens

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Reporting Views Full Directory My Options Help Log out

Save Cancel

**Category:** Church

**Activity:** Sponsor a Parish Round Table and submit Appointment of Round Table Coordinator

**For Program Report**

**Required**

\* Event Date:

\* Project Title:

\* Purpose of activity:

Who coordinated:

**Form 1728 Reporting**

Number of Knights:

Total Knight Hours:

Charitable \$ Raised or Disbursed:

**For Council Use**

Submit this activity for Best Program ☐

Share with other Councils after Convention ☐

Who coordinated:

Knights Who Supported Activity:

Notes:

Optional

Three fields are **REQUIRED** to submit the activity: Event Date, Project Title, and Purpose of Activity


Date the event occurred. If recurring event, or multi-day event, enter first date event occurred.

Complete these fields to collect information for Supreme Form 1728 Report

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Enter information in the Required fields. Click "Save".

Click "Cancel" to exit the screen without saving the record.



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State Council

Reporting Views Full Directory My Options Help Log out

Save Cancel

**Category:** Church

**Activity:** Sponsor a Parish Round Table and submit Form 2629 Notice of Appointment of Round Table Coordinator

**For Program Report**

**Required**

\* Event Date: 2016-11-01

\* Project Title: Round Table

\* Purpose of activity: St. John Crystal Springs

Who coordinated:

**Form 1728 Reporting**

Number of Knights:

Total Knight Hours:

Charitable \$ Raised or Disbursed:

**For Council Use**

Submit this activity for Best Program ☐

Share with other Councils after Convention ☐

Who coordinated:

v

The record is saved and you are returned to the “Enter Program Activities” page. The “Points Earned” section has been updated and reports the activity points earned.



Reporting Views Full Directory My Options Help Log out

Points Earned by Council 802					
Church	Community	Council	Family	Life	Youth
1	0	0	0	0	0

Enter Program Activities					
Church	Community	Council	Family	Life	Youth

The button for that activity changes to “Edit”. “Date Completed” is the “Event Date”, the date when the activity took place. Click the Edit button to add or update information on the activity

Reporting Views Full Directory My Options Help Log out

**Points Earned by Council 802**

Church	Community	Council	Family	Life	Youth
1	0	0	0	0	0

**Enter Program Activities**

Church Community Council Family Life Youth

**Council 802 Church Activities**

	Description	Points	Date Completed	Action
1	Supreme RSVP	2		Add
2	5th Sunday Rosary	2		Add
3	Host a Family Reconciliation Service	2		Add
4	Sponsor Parish Round Table	1	2016-11-01	Edit
5	Participate in the life of the Parish	1		Add
6	Recognize or assist Clergy	1		Add
7	\$400 Christmas Dinner Comm	4		Add

You add an activity only once except for “Other Local Activity”

15	Support World Youth Day	1		Add
16	Youth Scholarship	1		Add
17	Other Local Activity	1		Add

Other Local Activity accepts more than one Activity. Enter one activity and the Other Local Activity row now shows both an Edit and Add button. The Date Completed field shows the Event Date of the activity.

10	Community leadership roles	1		Add
11	Prison Ministry	1		Add
12	Other Local Activity	1	2016-09-04	Edit Add

Enter additional activities and the Date Completed field changes to show “View 1+”. The Add button is still available to add additional activities

10	Community leadership roles	1		Add
11	Prison Ministry	1		Add
12	Other Local Activity	1	<a href="#">View 1+</a>	Add

Click the “View 1+” link and the activities are displayed along with an Edit button for each Activity. Click the Edit button

12	Other Local Activity	1	<a href="#">View 1+</a>	Add
<div> <div>Edit</div> <div>2016-09-04 Parish blood drive</div> </div>				
<div> <div>Edit</div> <div>2016-09-10 Park cleanup day</div> </div>				

The Edit Record screen opens. Click the Move button.



Save Move Cancel Delete

**Category:** Church

**Activity:** Sponsor a Parish Round Table and submit Form 2629 Notice of Appointment of Round Table Coordinator

**For Program Report**

**Required**

\* Event Date: 2016-11-01

\* Project Title: Round Table

\* Purpose of activity: St. John Crystal Springs

Who coordinated:

**For Form 1728 Reporting**

Number of Knights: 0

Total Knight Hours: 0

Charitable \$ Raised or Dispursed: 0

**For Council Use**

Names of Knights

Supporting Activity:

Notes:

Submitted by: David Viger

Submitted on: 2016-11-14

Last updated by: Robert Munroe

Last updated on: 2016-11-04

Delete the Activity

You can Move the Activity to a different Program Area or Activity

The system records who entered the activity and when it was last updated

The Move Activity screen opens

### Move Activity

Save

Cancel

#### Current

**Program Area:** Church

**Activity:** Sponsor Parish Round Table

Current Program Area and  
Activity shown here

#### Move Activity to:

Program Area: Please Select ▼

Activity: Please Select ▼

Select the "Program Area"  
and then the specific  
"Activity"

#### For Program Report

Event Date: 2016-11-01

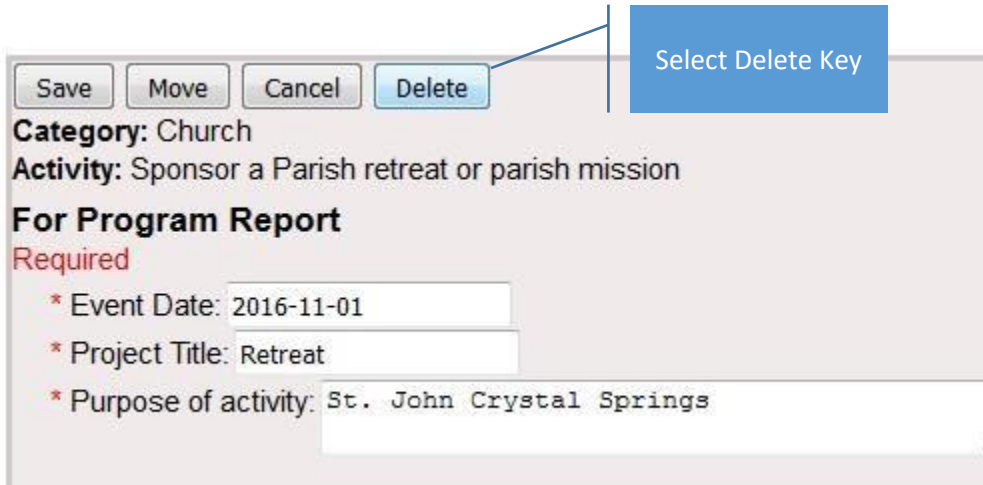
Project Title: Round Table

Purpose of activity: St. John Crystal Springs

Fields available for editing  
details if necessary



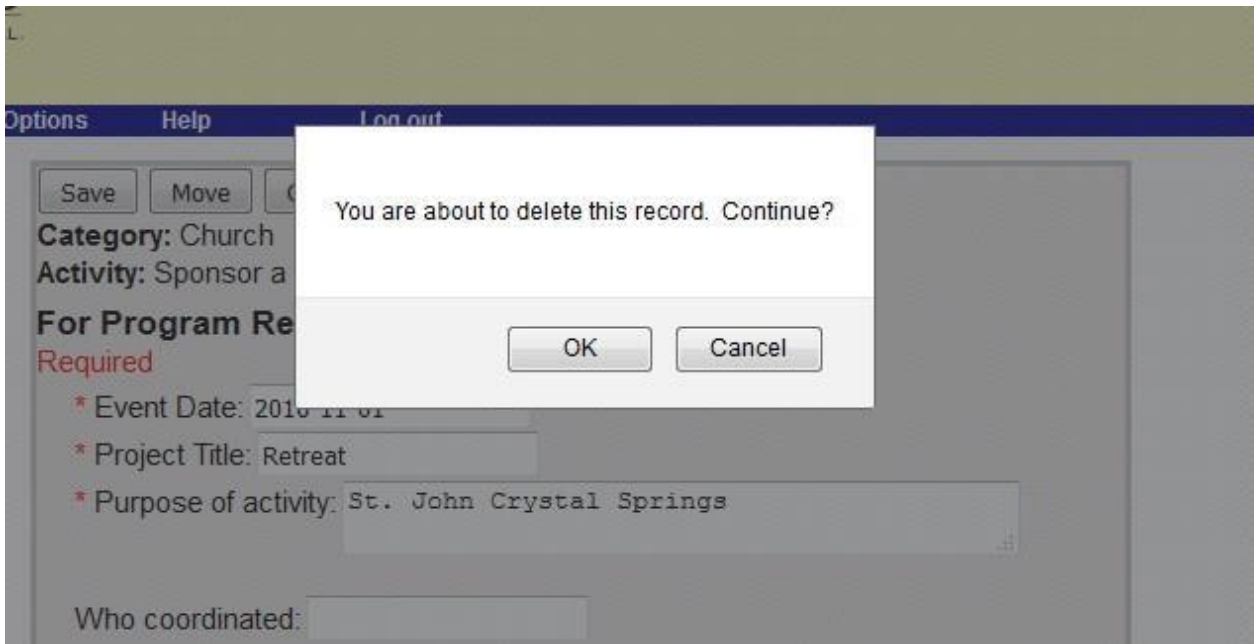
## Delete an Activity



A screenshot of a web application interface for managing activities. At the top, there are four buttons: 'Save', 'Move', 'Cancel', and 'Delete'. A blue callout box with the text 'Select Delete Key' points to the 'Delete' button. Below the buttons, the form displays the following information:

- Category:** Church
- Activity:** Sponsor a Parish retreat or parish mission
- For Program Report**
- Required**
- \* Event Date: 2016-11-01
- \* Project Title: Retreat
- \* Purpose of activity: St. John Crystal Springs

You are asked to confirm that you want to Delete the Record



A screenshot of the same web application interface, but with a confirmation dialog box overlaid. The dialog box contains the text: 'You are about to delete this record. Continue?'. Below the text are two buttons: 'OK' and 'Cancel'. The background form is dimmed, showing the same activity details as the previous screenshot.

## The Six Program Areas and Activities

## Council 802 Church Activities

	Description	Points	Date Completed	Action
1	Supreme RSVP	2		<a href="#">Add</a>
2	5th Sunday Rosary	2		<a href="#">Add</a>
3	Host a Family Reconciliation Service	2		<a href="#">Add</a>
4	Sponsor Parish Round Table	1		<a href="#">Add</a>
5	Participate in the life of the Parish	1		<a href="#">Add</a>
6	Recognize or assist Clergy	1		<a href="#">Add</a>
7	\$100 Christopher or Bishop Gerow	1		<a href="#">Add</a>
8	Marian Hour of Prayer	1		<a href="#">Add</a>
9	Sponsor Parish retreat or mission	1		<a href="#">Add</a>
10	Assist Catholic Mission	1		<a href="#">Add</a>
11	Keep Christ in Christmas	1		<a href="#">Add</a>
12	Sponsor prayer service	1		<a href="#">Add</a>
13	Rosary Devotion	1		<a href="#">Add</a>
14	\$100+ to Military Seminarian Education Fund	1		<a href="#">Add</a>
15	Other Local Activity	1		<a href="#">Add</a>

## Council 802 Community Activities

	Description	Points	Date Completed	Action
1	Habitat Build	2		<a href="#">Add</a>
2	Wheelchair	2		<a href="#">Add</a>
3	Hold Blue Mass	2		<a href="#">Add</a>
4	PWID fund drive or donation to KC Foundation	1		<a href="#">Add</a>
5	Second Responders	1		<a href="#">Add</a>
6	Blood Drive	1		<a href="#">Add</a>
7	Community beautification	1		<a href="#">Add</a>
8	Visit sick etc	1		<a href="#">Add</a>
9	Food or clothing drive	1		<a href="#">Add</a>
10	Community leadership roles	1		<a href="#">Add</a>
11	Prison Ministry	1		<a href="#">Add</a>
12	Other Local Activity	1		<a href="#">Add</a>

## Council 802 Council Activities

	Description	Points	Date Completed	Action
1	Council participate in Special Olympics	2		<input type="button" value="Add"/>
2	Hold a Council Day Retreat	2		<input type="button" value="Add"/>
3	Quarterly Council Socials	1		<input type="button" value="Add"/>
4	Council hold First Degree	1		<input type="button" value="Add"/>
5	Council host Second Degree	1		<input type="button" value="Add"/>
6	Council host Third Degree	1		<input type="button" value="Add"/>
7	At least 1 member on Certified Degree Team	1		<input type="button" value="Add"/>
8	Conduct Membership Drive	1		<input type="button" value="Add"/>
9	Council Newsletter at least Quarterly	1		<input type="button" value="Add"/>
10	Council Web Site	1		<input type="button" value="Add"/>
11	Fraternal Benefits meeting	1		<input type="button" value="Add"/>
12	Participate in State Sanction Athletic event	1		<input type="button" value="Add"/>
13	Memorial Service deceased Knights	1		<input type="button" value="Add"/>
14	Knight of the Month or similar	1		<input type="button" value="Add"/>
15	Columbus Day event	1		<input type="button" value="Add"/>
16	Other Local Activity	1		<input type="button" value="Add"/>

## Council 802 Family Activities

	Description	Points	Date Completed	Action
1	Food for Families	2		<input type="button" value="Add"/>
2	Hold a Family Corporate Communion	2		<input type="button" value="Add"/>
3	Submit 12 Family of Month to Supreme	2		<input type="button" value="Add"/>
4	Family Week Event	1		<input type="button" value="Add"/>
5	Family of Year entry	1		<input type="button" value="Add"/>
6	Support widows and families	1		<input type="button" value="Add"/>
7	Family fun event	1		<input type="button" value="Add"/>
8	Family social	1		<input type="button" value="Add"/>
9	Adopt needy family	1		<input type="button" value="Add"/>
10	Marriage Vow renewal mass	1		<input type="button" value="Add"/>
11	Other Local Activity	1		<input type="button" value="Add"/>

## Council 802 Life Activities

	Description	Points	Date Completed	Action
1	March for Life	2		<input type="button" value="Add"/>
2	Ultrasound	2		<input type="button" value="Add"/>
3	Involve Youth in a Prolife Project	2		<input type="button" value="Add"/>
4	Baby Bottle Fundraiser	1		<input type="button" value="Add"/>
5	Volunteer at Culture of Life organization	1		<input type="button" value="Add"/>
6	\$100+ to Pro-Life Memorial Fund	1		<input type="button" value="Add"/>
7	Supreme Day of the Unborn Child	1		<input type="button" value="Add"/>
8	Council participates in "Life Chain	1		<input type="button" value="Add"/>
9	Culture of Life display in parish	1		<input type="button" value="Add"/>
10	Defend Life billboard	1		<input type="button" value="Add"/>
11	Rosary Devotion for Pro-life at Council meeting	1		<input type="button" value="Add"/>
12	Rosary Devotion for Pro-life in parish	1		<input type="button" value="Add"/>
13	Volunteer at Pregnancy Center	1		<input type="button" value="Add"/>
14	Use checks with Culture of Life message	1		<input type="button" value="Add"/>
15	Parish event about capital punishment	1		<input type="button" value="Add"/>
16	Other Local Activity	1		<input type="button" value="Add"/>

## Council 802 Youth Activities

	Description	Points	Date Completed	Action
1	Coats for Kids	2		<input type="button" value="Add"/>
2	Support Youth Catholic Education	2		<input type="button" value="Add"/>
3	Connect a Catholic College Student	2		<input type="button" value="Add"/>
4	Columbian Squires Circle	1		<input type="button" value="Add"/>
5	Parish CYO or similar	1		<input type="button" value="Add"/>
6	Scouting	1		<input type="button" value="Add"/>
7	Support youth in liturgical ministry	1		<input type="button" value="Add"/>
8	Community youth programs	1		<input type="button" value="Add"/>
9	Supreme Drug Awareness Poster	1		<input type="button" value="Add"/>
10	Supreme KC Free Throw	1		<input type="button" value="Add"/>
11	Supreme Soccer Competition	1		<input type="button" value="Add"/>
12	Supreme essay contest	1		<input type="button" value="Add"/>
13	Toys for Tots or similar	1		<input type="button" value="Add"/>
14	Fun event for the Parish	1		<input type="button" value="Add"/>
15	Support World Youth Day	1		<input type="button" value="Add"/>
16	Youth Scholarship	1		<input type="button" value="Add"/>
17	Other Local Activity	1		<input type="button" value="Add"/>