Completing the Program Activity Report

December 2018

Questions? Ben Mokry, 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/ Save this link in your favorites.

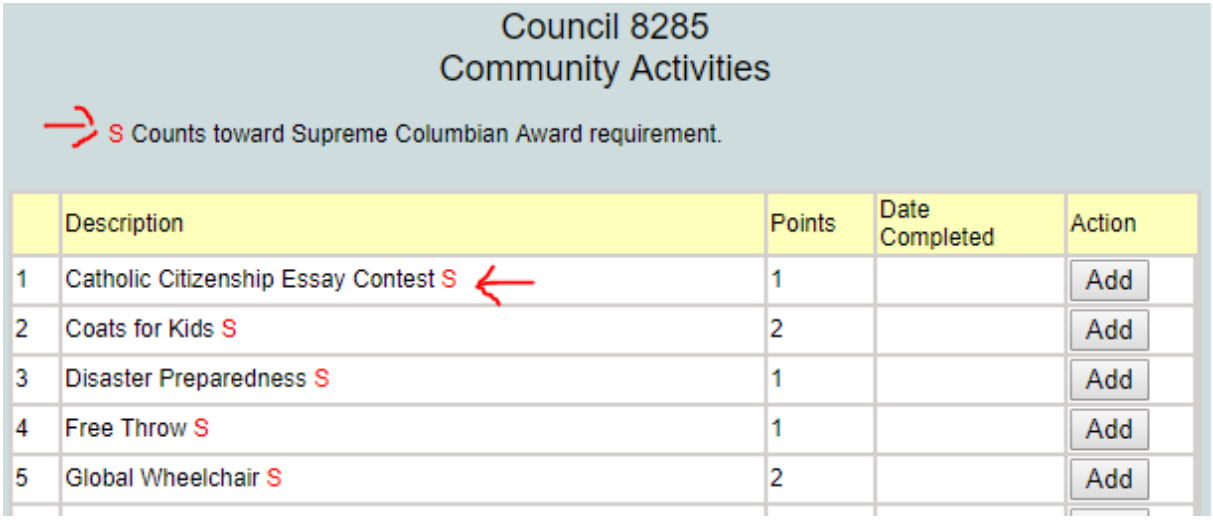
You will also find this link here:

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.

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.

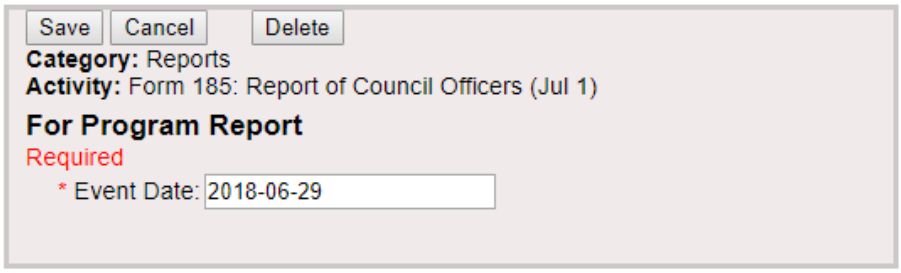


Council 8285
Community Activities

S Counts toward Supreme Columbian Award requirement.

	Description	Points	Date Completed	Action
1	Catholic Citizenship Essay Contest S	1		Add
2	Coats for Kids S	2		Add
3	Disaster Preparedness S	1		Add
4	Free Throw S	1		Add
5	Global Wheelchair S	2		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.



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

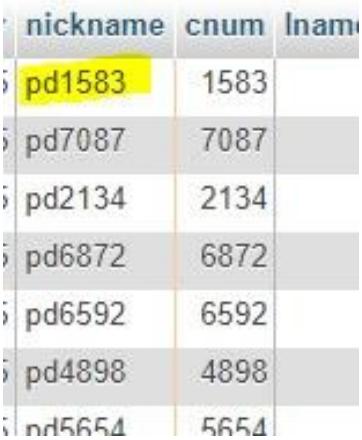
Data between January 2018 and July 1, 2018 will appear in the Council 1728 Report. Data on activities entered prior to July 1, 2018 has been moved from Council and Youth into one of the current categories.

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.

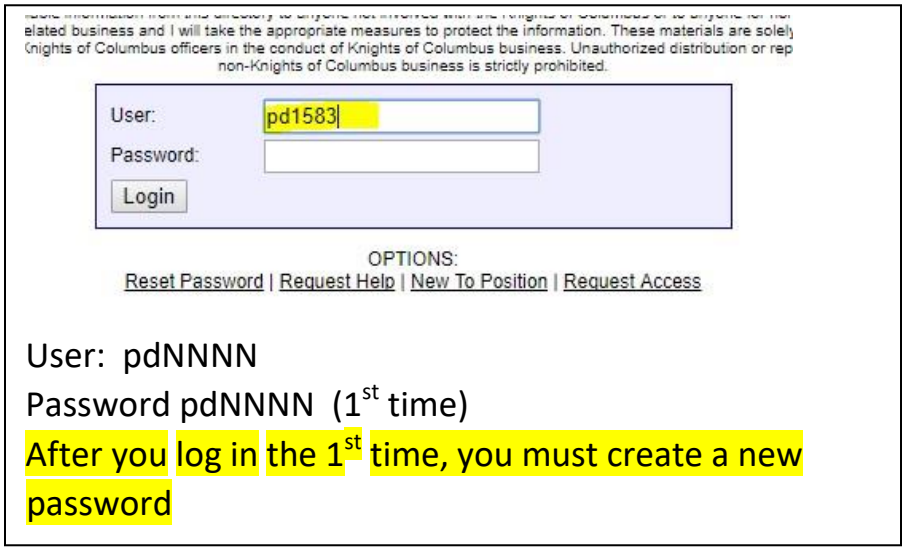
The **District Deputy report** now accurately reports points earned by each Council. The Council number is a live link that opens a detailed list of activities reported by each Council.

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	lnam
pd1583	1583	
pd7087	7087	
pd2134	2134	
pd6872	6872	
pd6592	6592	
pd4898	4898	
pd5654	5654	



User: pdNNNN

Password pdNNNN (1st time)

After you log in the 1st 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.

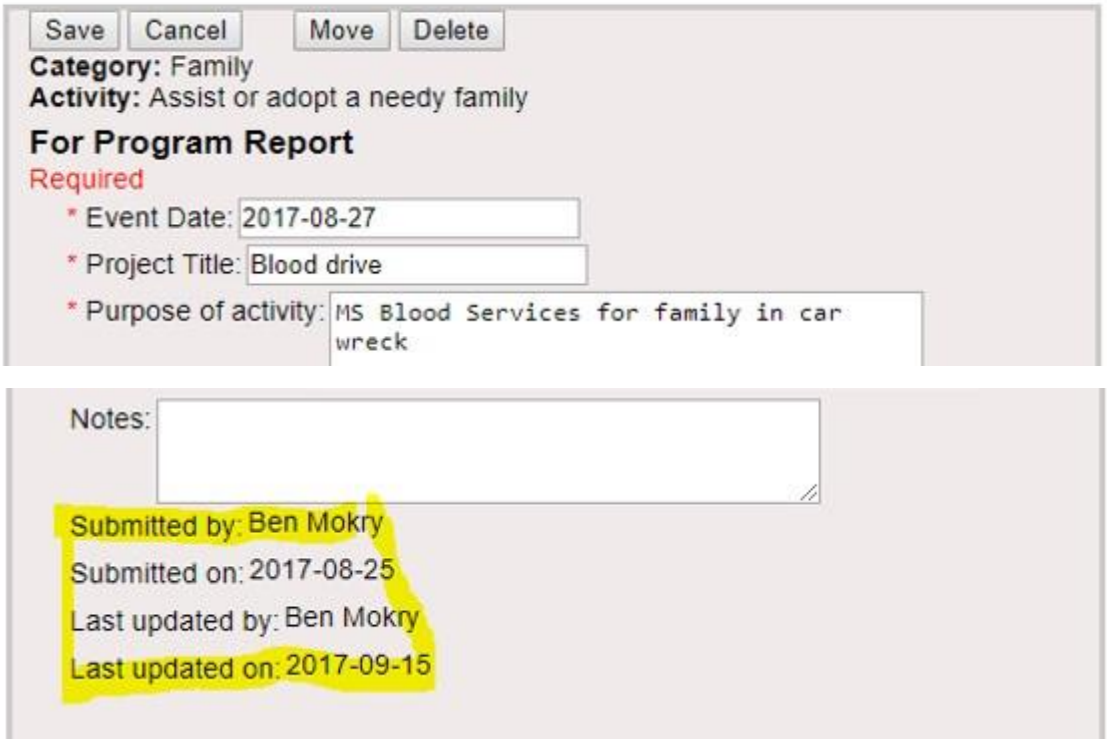
The Program Report pulls information from this table to track who enters or updates program activities.

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.

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.



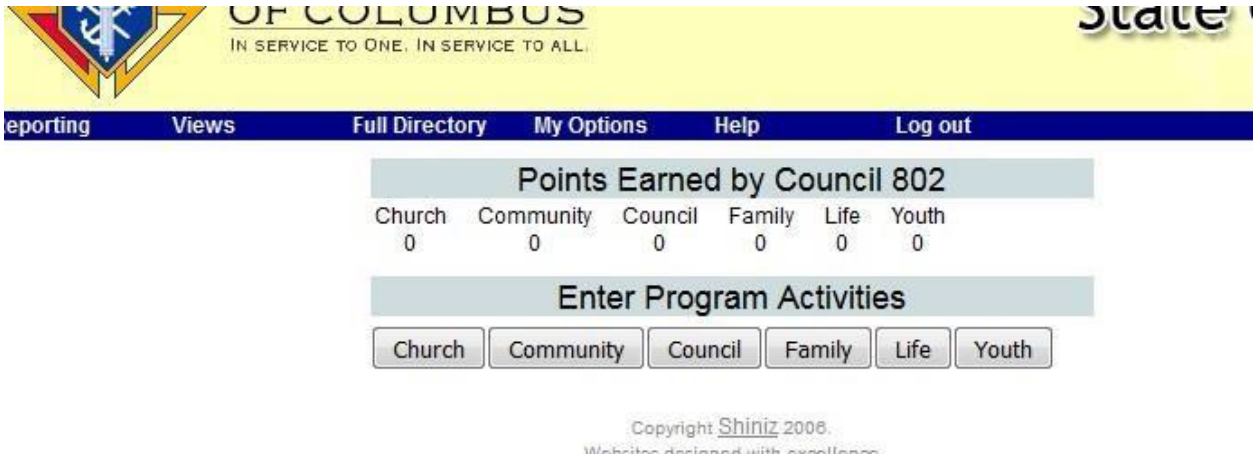
There are no other changes to Program Activity Report at this time.

Log in to State Directory

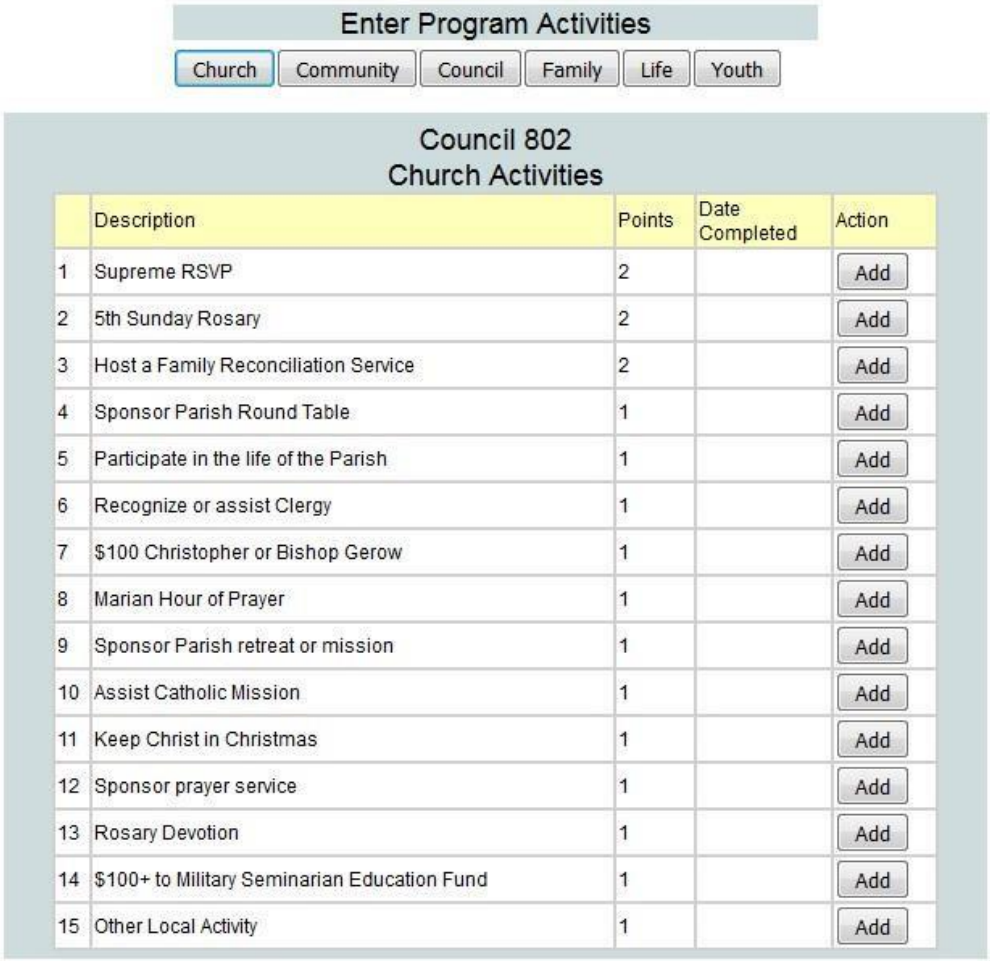
What's new in 2016

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

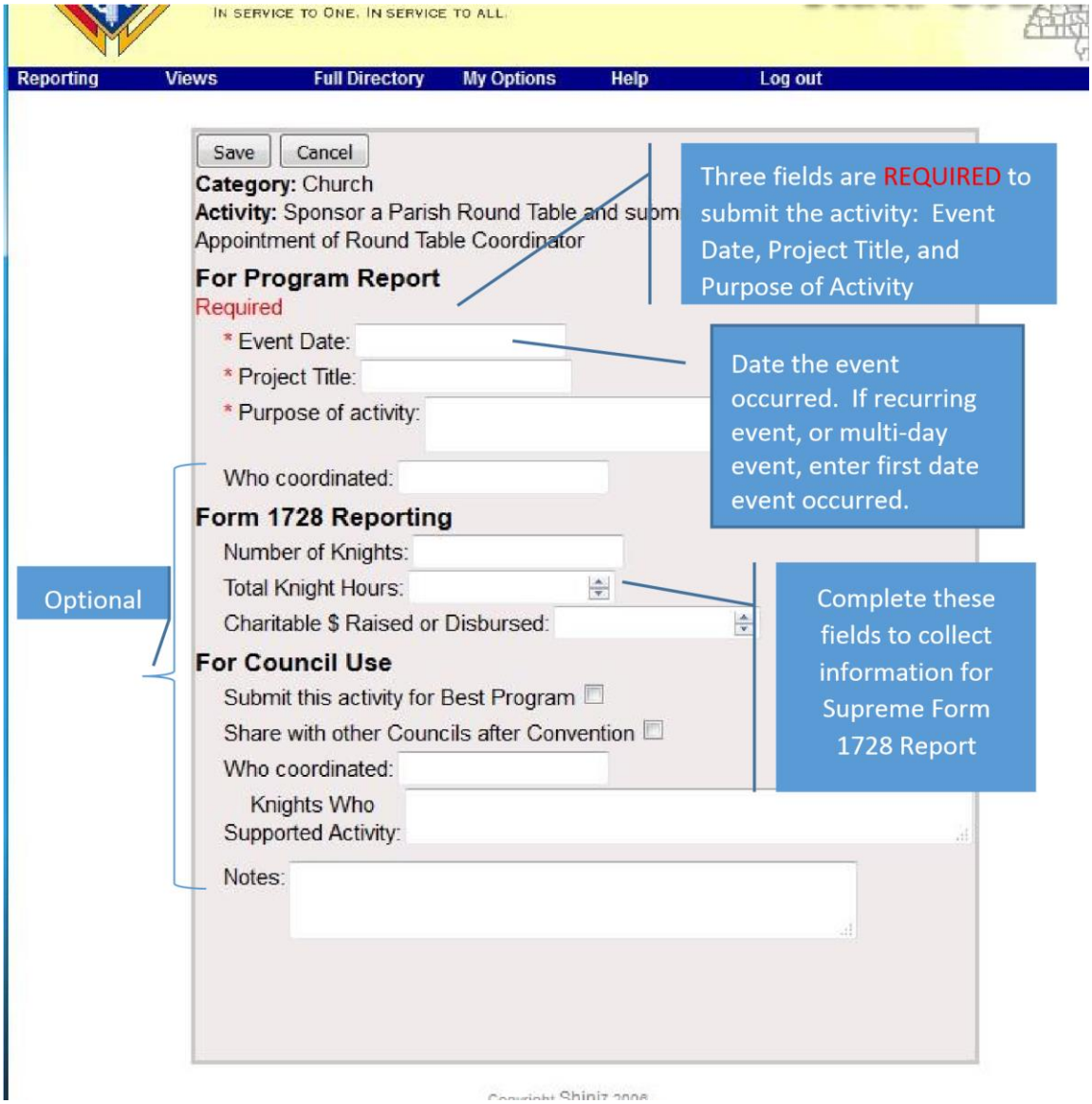
You will see this screen. Until you enter an activity, all the activity points will be "0"



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.

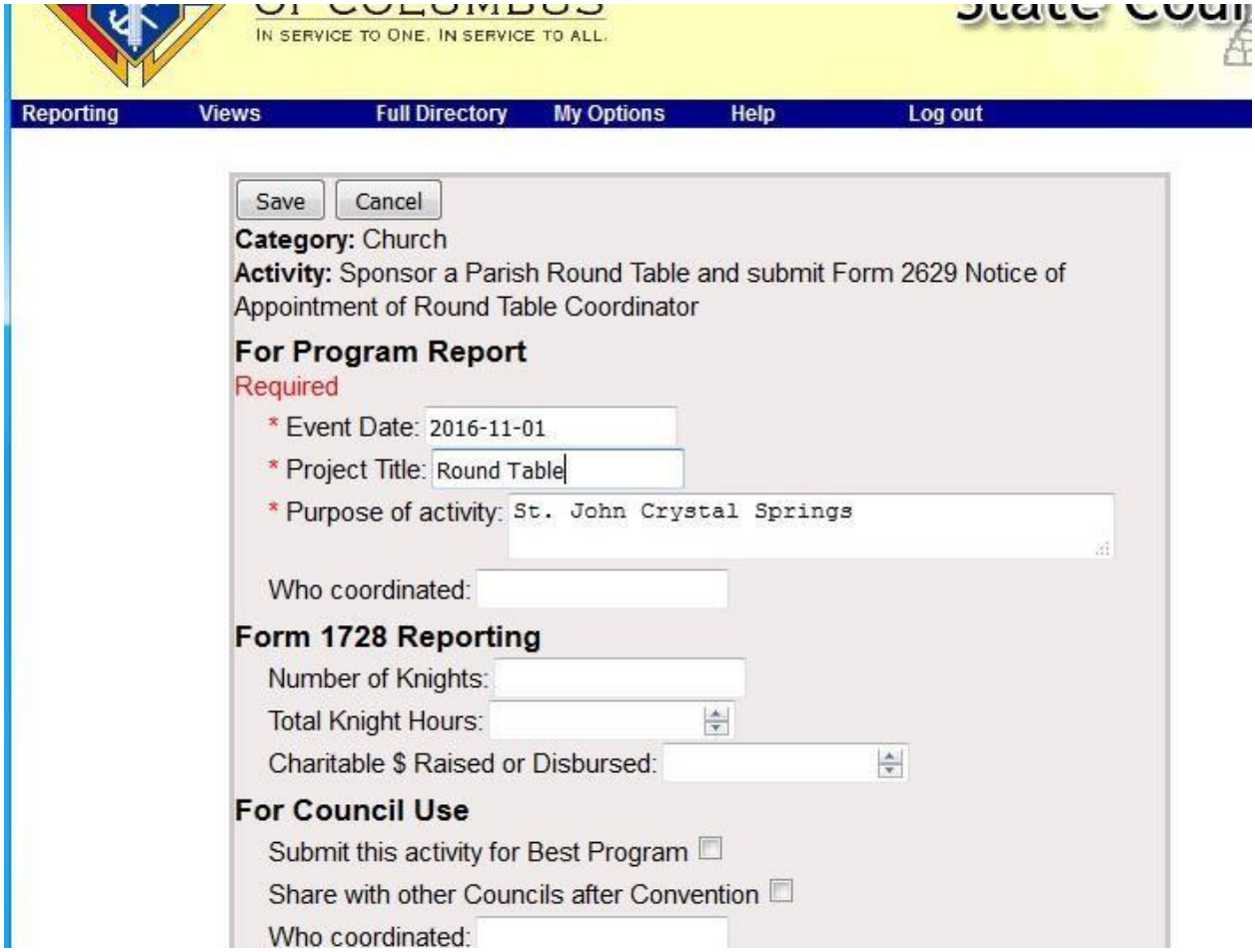


The Add Record screen opens



Enter information in the Required fields. Click “Save”.

Click “Cancel” to exit the screen without saving the record.



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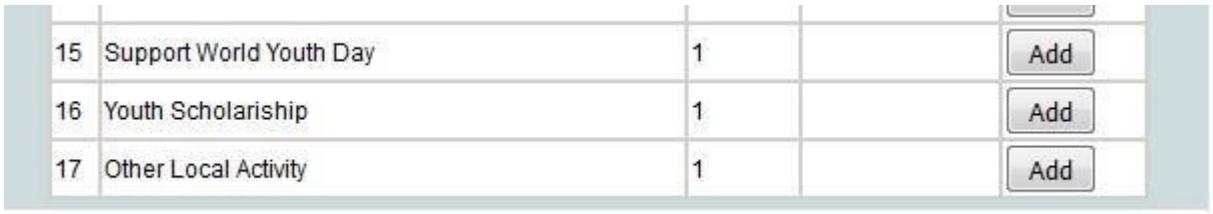
The record is saved and you are returned to the "Enter Program Activities" page. The "Points Earned" section has been updated and reports the activity points earned.

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

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

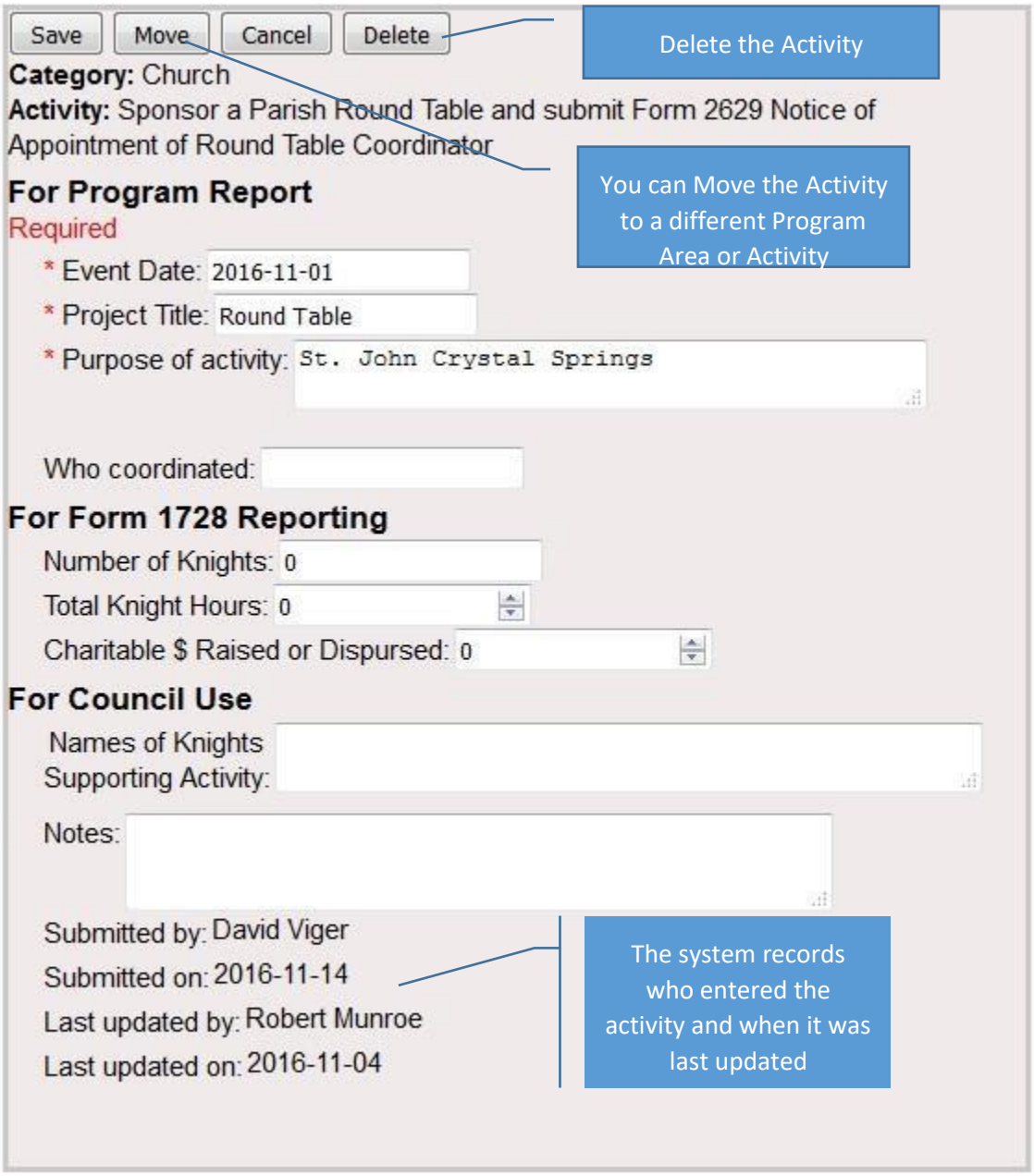


Other Local Activity accepts more than one Activity. Enter one activity and the Other Local Activity row now shows both an Edit and Add button. The Date Completed field shows the Event Date of the activity.

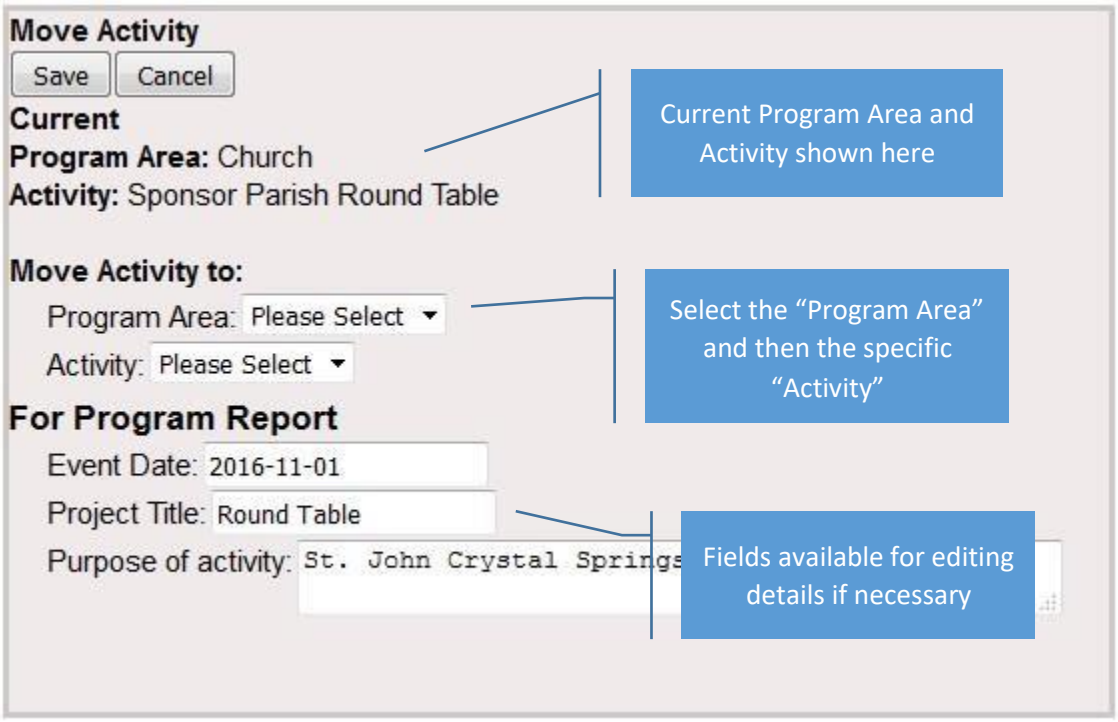
Enter additional activities and the Date Completed field changes to show “View 1+”. The Add button is still available to add additional activities

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

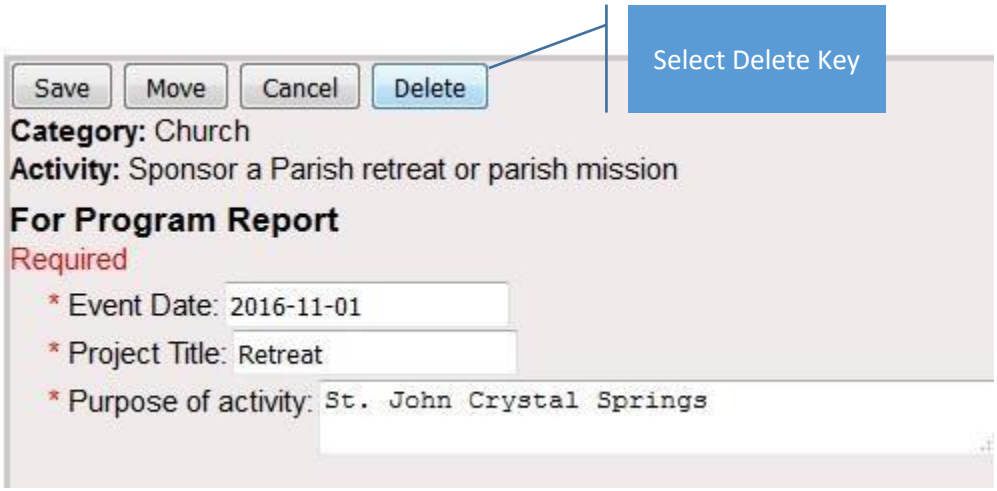
The Edit Record screen opens. Click the Move button.



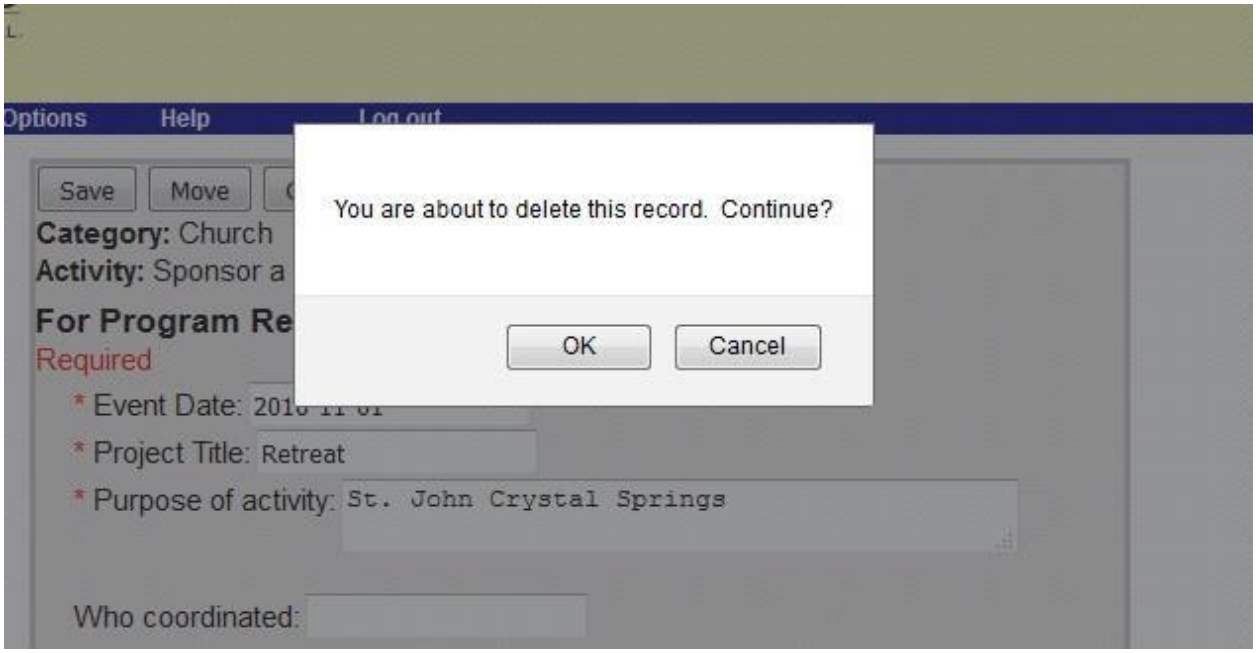
The Move Activity screen opens


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



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



The Six Program Areas and Activities

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		Add
5	Participate in the life of the Parish	1		Add
6	Recognize or assist Clergy	1		Add
7	$100 Christopher or Bishop Gerow	1		Add
8	Marian Hour of Prayer	1		Add
9	Sponsor Parish retreat or mission	1		Add
10	Assist Catholic Mission	1		Add
11	Keep Christ in Christmas	1		Add
12	Sponsor prayer service	1		Add
13	Rosary Devotion	1		Add
14	$100+ to Military Seminarian Education Fund	1		Add
15	Other Local Activity	1		Add

Council 802
Community Activities

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

Council 802
Council Activities

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

Council 802
Family Activities

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

Council 802
Life Activities

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

Council 802
Youth Activities

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